



Notice of Funds Available: Household Hazardous Waste (HHW) Grant Program (FY 2013/14)

[Awards](#) | [Eligibility](#) | [Funding](#) | [Timeline and Cycle Details](#) | [Grant Administration Documents](#)

The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities for the local governments to implement safe HHW programs for collection, public education, source reduction, reuse, and/or recycling of HHW.

Awards

- [HD21](#) (awarded September 30, 2013)

Eligibility

Applicants

- Eligible applicants for these competitive grants include cities, counties, Joint Power Authorities, and qualifying Indian Tribes with direct responsibility for solid waste management programs that reduce the amount of HHW disposed of at solid waste landfills. Eligible applicants may submit an individual or regional application.

Projects

All applicants must include one or more of the following focus areas in their applications to be eligible for this cycle:

- Construction of a new HHW facility
- Expansion of an existing HHW facility

Funding

- \$1,500,000 available for the HD21 grant cycle, FY 2013/14
- \$350,000 is the maximum award per applicant

Timeline and Cycle Details

Dates	Activity and Details
June 14, 2013	<p>Question and Answer Period and Due Date</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions regarding the application and its requirements must be submitted in writing via e-mail: grants@CalRecycle.ca.gov • Questions and answers (Q&A) will be posted periodically during the Q&A period • It is the applicant's responsibility to check the Q&A web page regularly to ensure that they are aware of all program details.
July 11, 2013	<p>Application Due Date</p> <ul style="list-style-type: none"> • Application Guidelines and Instructions • Application Access: applications must be submitted via GMSWeb by this date. • Customer service will only be provided until 5:00 p.m. on the application deadline date. • If you are unable to access the GMSWeb system, you may send an email to grantassistance@calrecycle.ca.gov.

August 15, 2013	<p>Secondary Due Date: Resolution and Environmentally Preferable Purchasing and Practices (EPPP) Policy</p> <ul style="list-style-type: none"> ● If the resolution is not submitted with the application: The approved resolution must be uploaded in GMSWeb by this date. ● If the applicant does not have an EPPP Policy at the time of application: An EPPP Policy must be adopted and notification must be uploaded in GMSWeb by this date.
October 2013	<p>Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants in this month (tentative).</p>
April 1, 2016	<p>Grant Term Grantee may incur costs from after the issuance of the Notice to Proceed to this date.</p>
April 1, 2016	<p>Deadline for: Final Report, Final Payment Request and Request for 10 Percent Withhold.</p>

Grant Administration Documents

- [Terms and Conditions](#)

Notice: Submission of an application constitutes an acknowledgment that you have read these Terms and Conditions and understood and agreed that they will be part of the Grant Agreement upon an award of any grant funds.

The text of these Terms and Conditions may not be altered, changed or revised in any way, except in writing by mutual agreement of the parties pursuant to the Amendment provision herein. In the event of any dispute regarding the content of these Terms and Conditions, the original document contained in the grant cycle file located at the Department of Resources Recycling and Recovery, 1001 I Street, Sacramento, CA 95814 will control. These Terms and Conditions are applicable only to the specified cycle and/or Fiscal Year of the particular grant program specified.

If you require assistance in obtaining access to this document, please use the contact information at the bottom of this page.

- [Procedures and Requirements](#)

Notice: These Procedures and Requirements are in draft form. Upon issuance of Grant Agreement, these Procedures and Requirements shall become final.

The Department of Resources Recycling and Recovery reserves the right to make any necessary changes to the Procedures and Requirements prior to issuance of the Grant Agreement. Any such changes will be non-negotiable. In the event that any changes are made to the Procedures and Requirements, all Grantees will be notified as to what specific changes have been made.

Once the Grant Agreement has been issued and the Procedures and Requirements have become final, the text of the incorporated Procedures and Requirements may not be altered, changed or revised in any way, except in writing by mutual agreement of the parties pursuant to the Amendment provision contained in the Terms and Conditions. In the event of any dispute regarding the content of the incorporated Procedures and Requirements, the original document contained in the grant cycle file located at the Department of Resources Recycling and Recovery, 1001 I Street, Sacramento, CA 95814 will control. These Procedures and Requirements are applicable only to the specific cycle and/or Fiscal Year of the particular grant program specified.



Grants by Grant Cycle

Grants matching your search for 2013-14 Household Hazardous Waste Discretionary Grants (HD21)

Butte County

Grantee:Town of Paradise

Amount Awarded: \$275,938.00

Grantee Contact: Ms. Jennifer Arbuckle

CalRecycle Grant Manager: Matthew Fong

Project Summary: The Town of Paradise (Paradise) requests \$299,677 to expand our permanent household hazardous waste collection facility to increase participation, provide collection opportunities for residential waste, increase more cost-effective collection methods, and expand public education opportunities to Paradise and the surrounding area. The expansion of our permanent household hazardous waste collection facility includes a roof and reuse area expansion and purchase of work area support materials and educational materials. This is a shovel ready project prepared for construction pending grand funding. Paradise and the Upper Ridge represent a diverse geographic area with a population that exhibits a variety of HHW disposal needs.

Total Awarded for County: \$275,938.00

Calaveras County

Grantee:Calaveras County

Amount Awarded: \$84,824.00

Grantee Contact: Mrs. Yvonne Van Zee

CalRecycle Grant Manager: Matthew Fong

Project Summary: Funds are being requested to continue the improvements and expand the collection areas for recyclable/universal waste at the Red Hill Yard Waste Facility. Requested funds are for an HHW storage locker, shelters, secondary containment pallets and replacing conex boxes. Funds will also be used to improve the security of the facility by replacing and expanding the fencing.

Total Awarded for County: \$84,824.00

Contra Costa County

Grantee:West Contra Costa Integrated Waste Management Authority

Amount Awarded: \$87,669.00

Grantee Contact: Ms. Lorna Thomson

CalRecycle Grant Manager: Linda Dickinson

Project Summary: Working in collaboration with West County Resource Recovery(WCRR), the regional JPA WCCIWMA, would like to increase the productivity and safety of the Permanent HHW Collection Facility by increasing the usable space inside the facility by approximately 40% by building a decking over the secondary containment area. We will move the current office and supplies to an outside modified reused cargo storage container. In addition, we want to add a HHW fire-rated storage locker at the El Cerrito Recycling and Environmental Resource Center. This will decrease the potential for accidental breakage of the universal waste waiting to be collected and allow for the proper storage of the other hhw. The ECRERC is expected to begin collecting other types of hhw such as paint during this grant period and become a permanent HHW collection facility.

Total Awarded for County: \$87,669.00

Fresno County

Grantee:Fresno County

Amount Awarded: \$341,505.00

Grantee Contact: Ms. Leslie Kline

CalRecycle Grant Manager: Ashraf Batavia

Project Summary: Increase the quality and quantity of HHW management options available to residents and small businesses in Fresno County by the construction and equipping of a regional, permanent HHW Facility. Grant eligible expenditures will include, but not be limited to, the acquisition and installation of several major facility structural elements, such as specialized prefabricated HazMat storage containers, a toilet, protective canopy, and mobile office. In addition equipment (such as a forklift) and supplies will make it possible for Fresno County to open, and then to operated this facility in a timely and cost-effective manner. Once the HHW Facility is in place, the County will be able to development and cost-effective operate a local, regional network of hosted sites (hopefully, at least 20) for the collection of paint, sharps and Universal Wastes. This Network will make HHW management even more accessible and allow both programs to be more cost-effective and visible.

Total Awarded for County: \$341,505.00

Humboldt County

Grantee:Humboldt Waste Management Authority

Amount Awarded: \$105,000.00

Grantee Contact: Mr. Brent Whitener

CalRecycle Grant Manager: Linda Dickinson

Project Summary: Existing Household Hazardous Waste Permanent Facility Building serving Humboldt County (pop. 134,000), was constructed in 2003, and now requires upgrades to interior floor, building ventilation and construction of a canopy cover for exterior unloading area where HHW is received from vehicles. Cost for these three improvement projects is \$100,000.00 Administrative costs for HD-21 grant management and oversight total \$5,000.00

Total Awarded for County: \$105,000.00

Mendocino County

Grantee:Mendocino Solid Waste Management Authority

Amount Awarded: \$49,900.00

Grantee Contact: Mr. Michael Sweeney

CalRecycle Grant Manager: Linda Dickinson

Project Summary: Expand existing permanent HHW facility to provide administrative office so that facility will have sufficient supervision and staffing to open an additional day each week.

Total Awarded for County: \$49,900.00

Sacramento County

Grantee:City of Elk Grove

Amount Awarded: \$170,382.00

Grantee Contact: Mr Christian Punsal

CalRecycle Grant Manager: Ashraf Batavia

Project Summary: The City of Elk Grove is currently in the construction phase of the new Permanent Household Hazardous Waste Collection Facility (PHHWCF), for the Sacramento region. A household hazardous waste facility, with a reuse area, was designed in early 2011 to encourage and promote legal and proper household hazardous waste disposal and reuse. The Southern Sacramento County region does not currently possess a PHHWCF, thus the City of Elk Grove is currently building a PHHWCF that will service the southern region of the county, which will open in the Fall of 2013. The City is requesting \$262,332.24 in grant funding for the equipment to open the facility.

Total Awarded for County: \$170,382.00

San Bernardino County

Grantee: San Bernardino County

Amount Awarded: \$170,000.00

Grantee Contact: Firas Taher

CalRecycle Grant Manager: Annabel Farrall

Project Summary: San Bernardino County will partner with City of Big Bear Lake on reconstruction and expansion of the Big Bear Lake HHW Facility. Reconstructed/expanded facility will include a concrete pad, permanent industrial grade canopy, water, fire hydrant, electrical, lighting, fencing, and portable office. Reduction of funding sources for temporary events and improving economies will result in increased usage of this facility. This facility has historically been lacking in space, structural cover, and structural layout to provide sufficient services to the local residents.

Total Awarded for County: \$170,000.00

San Luis Obispo County

Grantee: San Luis Obispo County Integrated Waste Management Authority

Amount Awarded: \$94,446.00

Grantee Contact: Mr William Worrell

CalRecycle Grant Manager: Annabel Farrall

Project Summary: Purchase of a hazardous waste storage unit for the Morro Bay PHHWCF and a forklift for the Cold Canyon Landfill PHHXCF.

Total Awarded for County: \$94,446.00

Tulare County

Grantee: Tulare County

Amount Awarded: \$20,416.00

Grantee Contact: Mr. Ken Bowers

CalRecycle Grant Manager: Ashraf Batavia

Project Summary: To upgrade our Permanent Household Hazardous Waste Collection Facility with the purchase of a fume hood for identification of unknowns.

Total Awarded for County: \$20,416.00

Grant Count: 10

Grant Total for Selected Counties: \$1,400,080.00



Questions and Answers: Household Hazardous Waste Grant Program (FY 2013/14)

Questions about the Household Hazardous Waste Grant Program grant application were accepted in writing only, no later than June 14, 2013. Similar or related questions were grouped together or reworded for clarity and responded to as one question.

The question and answer period is now closed for this grant cycle. All questions and answers are posted on this site.

[General](#) | [Eligible/Ineligible Costs](#) | [Resolution/Letters of Authorization/EPPP](#)

General

When is the "cost incurred" for a good or service, making it an actual "expenditure" of grant funds--when it is ordered, when it is invoiced, when it is delivered, when the check is authorized/cut?

Costs are incurred when an event happens that obligates your agency to make a payment at a future date (e.g., delivery of goods, start of services). The cost becomes an expenditure once the check is authorized/cut by the grantee.

If my jurisdiction is a member of a regional application can we also submit an individual application for a different construction project?

No, only one application can be submitted per eligible applicant. This means a jurisdiction may apply either as an individual or as part of a regional program, but not both.

Section II of the scoring criteria states, "At a minimum, the optimum number is one certified HHW center per 100,000 people." Is this a requirement to show that an area is underserved?

No, this is simply a suggested number of people to be served by a single HHW facility. There are many other factors that are taken into account when determining if an area is underserved.

Are in-kind contributions required, or will my application be awarded less points if my jurisdiction's project will be funded entirely by a grant from CalRecycle?

No, in-kind contributions are not required and do not affect the scoring of the grant. Other funding sources are inquired about to give CalRecycle a better understanding of the scope of the project and is informational only.

My jurisdiction did not receive funds from the HD20 cycle. Will bonus points be added to our application?

No, since HD20 and HD 21 are for different types of projects no additional points will be awarded to those jurisdictions that did not receive funding from HD20.

According to the Air and Water Pollution section of the Terms and Conditions, a grantee shall not be "finally determined to be in violation of provisions of federal law relating to air and water pollution," does this mean that any violation will preclude the award of a grant even if it is being mitigated or corrected?

No, while Government Code 4477 does prohibit a state agency from contracting with parties violating air and water pollution laws, the prohibition is applied to CalRecycle's grants only in limited circumstances. Violations of federal air or water pollution law will only preclude an award where the violations are final (i.e. they have been determined in a judicial proceeding or where the time to seek judicial review has expired). Additionally, if a violator is in compliance with a cease and desist order or other order that creates a plan to mitigate or correct the violation, then grant awards will be allowed so long as the applicant stays in compliance with the order.

According to the Compliance section of the Terms and Conditions "the grantee shall provide evidence, upon request, that all local, state, and/or federal permits, licenses, registrations, and approvals have been secured for the purposes for which grant funds are to be expended." Does this mean that we need to supply all permits prior to beginning construction of our HHW facility?

No, the grantee is not required to obtain all permits before the project begins. The grantee is only required to supply, on request, those permits that are necessary to have been obtained in order for the project to meet eligibility requirements. CalRecycle understands that certain permits are not obtained until after the construction is complete (i.e. occupancy permits and fire permits) and therefore would not require those permits until after the completion of the construction.

If a contractor provides a "flat amount" bid that includes all materials and labor (e.g., fencing and installation), will that contractor be required to provide a Personnel Expenditure Summary for the labor portion of the expenditure in order for the expenditure to be eligible for grant funds?

No, the Personnel Expenditure Summary (PES) is for grantee personnel only.

I submitted my HD21 application. What happens next?

Staff will conduct an initial review of all applications to confirm applicant eligibility and application completeness. Exercising the same process applied in past competitive cycles, applications will be evaluated and scored by a review panel of CalRecycle staff based on the cycle's Scoring Criteria.

Will the Grant Agreement be provided at the same time that the Award Letter is issued?

Yes. If an applicant is awarded an HD21 grant, an award letter will be sent along with a copy of the Grant Agreement. The Grant Agreement must be signed and returned to CalRecycle for processing. A copy of the executed Grant Agreement along with a Notice to Proceed letter will then be sent to the awarded applicant.

What date should applicants anticipate receiving a Notice to Proceed letter upon award of an HD21 grant?

CalRecycle staff is anticipating all Notice to Proceed letters to be sent to all awarded applicants before November 2013.

What are applicants requested to input under the Grant Proposal: Section III - Work Plan (page 8) - "Delineate activities and tasks. Demonstrate they are logical and achievable within the grant term and with available resources."

Some grant projects are very complex and applicants may need to use this opportunity to further explain the activities and tasks of their grant project within the grant term (e.g., permitting issues).

If actual construction expenditures exceed the amount requested in the grant applicant, will CalRecycle reimburse the difference?

No, CalRecycle will only reimburse based on the approved budget within the Grant Agreement. The Grantee would be responsible for any cost overruns during the grant term.

Is/will any consideration be given to extending either the Application Due Date or the Secondary Due Date?

No, the Application and Secondary due dates are firm.

If our HD20 Grant was not funded, will we be given any advantage for being funded in this cycle?

No, there is no advantage for not being funded in the HD20 Cycle.

On the Grant Proposal the amount of space is limited in describing our program and need. Is it possible to either expand the boxes to add more information or to submit additional pages?

No, it is not possible to submit an application beyond the structured size of the Grant Proposal. Please refer to the instructions at the beginning of the Grant Proposal that indicates the response size is limited and cannot be expanded. Therefore, each response should be clear and succinct. Any additional pages submitted will not be used during the evaluation process.

The General Checklist of Business Permits, Licenses and Filings form 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?

The General Checklist of Business, Licenses and Permits (CalRecycle Form 669) is a required application document. 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 (PLF) necessary to perform their grant project, regardless of who obtained or holds the PLF. It is the Grantees' responsibility to ensure that all necessary PLF are acquired and complied with. It must be signed by the Signature Authority, scanned, and uploaded to the Documents tab along with copies of any documentation related to this form (i.e. permits, licenses and filings, letter describing what has been done to achieve full compliance). CalRecycle staff will use this information to determine how far along you are in the process of your project.

How do I find out what other grant awards were recommended and for what type of programs?

You can find the list of previous HHW grants criteria and award on the CalRecycle Public Notices Website at: <http://www.calrecycle.ca.gov/Actions/Default.aspx> . The HHW grants information can be searched by “date range,” “grants” and “criteria.” Previous grant award lists can also be found under <http://www.calrecycle.ca.gov/Funding/Reports/> . The priority criteria differ from cycle to cycle and may not be the best indicator of potential projects likely to be funded in the HD21 cycle.

What kind of information should be included in the application for a city/county to establish a permanent HHW facility on private property?

As stated in the Application Guidelines and Instructions and the Procedures and Requirements, the applicant must demonstrate that it is the most cost-effective means of developing an HHW facility. The applicant must also provide CalRecycle with proof of the existence of a binding agreement throughout the life of the facility that emphasizes promoting the public interest. The agreement must clearly state the ownership and/or leasehold interests, identify who will operate the facility and whether or not the private entity is going to eventually take it over.

Are quotes and/or written cost estimates required to be provided with the grant application to support budget items?

Providing quotes and/or written costs estimates provides substantiation for your request for grant funding. Quotes and/or written cost estimates for materials and/or equipment should be uploaded and submitted with the grant application under the “Documents” tab. Applicants that choose not to provide quotes and/or written costs estimates may be less competitive in this area, compared to applicants who provide these documents.

Eligible/Ineligible Costs

It was mentioned in the question and answers for HD20 that CalRecycle would consider changing the ineligible costs section so that the management, handling, disposal, or treatment of extremely hazardous waste would no longer be ineligible. Has there been any decision on this?

Yes, CalRecycle has decided to amend the ineligible cost sections of the Guidelines and Instructions and the Procedures and Requirements for HD21 so that the management, handling, disposal, or treatment of extremely hazardous waste is no longer considered ineligible.

Are kiosks or containers for sharps collection an eligible expense under the HD21 cycle?

No, sharps containers and disposal costs are not eligible.

Are consumables (such as drums, boxes, wrapping material, protective gear) and/or HHW storage units an eligible expense?

Yes, equipment and operational supplies are eligible as long as the grant's focus is related to the infrastructure of a new or existing HHW facility.

Our City's PHHWCF is still in construction. Can the City apply for construction dollars even though the City has already been awarded grant dollars for construction of the same facility?

Yes, your city would qualify for construction dollars for building a new HHW facility. Previously awarded construction grant funds must be spent on different construction costs that have already occurred.

Would processing of aerosol cans at our permanent HHW facility and recovered in our mixed waste MRF be eligible for grant funding? We would also include a public outreach element to try keeping aerosols out of the waste stream.

No, the processing of aerosol cans including public outreach elements are ineligible costs for this grant cycle.

Would an IT system upgrade for an HHW facility qualify as expansion? We're not looking to make our HHW facility bigger, but would like to upgrade how we receive loads. Instead of handwriting down what's received, we'd like to move over to a tablet system where we swipe the driver's license, or at least type the address into the device. If the driver's license is not correct, then enter the amounts of stuff received. To do this, we'd have to add a WI-FI connection to our HHW facility, possibly upgrade the network connectivity, and buy a couple of devices to make it happen. We'd also have to purchase the necessary software. Would this qualify?

No, although this would be a modern upgrade that would make your HHW facility more efficient, it is not a construction project that would create a physical structure of the facility (infrastructure). Neither an IT system upgrade nor purchase of software would be eligible for this grant cycle.

In researching the Household Hazardous Waste (HHW) Grant Program (FY 2013/14), I noticed that it covers only HHW Facilities. Does the grant cover expanding an existing HHW door-to-door program? Would it include development of a new HHW door-to-door program?

No, existing or new door-to-door programs do not involve construction of a physical structure and are therefore ineligible projects for this grant cycle.

When referring to HHW construction, does this grant only cover expenses related to infrastructure costs? If so, what is the definition of infrastructure?

Yes, this grant cycle focuses on costs related to the infrastructure of a new or existing HHW facility. To be eligible, the application must include construction. Infrastructure is the physical structure of the HHW facility (e.g., buildings, roads, storage, equipment, utilities, water, sewage, etc.).

Can the cost to attend HAZWOPER training be expensed through the Grant?

No, HAZWOPER training is an ineligible cost for this grant cycle.

Can the cost to get permitted as a collection facility be expensed through the Grant?

No, an expense for permitting a collection facility is an ineligible cost for this grant cycle. Since the permitting, licensing and siting approval process must be well underway before submitting a grant application, these fees should already be paid.

Can the costs associated with holding Temporary Collection event(s) while facility is being modified be expensed (advertising, personnel and collection and disposal) through the Grant?

Yes, expenses incurred to hold temporary collection events are eligible only if the construction for the expansion of your facility causes the facility to be nonoperational while work is being completed.

Can grant funds be requested to demolish existing HHW facilities, to build new permanent or portable HHW facilities?

The intent of the grant program is to create infrastructure and to meet jurisdictions need for HHW collection. However, if demolition is necessary before proceeding with construction, be sure to thoroughly substantiate why you cannot complete this part of the process with your own funds. A request for demolition funding will make your application less competitive against other applicants who are requesting funding to construct or expand a facility.

Is a forklift an eligible expenditure?

Yes, a forklift is an eligible expenditure if the forklift is considered part of HHW equipment necessary to increase program services. Keep in mind that the overall project must be for construction costs for a new HHW facility or for the expansion of an existing HHW facility.

Resolution/Letters of Authorization/EPPP

I am finding it hard to distinguish between the purposes/uses of the Resolution, Letter of Authorization and Letter of Designation.

- A Resolution is for applicants that are subject to a governing body must submit a Resolution that specifically authorizes certain grant-related matters.
- A Letter of Authorization is a letter submitted by a jurisdiction (Regional Participant) to authorize another jurisdiction (Regional Lead) to apply for and to act on its behalf in the implementation and administration of the CalRecycle Grant/Program.
- A Letter of Designation (LOD) is required when the authorized Signature Authority delegates his/her authority to another person.

Please refer to pages 13-15 within the [Application Guidelines and Instructions](#) for details and examples of specific language required for the various documents.

Why is the EPPP Certification/Notification section within the Application Guidelines and Instructions crossed out?

We have recently revised the HD21 Application Details Tab to include the EPPP Certification. The EPPP Certification form no longer needs to be uploaded. The EPPP Notification still has to be uploaded, if applicable.

Are Joint Powers Authorities required to submit a Letter of Authorization from each of the members in order to qualify as a regional applicant?

No, all that is required to be submitted by a Joint Powers Authority is their Joint Powers Agreement which must indicate the member jurisdiction, an authorizing provision, and signatures of all members.

Embedded Secure Document

The file <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/21stCycle/Apply/Instructions.pdf> is a secure document that has been embedded in this document. Double click the pushpin to view.



Embedded Secure Document

The file <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/21stCycle/Agreement/TandCs.pdf> is a secure document that has been embedded in this document. Double click the pushpin to view.



Embedded Secure Document

The file <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/21stCycle/Agreement/PandRs.pdf> is a secure document that has been embedded in this document. Double click the pushpin to view.

