



## Household Hazardous Waste Grant: 12th Cycle, Fiscal Year 2003/04

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### Grantee Resources

- [Grant Award List](#)
- Forms
- 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 May 27, 2003.

### [Notice of Funding Availability](#)

### [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](#)
- [Exhibit I: Permit Checklist](#)



## Grants by Grant Cycle

### Grants matching your search for 2003-04 Household Hazardous Waste Discretionary Grants (HD12)

#### Alameda County

**Grantee:**City of Berkeley

**Amount Awarded:** \$151,970.00

**Grantee Contact:** Mr. Andy Block

**CalRecycle Grant Manager:** Ashraf Batavia

**Project Summary:** To establish a HHW door-to-door collection for: low-income seniors and disabled, and residents who don't own a car.

*Total Awarded for County: \$151,970.00*

#### Butte County

**Grantee:**Butte County

**Amount Awarded:** \$286,068.00

**Grantee Contact:** Mr. Steve Rodowick

**CalRecycle Grant Manager:** Susan Mueller

**Project Summary:** We are proposing to construct and staff an E-Waste collection and transfer Facility at the Neal Road Landfill. In addition, we will establish a pilot program of satellite facilities throughout the County for reuse and recycling. Public education and outreach will be conducted to inform the residents of the hazards of E-Waste and the new County programs.

*Total Awarded for County: \$286,068.00*

#### Calaveras County

**Grantee:**Calaveras County

**Amount Awarded:** \$78,101.00

**Grantee Contact:** Ms. Cynthia Knapp

**CalRecycle Grant Manager:** Susan Mueller

**Project Summary:** Funds are requested to develop collection areas for recyclable/universal waste at the Avery Transfer Station, Red Hill Yard Waste Facility and the Wilseyville Transfer Station. Each collection facility will consist of 2 hazardous waste storage lockers and a tank for used oil. Materials to be collected include used oil, filters, antifreeze, automotive batteries, household batteries, latex paint, CRT's, fluorescent light tubes, and mercury containing devices.

*Total Awarded for County: \$78,101.00*

#### Contra Costa County

**Grantee:**West Contra Costa Integrated Waste Management Authority

**Amount Awarded:** \$210,147.00

**Grantee Contact:** Ms. Mersina Purlantov

**CalRecycle Grant Manager:** Cynthia Dunn

**Project Summary:** The West Contra Costa Integrated Waste Management Authority seeks funds to expand on its current HHW programs to include the collection of electronic waste by providing temporary collection events to its service area. The project would entail working closely with Philip Services Corp., the existing HHW service contract vendor, and West County Resource Recovery, the HHW facility operator, to promote and implement four temporary e-waste collection events; in June and October 2004 and June and October 2005. For convenience, e-waste collection events will be promoted and scheduled in conjunction with regular HHW drop-off activities, which will provide for increased public awareness and proper disposal options to better manage the growing electronic waste stream.

*Total Awarded for County: \$210,147.00*

### **Kern County**

**Grantee:**City of Arvin

**Amount Awarded:** \$121,500.00

**Grantee Contact:** Mr. Alan Christensen

**CalRecycle Grant Manager:** Stephen Binning

**Project Summary:** The HHW and E-Waste grant application initiates the City's educational awareness and collection program for hazardous materials. This is the City's first ever HHW grant and will assist the City in implementing the HHWE required by AB 939. A bi-lingual education program will be implemented to ensure participation in four (4) HHW and E-Waste collection event. Premiums will go a long way towards promotion of the collection program in our small farming community.

*Total Awarded for County: \$121,500.00*

### **Lake County**

**Grantee:**Lake County

**Amount Awarded:** \$132,984.00

**Grantee Contact:** Ms. Jaqueline Armstrong

**CalRecycle Grant Manager:** Spencer Fine

**Project Summary:** This proposal includes activities to 1) educate the public regarding the hazards to the environment and public health issues associated with the improper disposal of CRTs; 2) collect stockpiled CRTs in Lake County and the incorporated Cities of Clearlake and Lakeport; and 3) identify reusable computer systems and components and make them available to seniors, people with disabilities and students.

*Total Awarded for County: \$132,984.00*

### **Los Angeles County**

**Grantee:**City of Santa Clarita

**Amount Awarded:** \$67,218.00

**Grantee Contact:** Mr. Benjamin Lucha

**CalRecycle Grant Manager:** Chris Schmidle

**Project Summary:** The City of Santa Clarita is requesting grant funds for a door-to-door e-waste amnesty collection program. The program will compliment the City's current HHW program and will allow Santa Clarita Valley residents to request the free collection of e-waste from their home. The amnesty period will be for the months following the Christmas holiday, the period of time where people are most likely in need of the program. In addition to the collection program, staff will use grant funds for the preparation of education and outreach materials pertaining to the program and discussing e-waste and HHW issues.

**Grantee:**City of Diamond Bar

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

**Grantee Contact:** Mr. David G. Liu

**CalRecycle Grant Manager:** Chris Schmidle

**Project Summary:** The City of Diamond Bar is applying for funds to establish a regional HHW collection `take back` solution for all types of HHW, U-waste, and E-waste for over 300,000 residents of the area. The collection service will augment LA County's round up program (which is diminishing due to funding limits and expansion of collectibles to E-waste) by providing at-home collection for excluded and underserved populations, conducting special collection events, and providing public education in Asian languages. Importantly, this will also be a groundbreaking effort to implement a regional retailer/manufacturer initiative for sustainable `take back` of E-waste that could be a model statewide.

*Total Awarded for County: \$367,218.00*

**Merced County**

**Grantee:**Merced County

**Amount Awarded:** \$297,546.00

**Grantee Contact:** Mr. William Peeler

**CalRecycle Grant Manager:** Jeffrey Lin

**Project Summary:** The County of Merced seeks grant funding in order to: expand our current HHW programs to provide for the collection, proper storage and disposal of e- and u-waste at the permanent Highway 59 HHW Site and the Billy Wright Recycle-Only HHW Site; improve current collection conditions for general household hazardous waste at both permanent sites; expand collection opportunities in the underserved areas of Merced and Mariposa Counties by conducting six (6) one-day and e-waste and u-waste collection events; and develop and implement a public outreach and education campaign which will educate our communities on e- and e-waste and foster sustainable behavior.

*Total Awarded for County: \$297,546.00*

**Nevada County**

**Grantee:**Nevada County

**Amount Awarded:** \$299,985.00

**Grantee Contact:** Ms. Daria Kent

**CalRecycle Grant Manager:** Susan Mueller

**Project Summary:** Expansion of existing ABOP collection facility to accept all types of household hazardous waste and e-waste; and establish three satellite HHW collection facilities.

*Total Awarded for County: \$299,985.00*

**Sacramento County**

**Grantee:**Sacramento Regional Solid Waste Authority

**Amount Awarded:** \$80,914.00

**Grantee Contact:** Ms. Kelli Sequest

**CalRecycle Grant Manager:** Jeffrey Lin

**Project Summary:** Through the Sacramento Regional Solid Waste Authority (SWA), the cities of Citrus Heights and Sacramento and the County of Sacramento propose to use a regional partnership to address the significant need that local K-12 schools have to manage obsolete and/or stockpiled computer equipment. This grant provides free E-waste collection and regionally coordinated technical support to all K-12 public schools in Sacramento County to help them reduce E-waste generation and establish contracts and service agreements to manage E-waste on an ongoing, permanent basis.

**Grantee:**Rural Counties ESJPA

**Amount Awarded:** \$282,174.00

**Grantee Contact:** Ms. Stacey Miner

**CalRecycle Grant Manager:** Jeffrey Lin

**Project Summary:** The proposed grant program is designed to enhance and expand existing e-waste program efforts and to launch a new community-based e-waste and CED collection program in 10 rural California counties.

*Total Awarded for County: \$363,088.00*

**San Diego County**

**Grantee:**City of Encinitas

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

**Grantee Contact:** Mr. Bill Wilson

**CalRecycle Grant Manager:** Angela Parker

**Project Summary:** The proposed project will (1) expand the regional program started under HD9; (2) expand existing programs and services to target electronic, universal, paint, and antifreeze wastes; (3) add increased residential access hours and CESQG services at 3 Permanent Collection facilities; and (4) expand the regional pollution prevention and education program to increase the public's awareness of HHW issues, source reduction, proper disposal, and its impact on the environment by adding outreach to the Hispanic community and Seniors.

**Grantee:**City of La Mesa

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

**Grantee Contact:** Ms. Carol McLaughlin

**CalRecycle Grant Manager:** Angela Parker

**Project Summary:** This grant would provide funds for: ` an enlarged and improved e-waste collection program ` an expanded senior and disabled HHW door-to-door collection program ` an incentive for cross-jurisdictional collaboration for HHW recycling and disposal services ` an expanded public education and publicity program

**Grantee:**City of Chula Vista

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

**Grantee Contact:** Mr. Manuel Medrano

**CalRecycle Grant Manager:** Angela Parker

**Project Summary:** The goals of this project area 1) To provide equal access to public recycling and disposal services for household hazardous waste (HHW), electronic waste (e-waste), and universal waste (u-waste) in the six bordering communities of San Diego County's South County; 2) To expand existing programs to allow for increased collection of HHW, e-waste and u-waste in small cities, rural and underserved areas 3) To reach out to Spanish speaking and other underserved residential generators and conditionally exempt small quantity generators (CESQG) in small cities rural and underserved areas; and 4) To engage the community to practice source reduction, pollution prevention, and proper recycling/disposal through the implementation of a seamless Countywide publicity and education campaign.

*Total Awarded for County: \$900,000.00*

**San Luis Obispo County**

**Grantee:**San Luis Obispo County Integrated Waste Management Authority

**Amount Awarded:** \$109,596.00

**Grantee Contact:** Mr. William Worrell

**CalRecycle Grant Manager:** Eric Brown

**Project Summary:** The San Luis Obispo County Integrated Waste Management Authority is proposing to expand its existing HHW program with three separate projects. The first project will add hazardous waste storage capacity at the Cold Canyon Landfill PHHWCF. The second project will expand e-waste management capability at the Chicago Grade Landfill and Paso Robles Landfill PHHWCFs. The third project will add video surveillance cameras at 5 PHHWCFs.

*Total Awarded for County: \$109,596.00*

**Santa Clara County**

**Grantee:** Santa Clara County

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

**Grantee Contact:** Ms. Wendy Fong

**CalRecycle Grant Manager:** Susan Mueller

**Project Summary:** Santa Clara County HHW Program will expand collection opportunities for mercury-containing universal wastes including thermostats, fluorescent lighting, and batteries. Universal wastes will be collected at HHW events, commercial enterprises and community collection sites. The project also includes Earth Day Thermometer Exchanges and a comprehensive public education, outreach, and participation program designed to reach residential users of mercury-containing products and contractors involved in home remodeling.

*Total Awarded for County: \$300,000.00*

**Shasta County**

**Grantee:** Shasta County

**Amount Awarded:** \$283,735.00

**Grantee Contact:** Ms. Ronni Harman

**CalRecycle Grant Manager:** Alan White

**Project Summary:** Facilitate proper disposal of HHW in small cities and rural, underserved areas by holding 14 one-day HHW collection events in the cities of Anderson and Shasta Lake, and in unincorporated communities throughout Shasta County, For the first time, accept CESQG waste, e-waste, and u-waste. Attend community events to provide HHW information and promote proper disposal of HHW.

*Total Awarded for County: \$283,735.00*

**Siskiyou County**

**Grantee:** Siskiyou County

**Amount Awarded:** \$225,079.00

**Grantee Contact:** Mr Garrett Johnson

**CalRecycle Grant Manager:** Spencer Fine

**Project Summary:** In underserved Siskiyou County this regional program establishes a temporary Household Hazardous Waste Collection Event at six sites; Extensive Public Education Campaign to Reduce, Reuse and Recycle HHW; and makes possible the operation of the existing permanent HHW collection facility at the Yreka Landfill on a monthly basis.

*Total Awarded for County: \$225,079.00*

**Solano County**

**Grantee:** City of Vacaville

**Amount Awarded:** \$170,788.00

**Grantee Contact:** Ms. Mindy Harris

**CalRecycle Grant Manager:** Susan Mueller

**Project Summary:** The Cities of Dixon, Vacaville, and Unincorporated Solano County are applying for this grant to expand their existing HHW/CRT collection program. This expansion would allow us to create a convenient electronic waste drop-off program in which residents of the three communities could properly dispose of all CRTs and CEDs at the local landfill free of charge. At present there are no available ways to recycle CEDs in our area.

*Total Awarded for County: \$170,788.00*

**Yuba County**

**Grantee:**Regional Waste Management Authority

**Amount Awarded:** \$202,195.00

**Grantee Contact:** Mr. Keith Martin

**CalRecycle Grant Manager:** Susan Mueller

**Project Summary:** The RWMA is submitting this regional application to fund and expand the Electronic Waste Recycling Program and related public education services. The RWMA is also proposing to expand the public education services related to the Yuba -Sutter HHW Facility to focus on batteries; lamps with added mercury, including all fluorescent tubes; and, other mercury-containing universal waste. The expanded public education services will include a newspaper ad campaign, press releases, and a brochure addressing the hazardous nature of used batteries and highlighting local disposal/recycling opportunities.

*Total Awarded for County: \$202,195.00*

**Grant Count: 21**

**Grant Total for Selected Counties: \$4,500,000.00**



## Household Hazardous Waste Grant: 12th Cycle, FY 2003/04

### 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 the 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

Pending approval of the California State Budget for fiscal year (FY) 2003-2004, \$4.5 million in grant funds will be available for FY 2003/04 HHW Grants. Individual jurisdictions may request up to \$200,000 and regional groups (two or more cities/counties) may request up to \$300,000. The grant term is from approximately October 1, 2003 through March 31, 2006.

#### 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 2003/04 HHW Grants

Priority will be given to applicants who:

- Expand existing or initiate a new HHW program for the benefit of rural areas, or small cities, or underserved populations;
- Establish a multi-jurisdictional HHW program that addresses regional needs;
- Did not receive an HHW Grant award during the last cycle - HD 11 (FY 02-03)
- Expand existing programs or initiate a new HHW program to include collection of Electronic waste or Universal waste.

#### Application Format

The FY 2003/04 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.

#### Application Deadline

Applications must be received by **May 27, 2003**. Hand-delivered, e-mailed, or faxed applications will **not** be accepted.

#### For More Information

The application is available on this site. If you prefer, you may request a hard copy of the application package by fax to Wendy Roberson at (916) 319-7518. For more information contact Theresa Bober at (916) 341-6465 or Glenn Gallagher at (916) 341-6464.

**12th Cycle Home | HHW Grants Home**





## Household Hazardous Waste Grant: 12th Cycle, FY 2003/04

### Questions and Answers

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**1. Question: The Notice of Funding Availability says applications must be received by May 27, 2003. Is this the same as a postmark or do they actually have to be in your possession at that time?**

Answer: To ensure that the California Integrated Waste Management Board (CIWMB) can start the evaluation period as scheduled, all applications must be in the CIWMB's possession on May 27, 2003, regardless of postmark. Hand-delivered applications will not be accepted for this cycle. Additionally, because we need original signatures on all applications, faxed, or e-mailed applications cannot be accepted.

**2. Question: Can we bring the application down to your office on the afternoon of May 27th or email it?**

Answer: No, hand delivered, faxed, or e-mailed applications cannot be accepted for this cycle. This grant requires that the application be delivered through the postal service or commercial carrier (e.g., FedEx). The application must be in the CIWMB's possession on May 27, 2003, regardless of postmark.

**3. Question: Are Indian Tribes and rancherias eligible to apply for this grant?**

Answer: Yes, Indian Tribes and rancherias that certify under penalty of perjury they recognize themselves as local agencies responsible for HHW management are eligible to apply for this grant. (Note: as there may be federal funding ramifications resulting from Indian Tribes and rancherias identifying themselves as a "local agency" you may want to consult your attorney regarding Indian law in this matter.)

**4. Question: If we give our Block Grant funds to another jurisdiction as a part of a Regional Agency, are we still eligible to apply on our own for this grant?**

Answer: Yes, you are still eligible for the HD12 grant if you are the local jurisdiction responsible for HHW management.

**5. Question: What is Universal Waste?**

Answer: Hazardous waste commonly found in households including hazardous waste batteries, thermostats (those that include mercury), and hazardous waste lamps (most fluorescent tubes) and mercury-containing devices (e.g., switches, novelty items, gauges, medical equipment, or anything that mercury was intentionally added to), nonempty aerosol cans, CRTs and CEDs (Consumer Electronic Device)--mostly computers and their peripherals, toys with circuit boards, cell phones, Palm Pilots, microwaves, clock radios, stereo equipment, and anything with circuit boards or large amounts of solder (they leach the most).

**6. Question: Under the HD12 grant, is a sharps collection program eligible for funding?**

Answer: Yes, sharps collection programs are eligible if they are integrated into proposed or existing HHW collection programs. Sharps collection is the only medical waste program that can be funded through a HD12 grant.

**7. Question: Exhibit I refers to permits, licenses, and filings that the Applicant/Grantee has or will obtain. How do we treat permits, licenses and filings that are held by project partners, contractors and vendors?**

Answer: To comply with the General Checklist of Business Permits, Licenses, and Filings requirement, the Grantee must identify and give the status of all permits-licenses-filings (p/l/fs) necessary to perform their grant project, regardless of who obtained or holds the p/l/fs. It is the Grantees' responsibility to ensure that all necessary p/l/fs are acquired and complied with. In the event of audit, the Grantee is responsible for providing this documentation; therefore the Grantee should retain a copy of all p/l/fs in its grant project file.

**8. Question: In reading the instructions (pages 3-5), it is our understanding that in a regional program the supporting resolution items must be submitted no later than September 8; however does that also mean that the Lead Jurisdiction also has until September 8 (or sooner) to submit the resolution?**

Answer: Although we would like resolutions to accompany grant applications, we recognize that sometimes it takes grantees several months to obtain City Council approval. Therefore, we will accept a resolution from either a Lead Jurisdiction or a

Participating Jurisdiction up until September 8, 2003.

**9. Question: Is spending money for coupons (product subsidies) an acceptable HD12 grant expense? We would provide coupons to some residents so they could go to a participating store and get non-toxic, alternative products such as poison-free ant and roach killer.**

Answer: Yes, it is an acceptable expense to use grant funds for coupons used to purchase safer, nontoxic alternatives. Such an expense is similar to purchasing premiums used to heighten public awareness of safer, nontoxic alternatives.

**10. Question: As schools are conduits to the residents, can a school E-waste/U-waste collection/event/program be conducted under HD12?**

Answer: Yes. A jurisdiction may use their funds to implement a program in a school.

**11. Question: Do schools/business need to be Conditionally Exempt Small Quantity Generators (CESQGs) to qualify under cycle 12?**

Answer: No. Schools/businesses are not recognized as local agencies responsible for HHW management and therefore, not eligible to apply for grant funds. However, promoting the recycling of HHW at schools/small businesses would qualify as an eligible expense for a local agency.

**12. Question: Last year we applied for a grant to expand our HHW facility to include E-Waste (TV's, Computer Monitors, etc.) our agency didn't receive the grant. We want to submit an application for E-waste this year. Is Electronic waste recycling a priority for the State? Your Notice you sent out about the Grant listed a priority for Electronic waste. Do TV's and Computer monitors fall into this category? If so, what other electronic waste besides TV's and Monitors can be included in this grant?**

Answer: Electronic waste recycling is a priority this year. Electronic waste includes TVs, computers, fax machines, copiers, printers, and other electronic items that may have become obsolete to the consumer.

**13. Question: Can a JPA apply as the lead agency in a regional grant application (instead of a lead jurisdiction)? Is a JPA resolution that authorizes the submittal of grant applications for the term of May 1, 2003 to June 30, 2008 acceptable for the 12th Cycle HHW Grant? Do the participating jurisdictions only have to submit letters of authorization?**

Answer: Yes, a Joint Powers Authority (JPA) recognized by a resolution approved by the participating jurisdictions can apply as the lead agency. The resolution must state that the JPA is authorized to submit an application for the HD12 grant specifically, or authorize the submittal of grant applications to the CIWMB for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act.

A valid resolution that covers the entire grant term (October 1, 2003 through March 31, 2006) is acceptable if it also references the grant as noted above.

In addition to a valid resolution, each regional participant must provide one of the following:

- Authorization letter,
- Resolution, or
- Memorandum of Understanding.

Only those jurisdictions within the JPA wishing to participate in the grant need to provide the supporting documentation. For example, if a JPA had four participating members, and only three chose to participate in the grant, then only those three need to supply letters of authorization, or resolutions, or memorandums of understanding. Please refer to pages 3 through 5 of the HD12 grant's application directions for additional information.

**12th Cycle Home | HHW Grants Home**

**STATE OF CALIFORNIA  
ENVIRONMENTAL PROTECTION AGENCY**



**LOCAL GOVERNMENT  
HOUSEHOLD HAZARDOUS WASTE GRANT  
FISCAL YEAR 2003/04**

**Application Instructions**

**Applications must be received by May 27, 2003**

**Hand delivered, faxed, or E-mailed applications will not be accepted**

**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)
- Expenditure Itemization (Exhibit D)
- Summary of Used Oil and Household Hazardous Waste (HHW) Grants (Exhibit E)
- Recycled Content Purchasing Evaluation Sheet (Exhibit G)
- Permit Check List (Exhibit I)
- 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 received by May 27, 2003. Hand delivered, faxed, or E-mailed applications will not be accepted.**

If you need additional information, contact Theresa Bober at (916) 341-6465 or Glenn Gallagher at (916) 341-6464.

Please mail applications to:

**California Integrated Waste Management Board  
HHW Grant FY 2003-04  
Attn: Philip Poon, Grants Administration Unit  
1001 I Street, MS-10  
P.O. Box 4025  
Sacramento, CA 95812-4025**

▪ **Question and Answer Period**

Questions about the FY 2003/04 application may be submitted in writing from March 20, 2003 through April 24, 2003 to Theresa Bober, by e-mail to [Tbober@ciwmb.ca.gov](mailto:Tbober@ciwmb.ca.gov) or sent by mail to:

California Integrated Waste Management Board  
 Attn: Theresa Bober  
 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 April 28, 2003. Responses will be posted on the California Integrated Waste Management Board's (CIWMB) grants website [www.ciwmb.ca.gov/HHW/Grants](http://www.ciwmb.ca.gov/HHW/Grants) and after April 28, 2003 will be mailed out upon request. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

<b>TENTATIVE DATES</b>	<b>ACTIVITY</b>
March 21- May 27, 2003	Application period
March 20 – April 24, 2003	Question and Answer Period
April 28, 2003	Questions and Answers Posted on CIWMB Website
May 27, 2003	<b>Deadline for Application receipt by CIWMB</b>
June 19 –July 31, 2003	Panels review applications and prepare recommendations
September 2003	CIWMB approves grants
September 2003	Grant Agreements developed and signed
October, 2003	Grant recipients begin grant projects
March 31, 2006	Close of grant term
May 15, 2006	Deadline to submit Final Report and Payment Request

# TABLE OF CONTENTS

<b>I.</b>	<b>GRANT SUMMARY AND GUIDELINES</b>	1
	Background	1
	Application Eligibility	1
	Grant Funding	1
	Grant Term	2
	Eligible Costs	2
	Ineligible Costs	2
<b>II.</b>	<b>GRANT APPLICATION REVIEW AND AWARD PROCESS</b>	2
	Application Review	2
	Partial Funding of Proposals	2
	CIWMB Award of Grants	3
<b>III.</b>	<b>APPLICATION INSTRUCTIONS</b>	3
	Cover Sheet	3
	Resolution	4
	Proposal Narrative	5
	General Review Criteria	6
	Section 1: Need	6
	Section 2: Goals and Objectives	7
	Section 3: Work Plan	7
	Section 4: Evaluation	8
	Section 5: Budget	9
	Section 6: Application Completeness, Letters of Support, Experience, Etc...	10
	Section 7: Evidence of a Recycled-Content Purchasing Policy or Directive ..	11
	Section 8: Program for HHW Collection in Rural Areas, Small Cities or underserved areas.....	12
	Section 9: Multi-jurisdictional HHW Programs	12
	Section 10: No HHW Grant Funding During Last Cycles.....	12
	Section 11: New or expanded HHW program for the Collection of E-Waste and U-Waste	13
<b>IV.</b>	<b>GRANT ADMINISTRATION</b>	13
	Grant Agreement	13
	Payment of Grant Funds	13
	Audit Requirements	13
<b>V.</b>	<b>Attachments (Exhibits)</b>	
	Exhibit A	
	Exhibit B-1 & 2	Sample Resolutions
	Exhibit C	Work Statement
	Exhibit D	Sample Expenditure Itemization
	Exhibit E	Summary of Used Oil and HHW
	Exhibit F	Sample Letter of Authorization
	Exhibit G	Recycled Content Purchasing Evaluation Sheet
	Exhibit H	CIWMB Grant Scoring Criteria
	Exhibit I	Permit Check list

# HOUSEHOLD HAZARDOUS WASTE GRANT FY 2003/04

## I. GRANT SUMMARY AND GUIDELINES

### ■ BACKGROUND

Public Resources Code (PRC) 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 Theresa Bober at [tbober@ciwmb.ca.gov](mailto:tbober@ciwmb.ca.gov) or (916) 341-6465 or Glenn Gallagher at [ggallagh@cismb.ca.gov](mailto:ggallagh@cismb.ca.gov) or (916) 341-6464.**

### ■ 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 \$4.5 million dollars will be available for this fiscal year's (FY 2003/04) HHW Grant Program pending approval of the California State Budget. The maximum award is \$200,000 per individual applicant and \$300,000 per regional applicant.

PRC 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 2003/04 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 HHW grant cycle- HD11; and,
- ◆ Propose a new or expanded HHW program for the collection of E-waste or U-waste.

- **GRANT TERM**

The anticipated term of the grant is from October 1, 2003 through March 31, 2006. 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
- ◆ 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)
- ◆ Cell phones, pagers, and palm pilots
- ◆ Development of school curricula
- ◆ 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

## **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 Board approved scoring criteria listed in Exhibit H. Applicants must attain at least seventy percent (70%) of the total points available 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 September 2003 Board Meeting. The Board reserves the right to not award any or only a portion of the HHW Grant. Grant funding is subject to funding availability.

**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 in the following order:
    - Section 1: Need;
    - Section 2: Goals and Objectives;
    - Section 3: Work Plan including Work Statement Form (Exhibit C);
    - Section 4: Evaluation;
    - Section 5: Budget including Expenditure Itemization (Exhibit D);
    - Section 6: Application Completeness, Letters of Support, Experience, etc., including Summary of Used Oil and HHW Grants form (Exhibit E) and Permit Check list (Exhibit I);
    - 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 or underserved areas;
  - Section 9: Multi-jurisdictional HHW Programs (Exhibit F);
  - Section 10: No HHW Grant funding during the last cycle (HD11); and
  - Section 11: Expand or initiate new programs to collect E-waste or U-waste.

■ **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 RECEIVED NO LATER THAN SEPTEMBER 8, 2003. 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 September 8, 2003, either:

- ◆ **B-1:** An approved resolution from the applicant's governing body which authorizes submittal of an application for the FY 2003/04 HHW Grant and identifies the **job title** of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program. (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 CIWMB 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 all grant documents necessary to secure grant funds and implement the approved grant program. (see Sample Exhibit B-2).

The resolution may be specific to this fiscal year 2003/2004, or it may cover all authorized grants for up to a maximum of five (5) years (i.e., fiscal years 2003/2004 through 2008/2009).

**Regional and JPA Programs** – Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions.

**Regional Lead:** The regional lead's approved resolution must include the information described in B-1 and B-2 above, and authorization to act as a lead for a regional program. In addition, the regional lead is responsible for obtaining from the participating jurisdictions and providing to the CIWMB Grants Administrative Unit, preferably with the grant application but no later than September 8, 2003, one of the Regional Participant authorization documents listed below.

**Regional Participant Authorization Document Options:** To be eligible to participate in a Regional Program, each regional participant must provide to the regional lead one of the following:

- A letter from the county administrator or city manager or person with program decision making authority stating that the jurisdiction wants to participate in the regional program **and authorizing the regional lead to act on its behalf as both applicant and grant administrator (see Exhibit F); or,**
- A resolution from the participating jurisdiction's governing body stating that the jurisdiction wants to participate in the regional program **and authorizing the regional lead to act on its behalf as both applicant and grant administrator; or,**
- A copy of a Memorandum of Understanding **specifically for this HHW Grant proposal authorizing the regional lead to act on behalf of the jurisdiction both as applicant and grant administrator.**

## **Tips on Resolutions:**

**Resolution:** If your resolution reads something like this: “The Director of the Happy Valley Solid Waste Management Authority, or their designee, is hereby authorized and empowered to execute in the name of the above named county, etc.” and you would like the designee to be able to sign documents related to the grant such as payment request forms, **the Director must provide a signed letter stating the title of who his/her designee will be.** Otherwise, only the Director will be authorized to sign.

### **Regional and Joint Powers Authority Applicants**

The regional lead’s resolution does not need to include the participants’ names.

**The inclusion of the participants’ names in the regional lead’s resolution does not take the place of the participant’s authorization letters.**

## **GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES, AND FILINGS**

**The General Checklist of Business Permits, Licenses, and Filings** (Exhibit I) must be completed as part of the grant application. The applicant is required to complete this Checklist detailing the critical permits/licenses required for the project. The Checklist must also be included as part of the Grant Agreement, enclosure with Payment Requests, and Final Report for verification that the appropriate permits/licenses and filings were obtained during the course of the grant period.

### ■ **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 eleven 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 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 Expenditure 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 in your narrative.**

## **GENERAL REVIEW CRITERIA (68 points possible)**

### **Introduction: Project Summary**

- What is the problem you are addressing? Briefly describe your project in one paragraph.
- 1. **Need (20 points)** - Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).
  - (5) Describe and demonstrate the local or regional need for the project as related to the establishment of new programs, or expansion of existing programs, that address the proper management of HHW.
  - (8) Address identified gap in service availability or current unmet need.
  - (2) Support the existence of the problem with surveys and/or studies.
  - (5) Describe any health and safety threats or environmental concerns.

**Tips:** This section comprises twenty percent (20%) of the total available points for the application so make sure every item is addressed thoroughly. If the need is not well defined and supported, it is likely that your application will not be competitive. The need is the foundation of your proposal. Your application should demonstrate not only that your proposal is based on need, but that your need is compelling. Remember, this will be judged in comparison to other applicants.

### **Describe the need by identifying the current gap in service using surveys and studies to justify project.**

Make sure your need is focused on the intent of the HHW Grant to reduce the amount of HHW disposed of at solid waste landfills. Provide local, pertinent data focused on your jurisdiction's concerns. Local data provided to support your need is much more valuable than a statewide data or surveys, and will be scored higher as a result.

Types of Local Demographic Studies/Statistics that might be useful include: target population size; percentage of population targeted; ethnicity, age distribution, median household income, number of single family homes, multiple family housing units, etc. Reference the following websites: [www.ciwmb.ca.gov/profiles](http://www.ciwmb.ca.gov/profiles) and [www.dof.ca.gov](http://www.dof.ca.gov)

**What are the consequences if the proposal is not funded?** Answer the question "What are current collection opportunities/education and outreach efforts and why are they not adequate to meet need?" Describe available collection opportunities (and include a map of collection sites); frequency of collection, and current and past educational outreach efforts.

### **How do current/previous projects relate to this one?**

For example, "With our Ninth Cycle HD Grant funds we sited two HHW Collection sites. However, both sites are located in the northern part of the county. We have now identified two additional sites in other parts of the county as potential collection sites."

**Completion of the Summary of Used Oil and HHW Grants form requested under “Completeness” does not fulfill this section.** This is your opportunity to describe other related projects you have undertaken.

### **Health and Safety Concerns**

Document any illegal HHW disposal, such as midnight drop-offs, in the jurisdiction. Be specific, for example: “Bob’s Auto Parts reported CRTs dropped off overnight in front of his business sixteen times during the first quarter of 2002.” Detail the environmental impacts. Also include any related documented incidents of hazmat responses or other environmental clean-ups. Additionally, explain presence of water sources, aquifers, etc. that are in jeopardy if the problem continues.

**2. GOALS AND OBJECTIVES (6 points)** - Describe what you wish to accomplish by completing this grant project. List measurable target(s) that must be met on the way to attaining your goal.

- (3) List and describe measurable goals (what do you want to achieve?). Describe how they relate to the identified need and be specific.
- (3) List and describe measurable objectives (what needs to be?). Describe how they relate to the identified need and be specific.

**Tips:** Goals should be broad, yet feasible and attainable. Goals answer the question “What do we want to achieve through the HHW recycling program”? Examples include:

- Increase current HHW collection opportunities by establishing a mobile collection program in the City.
- Decrease improper disposal of HHW by adding an HHW collection program.

**Objectives should be focused, specific statements that outline what you need to do to achieve your goals.** The function of objectives is to **quantify** your goals. Therefore, your objectives should include an outcome, a target audience, and a timeframe. Objectives should answer the questions:

- What is to be done? How much (percentage of estimated increase or pounds of HHW collected)?
- To whom will it be directed? How many people will this serve?

Be realistic about what can be accomplished within the term of the grant. If a grant proposal is too optimistic, a large portion of the project may be unfinished at the end of the grant term and this may not look good when applying for future grants.

**3. WORK PLAN (8 points)** – In a narrative, describe the tasks/activities and include why they were chosen, who will be completing them, what will be produced, and plans to sustain program into the future.

- (2) Using the Work Statement Form, demonstrate that objectives can be achieved within available timeframe and with available resources. Specific list of all grant eligible procedures or tasks used to complete your project.

- (2) Describe why the proposed activities are the best way to address the identified need.
- (1) Identify staffing required to carry out the proposed project.
- (1) Identify any products that will be used or produced and how they will be distributed.
- (1) Describe involvement of cooperating organizations.
- (1) How will the project/program be funded after the grant term is complete?

**Tips:** What tasks and activities will be conducted to achieve the goals?

### **Work Statement**

- Make sure that the timeframes specified in your Work Statement are realistic and address your needs. The term of the grant is approximately 30 months. You must demonstrate that your project can be implemented within that timeframe.
- Be realistic about the time necessary for each task.
- Do not put items in the Work Statement that were not addressed in the “Need” Section.

### **Staffing**

- Who will perform the tasks? Is back-up staff available?
- Who else will be involved in this project (i.e. partners, contractors)? Identify their roles and responsibilities. Make sure the person responsible for each task is spelled out in the work statement.

### **Coordinating Organizations**

Coordinate with other organizations that have a vested interest in the project, such as non-profit groups, boating associations, farm bureaus, etc. These groups may provide an insight regarding the best way to reach your target audience. Information provided in your application relating to coordination with these groups show that you have researched and explored different avenues with regard to your proposed project. In addition, coordination and communication helps prevent reinventing the wheel. It also allows you to use the experience of those that have done similar projects and modify and improve upon them.

### **Future funding/program sustainability**

How will your project be funded once the grant is over (tipping fees, county funds)? The response: “We will maintain this project with future HHW Grant funds” is inadequate, since the HHW Grant is a competitive grant and there is no guarantee of future funding.

#### **4. EVALUATION (6 points) -Describe a method to measure the process and outcome of the applicant’s project.**

- (3) Interim Progress Evaluation (Process Evaluation): Describe a method for evaluating and modifying methods during project implementation.
- (2) Final Outcome Evaluation: How will you evaluate and measure the final outcome of your project? Who will be responsible for this evaluation? Describe clearly the criteria for determining success.
- (1) Explain any statistical tests or questionnaires to be used and any evaluation reports to be produced.

**Tips:** While evaluation does take time, it is essential towards documenting your programs success and project effectiveness.

To assist you in your evaluation efforts refer to “Grant Management, Success With The Used Oil Recycling Program” guidebook. If you do not have a hard copy, you can request one from your grant manager. The guidebook can also be found on the Board’s website at <http://www.ciwmb.ca.gov/UsedOil/EvalGuide/>

### **Process and Outcome evaluation**

**Process:** This is the tracking part of evaluation (number of events you held, how many brochures you distributed, etc.).

**Outcome:** How will you determine whether your program had an effect on your audience?

### **Evaluation and modification during project implementation**

- Project evaluation should be ongoing throughout the grant term, not just at the end of the grant term. Continuous evaluation will allow you to identify problems and concerns as you go along and make adjustments as needed.
- Discuss potential challenges that may be faced during the implementation of the grant and plans for dealing with them.
- Identify the strategies, milestones, and tools that you will use to monitor the project.
- Describe any evaluation reports to be produced and their use.
- Who is responsible for evaluation? List a specific person and/or title if possible.

### **Criteria for success**

How will you know when your goals have been met? “We know our program was successful because we gave away all 5,000 key chains”. This is not what we are looking for here! That is process evaluation and we are looking for outcome evaluation here.

As a result of your efforts, did you change the behavior of your target audience? Are more people aware of their responsibilities towards HHW? Has more HHW been collected and properly disposed? Has there been a decrease in illegally disposed HHW? Can you support your position?

### **Explain any statistical tests or questionnaires to be used**

Explain what type of tests or questionnaires will be done, why they are needed and what you hope to ascertain from them.

**5. BUDGET (8 points)** - Cost (dollar figure) associated with activities necessary to complete the project.

- (2) Provide an itemized cost breakdown associated with each activity, task or subtask.
- (2) Are all the costs and associated tasks outlined in the Work Plan?

- (2) Provide quotes, estimates, or other documents to support the costs you are claiming.
- (1) Is your proposal cost effective? List any cost savings derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc.
- (1) Budget items for managerial costs, contingency or miscellaneous are clearly described and kept to a minimum.

**Tips:** Provide a budget narrative in addition to an expenditure itemization. Describe all equipment, services, and supplies requested. Explain the type of equipment or supplies to be purchased, such as “safety clothes/gloves”. Remember to use only the budget categories that are specified in the application instructions.

### **Quotes/documentation**

Each item listed on the expenditure itemization should have corresponding quotes and/or supporting documentation. Supporting documents should be numbered and arranged in the same order as listed in the expenditure itemization. If a quote lists more than one item, please highlight the applicable item.

### **All elements are itemized in the budget**

An item or expenditure may be cut from the budget if it is not described in the grant narrative and/or Work Statement.

### **Cost Savings**

Are you providing in-kind services or do you have volunteers helping with your project? Are you reusing materials from another source? Is the project cost effective? While a curbside program might be a good idea for your jurisdiction, it might not be cost effective. What are the per capita costs? Managerial, contingency and miscellaneous costs must be clearly described and kept to a minimum. Justify and explain all non-specific costs such as overhead. Cost savings may not be applicable for every budget, but should be addressed in some manner, even if it means saying “not applicable.”

## **6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. (5 points)**

- Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines.
- (3) Grant proposal is clearly presented and complete as required in the application instructions including completion of all sections, adherence to all specified deadlines, and inclusion of all required forms (Work Statement Form, Summary of Used Oil & HHW Grants Form, Permit Checklist, Environmental Justice certification, etc.)
  - (1) Includes letters of support for the project.
  - (1) 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. Include resumes and/or background for key project personnel and contractors, references, etc.



**Tips:** As stated in the first criterion listed above, points may be deducted for things such as too many pages in the narrative, application not double-sided, or an unclear proposal.

Double-check your application and make sure everything on the checklist is included, and arranged in the order prescribed. Avoid assumptions that the application is the same as last year or that reviewers have access to outside information.

### **Letters of Support**

Include letters of support from individuals, organizations, jurisdictions, etc. that would be served or affected by the proposed project.

### **Ability to coordinate activities**

Explain all prior experience that qualifies the key personnel to implement this program. Include a completed Summary of Used Oil and HHW Grants form (Exhibit E). Identify individuals who will be implementing the project and provide resumes and/or letters describing their work experiences.

**7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE (15 points)** - Applicant demonstrates evidence of recycled-content policy by the purchase of recycled-content products, recyclable or reused products, such as re-refined oil, recycled-content paper, sustainable business practices, or 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:

- (6) Policy is in place or has been adopted during the application period by the applicant, or its governing body.
- (3) Applicant, or its governing body, can provide evidence of sustainable recycled-content product (RCP) purchasing practices within the past year.
- (3) Applicant, or its governing body, proposes to evaluate their 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.
- (3) Applicant, or its governing body, can provide evidence of sustainable business practices within the past year.

**Tips:** Provide evidence of commitment to “closing the loop” (Exhibit G)

The policy should validate your jurisdiction’s pledge to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate. A sample policy can be found at [www.ciwmb.ca.gov/buyrecycled/Policies/CIWMB.htm](http://www.ciwmb.ca.gov/buyrecycled/Policies/CIWMB.htm)

Points will be awarded if you provide documentation showing a commitment to sustainability. Documentation would include receipts of recycled content products purchased by your agency in the last year.

The policy should outline not only the applicants’ commitment to recycled content purchasing, but also an ongoing review of the policy regarding how the amount of

recycled content products purchased each year can be increased. It is important to **include both positive and negative** features when evaluating your policy.

Sustainable practices result in resource conservation and/or efficiencies (e.g. green operations and maintenance, sustainable construction).

## **Program Criteria (32 points possible)**

**Statutory Requirements:** As authorized by PRC Section 47200, the Board has authority to award grants to cities, counties, and other local government agencies to expand or initially implement HHW programs; and shall give priority to funding programs which meet the criteria items described below in 8, 9 and 11.

**8. Applicant proposes to establish or expand HHW program(s) to provide for the collection of additional waste types; innovative or more cost-effective collection methods; and/or expanded public education services (8 points) for:**

- Rural areas (a rural area is a county having a population of 200,000 or less.); or
- Small cities (a small city is a city with a population of less than 35,000.); or
- Underserved populations (a population that has less access to HHW collection opportunities compared to other populations with comparable density and socio-economic status). An applicant 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.

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

Show how you will target an underserved population by considering their specific needs with regards to language, culture, access, etc. This is about understanding and targeting a community not merely translating information, into another language.

**9. Applicant proposes to establish a multi-jurisdictional HHW program that addresses regional needs (4 points).**

**Tip:** A jurisdiction is defined as a city or county, a city and county, or regional agency. Describe why a regional approach is the most appropriate choice for your program/project.

## **Discretionary Criteria**

**10. Applicant did not receive a HHW grant award during the last cycle, HD 11 (FY 2002-2003) (10 points).**

**Tip:** You are eligible for points if you or any participating jurisdiction in your regional application did not receive funding in the last HHW grant cycle.

**11. Applicant proposes a new or expanded HHW program for the collection of E-waste or U-waste (10 points).**

**Tip:** If additional waste types are being added, please be sure they are described in the "Need" Section of your application.

**100 -TOTAL POSSIBLE SCORE - (Total of General Review Criteria, 68 points, and Program Criteria, 32 Points)**

**IV. GRANT ADMINISTRATION**

■ **GRANT AGREEMENT**

Following the Board's approval of the grant awards, tentatively scheduled for the September 2003 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 also include the applicant's Expenditure 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 thirty (30) months beginning October 1, 2003 and terminating March 31, 2006.

■ **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 Expenditure 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 the Grant 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 the Grant Agreement.

**All Applications must be received by May 27, 2003.  
Hand delivered, e-mailed, or faxed applications will not be  
accepted.**

**Mail applications to:**

**California Integrated Waste Management Board  
Attn: Philip Poon, Grant Administration Unit, HD 12 Grant  
1001 I Street, MS-10  
P.O. Box 4025  
Sacramento, CA 95812-4025**

# Household Hazardous Waste Grant 2003-04

## APPLICATION COVER SHEET

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

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

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

<b>Consultant if applicable (Name &amp; Title):</b>		
Phone:	Fax:	Email Address:

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

### Certification:

<p>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.</p> <p>Signature of person as authorized in the resolution: _____ Date: _____</p> <p>Type or print name and title: _____</p> <p><input type="checkbox"/> _____ - (Check the box and initial.) Applicant certifies that if awarded a grant it shall in the performance of the Grant Agreement conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.</p>
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## INSTRUCTIONS FOR APPLICATION COVER SHEET

### Applicant

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

### Department or Agency

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

### Regional Participants

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

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

**Please note: These documents must specifically name the regional lead as applicant and grant administrator, and be specific to the HD12 Grant. Documents must have current dates. Blanket authorizations are not acceptable in any of these documents. See Application, Section III, Regional and JPA Programs.**

### Primary Contact

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

### Signature Authority

The Signature Authority is authorized and empowered, pursuant to resolution, to execute in the name of the applicant all grant related documents (e.g., application, Grant Agreement, Payment Requests, and amendments) to implement the Block Grant. The authorizing resolution should include the job title of the Signature Authority. **The Signature Authority must be a local government employee** (except if the Signature Authority is an employee of an applicant-Joint Powers Authority (JPA) involved in solid and/or hazardous waste management).

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

### Brief Description of Project

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public.

### Total Grant Request

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

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

**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, Statues of 1993, Chapter 656) which 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 administering the Local Government Household Hazardous Waste Grant which includes procedures governing the application by and payment to eligible cities and counties; and

WHEREAS, if awarded, the applicant will enter into a Grant Agreement with the California Integrated Waste Management Board for implementation of said grant;

\*NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (Title of Governing Body) \_\_\_\_\_ authorizes the submittal of a grant application to the California Integrated Waste Management Board for a Local Government Household Hazardous Waste Grant – FY 2003/04.

BE IT FURTHER RESOLVED that the \_\_\_\_\_ (Title of Official), or his/her designee is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (Name of Jurisdiction) all grant documents necessary to secure grant funds and implement the approved grant project.

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 appropriate for 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 itself and the participating cities and counties to the California Integrated Waste Management Board for a Local Government Household Hazardous Waste

BE IT FURTHER RESOLOVED that the \_\_\_\_\_ (Job Title of Official for Lead Jurisdiction) of the \_\_\_\_\_ (Name of Lead Jurisdiction) \_\_\_\_\_, or his/her designee, is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant project.

**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 2003/04 on its behalf. The \_\_\_\_\_ (Name of Lead Jurisdiction) \_\_\_\_\_ is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant project.

**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 which provides grant 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, Statutes of 1993, Chapter 656) 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 administering these grant programs which includes procedures governing the application by and payment to eligible cities and counties; and

WHERE, if awarded a grant, the applicant will enter into a Grant Agreement with the California Integrated Waste Management Board for implementation of said grants;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (Title of Governing Body) 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 for the period of \_\_\_\_\_ (Indicate Time Period; not to extend beyond FY 2008/2009)

BE IT FURTEHER RESOLVED THAT The \_\_\_\_\_ (Title of Official), or his/her designee, is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (Name of Jurisdiction) all grant documents necessary to secure grant funds and implement the approved grant project.

The foregoing resolution was passed by the \_\_\_\_\_ (Title of Governing Body) this day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



**WORK STATEMENT**

Applicant \_\_\_\_\_

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

Activity Number	Description of Activity Date: _____	Staff or Contractor	Time Period

See reverse for completion instructions

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

**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.**

**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

Date: May 20, 2003

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 25 – October 30, 2003
2	Release RFP with a due date of November 15, 2002	Staff	Nov 1 – Dec 13, 2003
3	Finalize facility permitting	Staff	Nov 1 – Dec 13, 2003
4	Facility Construction	Contractor	Mar 15 – May 15, 2004
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, 2004
6	Train 5 County staff for 40 hour HAZWOPR certification	Staff	June 1 - 30 2004
15	Opening Ceremony for Permanent Facility	Staff	July 1, 2004

**EXHIBIT D****SAMPLE EXPENDITURE 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>

**Stormwater Mitigation**

Stormdrain Markers 100 @ \$6.00 ea. *	\$ 600.00
Stormdrain Filter Inserts 10 @ \$150.00 ea. *	\$ 1,500.00
Recycling Staff 80 hours @ \$20.00/hour (installation of markers and inserts)	<u>\$ 1,600.00</u>
Recycling Staff 10 hours @ \$46.60/hour (supervision of stormwater marker/insert project)	\$ 466.00
<b>TOTAL Stormwater Mitigation</b>	<b>\$ 4,166.00</b>

**Personnel/Other Costs (except Stormwater Mitigation)**

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** **\$ 53,371.00**

\* 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 all grants received from the CIWMB Used Oil and HHW grant programs between 1996 to the present.

1. Grantee: Enter the name of the Grantee. If the Grantee was a Regional Lead jurisdiction, denote that the grant was for a regional program by including “(regional)” after the jurisdiction’s 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: Provide 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 a regional application for the Household Hazardous Waste Grant, Fiscal Year 2003-2004 on its behalf. The (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant project.

Sincerely,

City Manager/County Administrator

Recycled Content Purchasing Evaluation Sheet
15 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 6
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 3
Evidence of purchasing recycled-content products
Check the recycled-content products you have purchased within the past year:
Printing and writing paper, Paper products, Solvents, Plastic products, Paint, Re-refined oil, Retread tires, Steel products, Compost/mulch, Glass products, Tire-derived products, Other

Points Possible 3
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:
Integrated pest management, Water-efficient landscaping, Renewable energy, Grasscycling, Energy efficiency, Other, Composting/mulching, Sustainable construction, Green operations & maintenance, Demolition debris recycling

Recycled Content Purchasing Policy Evaluation: Points Possible 3
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 2003/2004 HOUSEHOLD HAZARDOUS WASTE GRANT SCORING CRITERIA – 12<sup>th</sup> Cycle**
**Applicants must score 70% (70 points) of the total possible 100 points to be considered for grant funding**
**GENERAL REVIEW CRITERIA**

Points	Description – Points per bulleted item are in parentheses
20	<p>1. <b>NEED</b> = Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).</p> <ul style="list-style-type: none"> <li>• (5) Describe and demonstrate the local or regional 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>• (8) Address identified gap in service availability or current unmet need.</li> <li>• (2) Support the existence of the problem with surveys and/or studies.</li> <li>• (5) Describe any health and safety threats or environmental concerns.</li> </ul>
6	<p>2. <b>GOALS AND OBJECTIVES</b> = Describe what you wish to accomplish by completing this grant project. List measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> <li>• (3) List and describe measurable goals or desired outcome of project (what do you want to achieve – e.g., increase material collected by 20 percent). Describe how they relate to the identified need and be specific.</li> <li>• (3) List and describe measurable objectives (what needs to be done – e.g., number of collection events). Describe how they relate to the identified need and be specific.</li> </ul>
8	<p>3. <b>WORK PLAN</b> = Specific list of all grant eligible procedures or tasks used to complete your project.</p> <ul style="list-style-type: none"> <li>• (2) Using Work Statement Form, demonstrate that objectives can be achieved within available timeframe and with available resources.</li> <li>• (2) Describe why the proposed activities are the best way to address the identified need.</li> <li>• (1) Identify staffing required to carry out the proposed project.</li> <li>• (1) Identify any products that will be used or produced and how they will be distributed.</li> <li>• (1) Describe involvement of cooperating organizations.</li> <li>• (1) How will the project/program be funded after the grant term is complete?</li> </ul>
6	<p>4. <b>EVALUATION</b> = Describe a method to measure the process and outcome of the applicant's project.</p> <ul style="list-style-type: none"> <li>• (3) Interim Progress Evaluation (Process Evaluation): Describe a method for evaluating and modifying methods during project implementation. How will you measure the interim progress? (If you experience difficulty conducting an activity of the grant, how will you re-evaluate or adjust your activities?) Who will be responsible for this evaluation? Describe clearly the criteria for determining success.</li> <li>• (2) Final Outcome Evaluation: How will you evaluate and measure the final outcome of your project? Who will be responsible for this evaluation? Describe clearly the criteria for determining success.</li> <li>• (1) Explain any statistical tests or questionnaires to be used, and any evaluation reports to be produced.</li> </ul>



8	<p><b>5. BUDGET =</b> Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> <li>• (2) Provide an itemized cost breakdown associated with each activity, task or subtask.</li> <li>• (2) Are all the project costs associated and tasks outlined in the Work Plan?</li> <li>• (2) Provide quotes, estimates, or other documents to support the costs you are claiming.</li> <li>• (1) Is your proposal cost effective? List any cost savings derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc.</li> <li>• (1) Budget items for managerial costs, contingency or miscellaneous are clearly described and kept to a minimum.</li> </ul>
5	<p><b>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b></p> <ul style="list-style-type: none"> <li>• (3) Grant proposal is clearly presented and complete as required in the application instructions including completion of all sections, adherence to all specified deadlines, and inclusion of all required forms (Work Statement Form, Summary of Used Oil &amp; HHW Grants Form, Permit Checklist, Environmental Justice certification, etc.)</li> <li>• (1) Includes letters of support for the project.</li> <li>• (1) 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. Include resumes and/or background for key project personnel and contractors, references, etc.</li> </ul>
15	<p><b>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE.</b></p> <p>Applicant demonstrates evidence of recycled content policy by the purchase of recycled-content products, recyclable or reused products, such as re-refined oil, recycled-content paper, sustainable business practices, or use of compost and mulch, and other “green” products or materials, or engages in other sustainable business practices and waste reduction activities where appropriate and feasible. Applicant will be awarded points if:</p> <ul style="list-style-type: none"> <li>• (6) Policy is in place or has been adopted during the application period by the applicant, or its governing body.</li> <li>• (3) Applicant, or its governing body, can provide evidence of sustainable recycled-content product (RCP) purchasing practices within the past year.</li> <li>• (3) Applicant, or its governing body, proposes to evaluate their 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> <li>• (3) Applicant, or its governing body, can provide evidence of sustainable business practices within the past year.</li> </ul>
<b>TOTAL POSSIBLE GENERAL REVIEW CRITERIA POINTS</b>	

<b>PROGRAM CRITERIA</b>	
	<b>Statutory Requirements:</b> As authorized by Public Resources Code (PRC) Section 47200, the Board has authority to award grants to cities, counties, and other local government agencies to expand or initially implement household hazardous waste programs; and shall give priority to funding programs which meet the criteria items described below in 8 and 9, and also addressed in 11.
<b>Points</b>	<b>Description</b>
<b>8</b>	<p><b>8.</b> Applicant proposes to establish or expand HHW program(s) to provide for the collection of additional waste types; innovative or more cost-effective collection methods; and/or expanded public education services for:</p> <ul style="list-style-type: none"> <li>• rural areas (a rural area is a county having a population of 200,000 or less.); or</li> <li>• small cities (a small city is a city with a population of less than 35,000.); or</li> <li>• underserved populations (a population that has less access to household hazardous waste collection opportunities compared to other populations with comparable density and socio-economic status.) For populations in underserved areas, 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.</li> </ul>
<b>4</b>	<b>9.</b> Applicant proposes to establish a multi-jurisdictional HHW program that addresses regional needs.
	<b>Discretionary Criteria</b>
<b>10</b>	<b>10.</b> Applicant did not receive a household hazardous waste grant award during the last cycle – HD 11 (FY 2002-2003).
<b>10</b>	<b>11.</b> Applicant proposes a new or expanded HHW program for the collection of E-waste or U-waste.
	<b>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</b>
	<b>TOTAL POSSIBLE SCORE</b> <b>(Total of General Review Criteria and Program Criteria Points)</b>

# Permit Checklist

# Exhibit I

State of California  
CIWMB 669 (new 10/02)

California Integrated Waste Management Board

## GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS (a)

Agency Name \_\_\_\_\_  
 Grant Name and Cycle \_\_\_\_\_  
 Date Submitted \_\_\_\_\_ Date Updated \_\_\_\_\_

**PLEASE CHECK THE APPROPRIATE BOX FOR EACH PERMIT/LICENSE/FILING (DO NOT attach or include copies of the permits/licenses/filings. KEEP all permits/licenses/filings available in grant file for audit.**

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

(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.

**Permit Checklist**

**Exhibit I**

**NOTES:**

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<p><b>PRIVATE ENTITY CERTIFICATION:</b> 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.</p>
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<p><b>PUBLIC ENTITY CERTIFICATION:</b> 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.</p>
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Executed at \_\_\_\_\_ on \_\_\_\_\_  
City and State Date

\_\_\_\_\_  
 Grant Applicant / Authorized Signatory Name and Title (print)

\_\_\_\_\_  
 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; reimbursement by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board’s Unreliable Contractors List.**