



## Household Hazardous Waste Grant Program (FY 2011/12)

# Sharps Grant Project: Application Guidelines and Instructions

---

**The initial application period for the fiscal year (FY) 2011/12 Sharps Grant Project is now closed. [A second application period](#) ("Round 2") opened on June 5, 2013 and closed on June 28, 2013.**

The Department of Resources Recycling and Recovery (CalRecycle) is offering grants in the form of sharps waste containers and/or kiosks, which CalRecycle will purchase and distribute to Approved California Local Jurisdictions (Approved Jurisdictions). The Sharps Grant Project (Sharps Grant), offered under the auspices of the Household Hazardous Waste (HHW) Grant Program, is a one-time grant to assist in the support of a safe, convenient and cost-effective infrastructure for collecting and disposing of home-generated sharps waste. Eligible jurisdictions must have direct responsibility for Household Hazardous Solid Waste Management and have established HHW sharps waste collection and public education programs or be able to demonstrate that they are in the process of implementing both this year. Local jurisdictions must distribute the sharps containers obtained through this grant to sharps users. All kiosks and sharps containers obtained through this grant must directly benefit public health and safety.

- [Product Information](#)
- [Eligibility](#)
- [Application Requirements](#)
- [Submittal Process](#)
- [CalRecycle Terms and Conditions](#)
- [Frequently Asked Questions](#)
- [Evaluation Survey](#)
- [Tentative Timeline](#)
- [Application and Grant Agreement](#)

## Product Information

### Sharps Waste Containers

CalRecycle is making available Sharps Waste Containers to Approved Jurisdictions for distribution to public sharps users. Only quart and gallon sizes will be available. Maximum requested quantities should approximate what is or would be dispensed in one year's time.

### Grantees:

- Shall have direct responsibility for storing, managing and dispensing of sharps waste containers for public use from this grant.
- Shall not discard, sell or improperly dispose of sharps waste products provided from this grant.
- Must provide information to container recipients regarding appropriate drop-off and/or collection opportunities within the area.

### Sharps Waste Collection Kiosks

CalRecycle is offering Sharps Waste Collection Kiosks to support sharps waste collection in Approved Jurisdictions.

### Approved Jurisdictions:

- Shall provide collection servicing and maintenance support for approved kiosks for a minimum of 3 years.
- Shall have direct responsibility for siting and installing the kiosk within 90 days of receipt.

## Eligibility

**Only one application per qualifying entity will be accepted.** Eligible applicants may submit an individual or a regional application.

An eligible applicant may not be included in more than one application. Grants are available to:

- California cities, counties, and other local government agencies with direct responsibility for HHW management;
- Regional entity, such as a joint powers authority (JPA); and
- Qualifying Indian Tribes with direct responsibility for HHW management. A "Qualifying Indian Tribe" is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, that:
  - is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
  - can establish that it is a government entity and meets the criteria of the grant.

Applicants must also meet the following requirements:

- Must be in good standing and current on reporting for all CalRecycle grants by the close of the application period before they can be approved for this grant;
- Must have direct responsibility for HHW management within jurisdiction and any additional listed jurisdiction(s); and
- Must have established HHW sharps waste collection and public education programs or be in the process of implementing both.

## **Application Requirements**

### **General Requirements**

Applicants must comply with the following:

- Only one application per eligible jurisdiction will be accepted.
- Contact must have a position of authority within his/her Household Hazardous Waste Program.
- Signature Authority must be authorized to legally obligate his/her jurisdiction to the terms of the Grant Agreement (Agreement). The Signature Authority must certify under penalty of perjury that he/she is so authorized and upon execution by the Signature Authority and CalRecycle, the Agreement will be legally binding between the parties.
- Maximum request for sharps waste containers is limited to the amount the applicant estimates it would use in one year.
- Maximum request for sharps waste collection kiosks is 4.

### **Regional Application Requirements**

Local governments that are already operating regional HHW facilities to jointly manage their jurisdictions' HHW and/or can demonstrate that they are already managing their jurisdictions' HHW on a regional basis, may submit a regional application. A Regional Lead jurisdiction must be designated to act on behalf of all participating jurisdictions. The Regional Lead is the Grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and products to the Regional Lead. If a jurisdiction is a participant in a regional program, it may not apply individually.

Regional Applicants are required to submit a copy of the Joint Powers Authority (JPA) Agreement, Memorandum of Understanding (MOU), or other document that memorializes the participating jurisdictions' intention to manage their HHW on a regional basis.

### **Submittal Process**

Because the Sharps Grant is a one-time offering and not a continuing grant program, the Application for this grant is not available on CalRecycle's online system for grant applications (Grants Management System Web, or GMSWeb).

#### **Submittal of the Sharps Application/Grant Agreement**

1. Complete the entire Application/Grant Agreement except for the "For CalRecycle Staff Use" sections. All required fields must be completed. If any required fields are not completed, the application will be deemed incomplete. Incomplete applications will be disqualified.
2. **Print** the document using the "Print" button in the application form.
3. **Submit** the completed application online using the "Submit" button in the application form.
4. A confirmation page will be displayed. Print the confirmation page.
5. Verify that the printed Application/Grant Agreement entries are displayed in their entirety and match the information on the

confirmation page. For example, if you are filing a Regional application, does the printed copy display all of your participating jurisdictions? If there are discrepancies, attach a copy of the confirmation page to your printed Application/Grant Agreement. Note any discrepancies on the confirmation page. Any discrepancies should be the result of technical limitations, not because of failure to enter all information, or data entry errors.

6. Submitting the Application/Grant Agreement package.
  - a. Gather documentation: Application/Grant Agreement, documentation for Regional application, if applicable, and confirmation page, if applicable.
  - b. Have your Signature Authority sign and date the printed Application/Grant Agreement.
  - c. Mail the Application/Grant Agreement with the wet signature to CalRecycle, postmarked no later than **April 5, 2013**.
  - d. Hand-delivered Application/Grant Agreements must be received by CalRecycle staff no later than 3:00 p.m. on **April 5, 2013**.

Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

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

Copies of the fully executed Sharps Grant Application and Grant Agreement (Application/Grant Agreement) will be provided upon request.

## **CalRecycle Terms and Conditions**

- Every effort will be taken to distribute the sharps waste containers and kiosks within the Anticipated Sharps Products Shipping Distribution Period indicated on the Grant Timeline. CalRecycle reserves the right to adjust the dates in one or more categories of the Grant Timeline to ensure distribution of available products.
- While CalRecycle and its sharps container distribution Contractor will consider requests from Grantees to deliver their allotment of sharps containers in multiple shipments Grantees should be prepared to accept their full allotment of sharps containers and/or kiosks in one shipment in case multiple shipments are not feasible.
- CalRecycle reserves the right to adjust quantities and/or type of products to be distributed based on availability, demand and need, as determined by CalRecycle.
- After a review period, Grantees will be notified of the products and quantities for which they have been approved.
- If circumstances require CalRecycle to make adjustments to the quantities and/or type of products requested on the application, CalRecycle will contact the Signature Authority and the Signature Authority will either agree to accept delivery of the adjusted amount/type of products or withdraw the application. If no adjustments to the requested amount/type are made, the application submittal shall be deemed the Grantee's consent to accept delivery of the requested products.
- Subject to the obligations and conditions set forth herein, title to the grant products shall vest upon receipt in the Grantee.
- The Grantee agrees to waive all claims and recourse against the State, its officials, officers, agents, employees, and servants, including, but not limited to, the right to contribution for loss or damage to persons or property arising out of, resulting from, or in any way connected with or incident to this Agreement. This waiver extends to any loss incurred attributable to any activity undertaken or omitted pursuant to this Agreement or any product, structure, or condition created pursuant to, or as a result of, this Agreement.
- The Grantee agrees to indemnify, defend and save harmless the State and CalRecycle, and their officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee as a result of the performance of this Agreement.
- CalRecycle's obligations under this Agreement are contingent upon and subject to the availability of funds appropriated for this grant.
- CalRecycle's Director shall have the right to terminate this Agreement at his or her sole discretion at any time upon thirty (30) days written notice to the Grantee.
- The Grantee consents to personal jurisdiction in the State of California for all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties. Native American Tribal Grantees

expressly waive tribal sovereign immunity as a defense to any and all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties.

- No changes, alterations or modifications hereto shall be effective unless made in writing and signed by all the parties.
- Grantees must complete an evaluation survey by June 30, 2014.

## Frequently Asked Questions

If you have any questions, please check the [Questions and Answers page](#).

## Evaluation Survey

At the completion of the Grant Performance Period an evaluation survey will be completed and submitted by June 30, 2014.

## Tentative Timeline for the Sharps Grant Project

<b>Dates</b>	<b>Activity and Details</b>
<b>March 11, 2013</b>	Application Opens
<b>April 5, 2013</b>	Application Deadline
<b>April 8, 2013-May 31, 2013</b>	Applicants Approval Notification
<b>April 22, 2013-December 30, 2013</b>	Anticipated Distribution of Sharps Products to Grantees
<b>June 1, 2013-June 30, 2014</b>	Anticipated Distribution of Sharps Products by Grantees to Public (Sharps Product Distribution Period)
<b>June 30, 2014</b>	Sharps Grant Evaluation Survey Due--Project is Complete



## Household Hazardous Waste Grant Program (FY 2011/12)

# Sharps Grant Project: Application Guidelines and Instructions (Round 2)

---

**The initial application period for the fiscal year (FY) 2011/12 Sharps Grant Project closed on April 5, 2013. A second application period ("Round 2") opened on June 5, 2013 and closed on June 28, 2013.**

The Department of Resources Recycling and Recovery (CalRecycle) is conducting a second round of the Sharps Grant Project (Sharps Grant or Grant) to distribute sharps waste containers and kiosks (Containers or Kiosks, respectively). Applicants have until June 28, 2013 or until inventory is depleted, to request Containers from this Grant. Some eligibility rules have changed for this round. Applications will be sorted and prioritized into the following categories:

1. A jurisdictional participant in a regional HHW program only if:
  - a. The Regional Lead did not previously apply for this Grant; or
  - b. The Regional Lead did not represent the jurisdictional participant in a previous application.
2. A new jurisdictional applicant.
3. A jurisdiction that previously applied for the sharps grant in round one and wants to request additional Containers/Kiosks.

CalRecycle reserves the right to award, adjust, or reject applications based on information provided. Research, need, reasonableness and product inventory will be taken into consideration.

In addition to the changes indicated above, all other Guidelines and Instructions apply. Products will be awarded to jurisdictions in order of priority, and signed application post mark dates, until products are depleted, or until June 28, 2013, whichever is earlier. The number of Kiosks available is very limited.

CalRecycle is offering grants in the form of Containers and/or Kiosks, which CalRecycle will purchase and distribute to Approved California Local Jurisdictions (Grantee(s)). The Grant, offered under the auspices of the Household Hazardous Waste (HHW) Grant Program, is a one-time grant to assist in the support of a safe, convenient and cost-effective infrastructure for collecting and disposing of home-generated sharps waste. Eligible jurisdictions must have direct responsibility for Household Hazardous Solid Waste Management, except where the jurisdiction meets the eligibility criteria of either 1(a), or 1(b) above. Jurisdictions must have established HHW sharps waste collection and public education programs or be able to demonstrate that they are in the process of implementing both this year. Grantees must distribute the Containers obtained through this Grant to sharps users. All Kiosks and Containers obtained through this Grant must directly benefit public health and safety.

- [Product Information](#)
- [Eligibility](#)
- [Application Requirements](#)
- [Submittal Process](#)
- [CalRecycle Terms and Conditions](#)
- [Frequently Asked Questions](#)
- [Evaluation Survey](#)
- [Tentative Timeline](#)
- [Application and Grant Agreement](#)

## Product Information

### Containers

CalRecycle is making available Containers to Grantees for distribution to public sharps users. Only quart and gallon sizes will be available. Maximum requested quantities should approximate what is or would be dispensed in one year's time.

## Grantees

- Shall have responsibility for storing, managing and dispensing of Containers for public use from this Grant.
- Shall not discard, sell or improperly dispose of Containers provided from this Grant.
- Must provide information to Container recipients regarding appropriate drop-off and/or collection opportunities within the area.

## Kiosks

CalRecycle is offering Kiosks to support sharps waste collection for Grantee.

### Grantees

- Shall provide collection servicing and maintenance support for approved Kiosks for a minimum of three (3) years.
- Shall have responsibility for siting and installing the Kiosk within 90 days of receipt.

## Eligibility

**Only one application per qualifying entity will be accepted.** Eligible applicants may submit an individual or a regional application. An eligible applicant may not be included in more than one application. Grants are available to:

- California cities, counties, and other local government agencies with direct responsibility for HHW management, except where the applicant meets the eligibility criteria of either 1(a), or 1(b) above;
- Regional entity, such as a joint powers authority (JPA); and
- Qualifying Indian Tribes with direct responsibility for HHW management. A "Qualifying Indian Tribe" is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, that:
  - is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
  - can establish that it is a government entity and meets the criteria of the grant.

Applicants must also meet the following requirements:

- Must be in good standing and current on reporting for all CalRecycle grants by the close of the application period before they can be approved for this Grant; and
- Must have established HHW sharps waste collection and public education programs or be in the process of implementing both.

## Application Requirements

### General Requirements

Applicants must comply with the following:

- Only one application per eligible jurisdiction will be accepted.
- Contact must have a position of authority within his/her Household Hazardous Waste Program.
- Signature Authority must be authorized to legally obligate his/her jurisdiction to the terms of the Grant Agreement (Agreement). The Signature Authority must certify under penalty of perjury that he/she is so authorized and upon execution by the Signature Authority and CalRecycle, the Agreement will be legally binding between the parties.
- Maximum request for Containers is limited to the amount the applicant estimates it would use in one year.

### Regional Application Requirements

Local governments that are already operating regional HHW facilities to jointly manage their jurisdictions' HHW and/or can demonstrate that they are already managing their jurisdictions' HHW on a regional basis, may submit a regional application. A Regional Lead jurisdiction must be designated to act on behalf of all participating jurisdictions. The Regional Lead is the Grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and products to the Regional Lead. If a jurisdiction is a participant in a regional program, it may not apply individually, unless the jurisdictional participant meets the eligibility criteria of 1(a), or 1(b) above.

Regional Applicants are required to submit a copy of the Joint Powers Authority (JPA) Agreement, Memorandum of Understanding

(MOU), or other document that memorializes the participating jurisdictions' intention to manage their HHW on a regional basis.

## Submittal Process

The Sharps Grant is a one-time offering and not a continuing grant program, therefore the Application is not available on CalRecycle's online system for grant applications (Grants Management System Web, or GMSWeb).

### Submittal of the Sharps Application/Grant Agreement

1. Complete the entire Application/Grant Agreement except for the "For CalRecycle Staff Use" sections. All required fields must be completed. If any required fields are not completed, the application will be deemed incomplete. Incomplete applications will be disqualified.
2. **Print Preview the document in the browser to insure the application is fully viewable. Print** the document using the "Print" button in the application form.
3. **Submit** the completed application online using the "Submit" button in the application form.
4. A confirmation page will be displayed. **Print** the confirmation page.
5. Verify that the printed Application/Grant Agreement entries are displayed in their entirety and match the information on the confirmation page. For example, if you are filing a Regional application, does the printed copy display all of your participating jurisdictions? If there are discrepancies, attach a copy of the confirmation page to your printed Application/Grant Agreement. Note any discrepancies on the confirmation page. Any discrepancies should be the result of technical limitations, not because of failure to enter all information, or data entry errors.
6. Submitting the signed Application/Grant Agreement package.
  - a. Gather documentation: Application/Grant Agreement, documentation for Regional application, if applicable, and confirmation page, if applicable.
  - b. Have your Signature Authority sign and date the printed Application/Grant Agreement.
  - c. Mail the Application/Grant Agreement with the wet signature to CalRecycle, postmarked no later than **June 28, 2013**.
  - d. Hand-delivered Application/Grant Agreements must be received by CalRecycle staff no later than 3:00 p.m. on **June 28, 2013**.

Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

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

Copies of the fully executed Sharps Grant Application and Grant Agreement (Application/Grant Agreement) will be provided upon request.

## CalRecycle Terms and Conditions

- Every effort will be taken to distribute the Containers and Kiosks within the Anticipated Sharps Products Shipping Distribution Period indicated on the Grant Timeline. CalRecycle reserves the right to adjust the dates in one or more categories of the Grant Timeline to ensure distribution of available products.
- While CalRecycle and its sharps container distribution Contractor will consider requests from Grantees to deliver their allotment of sharps containers in multiple shipments Grantees should be prepared to accept their full allotment of Containers and/or Kiosks in one shipment in case multiple shipments are not feasible.
- CalRecycle reserves the right to adjust quantities and/or type of products to be distributed based on availability, demand and need, as determined by CalRecycle.
- After a review period, Grantees will be notified of the products and quantities for which they have been approved.
- If circumstances require CalRecycle to make adjustments to the quantities and/or type of products requested on the application, CalRecycle will contact the Signature Authority and the Signature Authority will either agree to accept delivery of the adjusted amount/type of products or withdraw the application. If no adjustments to the requested amount/type are made, the application submittal shall be deemed the Grantee's consent to accept delivery of the requested products.
- Subject to the obligations and conditions set forth herein, title to the Containers and Kiosks shall vest in the Grantee upon

receipt.

- The Grantee agrees to waive all claims and recourse against the State, its officials, officers, agents, employees, and servants, including, but not limited to, the right to contribution for loss or damage to persons or property arising out of, resulting from, or in any way connected with or incident to this Agreement. This waiver extends to any loss incurred attributable to any activity undertaken or omitted pursuant to this Agreement or any product, structure, or condition created pursuant to, or as a result of, this Agreement.
- The Grantee agrees to indemnify, defend and save harmless the State and CalRecycle, and their officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee as a result of the performance of this Agreement.
- CalRecycle's obligations under this Agreement are contingent upon and subject to the availability of funds appropriated for this Grant.
- CalRecycle's Director shall have the right to terminate this Agreement at his or her sole discretion at any time upon thirty (30) days written notice to the Grantee.
- The Grantee consents to personal jurisdiction in the State of California for all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties. Native American Tribal Grantees expressly waive tribal sovereign immunity as a defense to any and all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties.
- No changes, alterations or modifications hereto shall be effective unless made in writing and signed by all the parties.
- Grantees must complete an evaluation survey by June 30, 2014.

## Frequently Asked Questions

If you have any questions, please check the [Questions and Answers page](#).

## Evaluation Survey

After the completion of the Grant Term an evaluation survey will be completed and submitted by June 30, 2014.

## Tentative Timeline for the Sharps Grant Project (Round 2)

Dates	Activity and Details
June 5, 2013	Round 2 Application Period Opens
June 28, 2013	Round 2 Application Deadline
June 28, 2013-July 31, 2013	Round 2 Approval Notification
April 22, 2013-December 30, 2013	Anticipated Sharps Products Shipping Distribution Period
June 1, 2013-June 30, 2014	Anticipated Distribution of Sharps Products by Grantees to Public
June 30, 2014	Sharps Grant Evaluation Survey Due--Project is Complete





## Household Hazardous Waste Grant Program (FY 2011/12)

# Sharps Grant Project: Application and Grant Agreement (Round 2)

---

[The initial application period for the fiscal year \(FY\) 2011/12 Sharps Grant Project closed on April 5, 2013. A second application period \("Round 2"\) opened on June 5, 2013 and closed on June 28, 2013.](#)

This Sharps Grant Project Application and Grant Agreement (Application/Grant Agreement), along with the Guidelines and Instructions and Regional documentation (if applicable), will serve as the Grant Agreement once it is both approved and is signed by the Signature Authorities of both the jurisdiction and CalRecycle. Please read the [Guidelines and Instructions](#) and [Questions and Answers](#) pages prior to starting this Application/Grant Agreement.

**Note:** This Sharps Grant application is for Round 2. The deadline date is **June 28, 2013**. Read the [Guidelines and Instructions](#) for eligibility changes..

## Instructions

- Once started, you must complete this online Application/Grant Agreement in one session.** It cannot be saved electronically. You can print a blank Application/Grant Agreement form ahead of time by scrolling down to the "Print" button near the end of the document. You can then review and gather all the information for the Application/Grant Agreement before starting.
  - CalRecycle recommends setting your browser's view settings at 100 percent and completing the application process using Internet Explorer, Firefox, or Chrome.
- Complete and review the online Application. Preview how the application will appear when printed (often called "Print Preview") to insure all information is fully viewable. Print a copy using the "Print" button in the application. Do not make any changes after printing.
  - **Required Fields:** A red asterisk (\*) indicates a field that must be filled out.
- Select the "Submit" button. A confirmation page displaying all your field entries will display. Print a copy of this page. Verify that the printed Application/Grant Agreement entries are completely displayed and match what is on the confirmation page. For example, if you are a Regional Jurisdiction, did the printed copy display all of your participating jurisdictions? If there are discrepancies, attach a copy of the confirmation page with your printed Application/Grant Agreement. Note any discrepancies on the confirmation page.
- This Application/Grant Agreement must be signed and dated by your Signature Authority and mailed or hand-delivered to CalRecycle.

## Additional Notes:

- If you submitted the Application/Grant Agreement before you printed a copy, use the browser's Back arrow to return to the completed Application/Grant Agreement page. If the page is no longer available, you will need to start over and re-enter the exact information as displayed on your confirmation page. Print a copy, but do not re-submit the Application.

## Application/Grant Agreement

### Applicant

Check this box if you applied for the Sharps Grant in the initial application period.

\* Jurisdiction or Regional Jurisdiction Lead Name  
If Regional Entity, list participating jurisdictions below.

**Participating Jurisdictions** Enter names of participating jurisdictions below, separated by commas.

## Product Request

Request in case increments (100/case). Maximum: One-year's disbursement.	Quart-Size Sharps Waste Container	case(s)
	Gallon-Size Sharps Waste Container No Longer Available	
	Sharps Waste Collection Kiosk No Longer Available	

## Applicant Information

\* Mailing Address

\* City

\* County

\* ZIP Code

\* Primary Contact

\* Contact Title

\* Contact Area Code and Phone

\* Contact Area Code and Fax

\* Contact Email

\* Name of Signature Authority

\* Signature Authority Title

\* Signature Authority Area Code and Phone

\* Signature Authority Area Code and Fax

\* Signature Authority Email

\* Type of Entity (Choose one.)

City

If "Other," Type of Entity

### Shipping Information

\* Site Name

Site Address

(Check If Same As Mailing Address)

Site Shipping Address (If Different)

City

ZIP Code

\* Site Contact

\* Site Contact Area Code and Phone

### Current Sharps Collection Activities (Check all that apply.)

HHW Facility Drop-Off

Event Mobile/Curbside Collection

Public Location Kiosk Drop-Off

Mail-Back Program

Pharmacy/Hospital Drop-Off

Provide Free Sharps Waste Containers

Existing Sharps Waste Education and Outreach Program

In the Process of Implementing A Sharps Waste Education/Outreach and Collection/Disposal Program  
(Describe work plan in an application cover letter and include with mailed application.)

### Reporting

\* Are you currently reporting home-generated sharps waste collection numbers to the Department of Toxic Substances Control (Form 303 Report)?

Yes      No

**\* How many pounds of sharps waste was collected by your jurisdiction's HHW program for FY 2011/12?**

**Verification of Kiosk Servicing and Maintenance Funding (For Kiosk Applicants Only. Check box if applicable.)**

By checking this box, Applicant certifies, under penalty of perjury under the laws of the State of California, that funding for kiosk sharps collection and maintenance has been identified and will be allocated for such purpose upon award of this HHW Sharps Grant, sufficient to enable Applicant to comply with the maintenance requirements of this grant.

**Documentation for Regional Applicants Only**

**Organizational Documents:** Required copy of the Joint Powers Authority (JPA) Agreement, Memorandum of Understanding (MOU), or other document that memorializes the participating jurisdictions' intention to manage their HHW on a regional basis is attached.

**If Displayed List of Participating Jurisdictions is Incomplete:** Confirmation Page is attached. (see Guidelines and Instructions)

**Incorporation by Reference**

The Application Guidelines and Instructions are incorporated herein by this reference in their entirety and made a part hereof, and shall have the same force and effect as if fully set forth herein.

THIS AGREEMENT consisting of this Application; the Application Guidelines and Instructions; Regional Agreement, if Application is Regional; all of which are incorporated herein by this reference, is made and entered into on the day of execution by the Department of Resources Recycling and Recovery (CalRecycle) and Applicant (the "Grantee"). This Agreement is of no force or effect until signed by both parties.

**Acceptance of Grant Provisions**

\* By checking this box, Applicant acknowledges that submittal of this application constitutes acceptance of all HHW Sharps Grant Agreement provisions as contained in the Application Guidelines and Instructions, and agreement to be bound thereby.

**Acknowledgement of Signature Authority**

\* By checking this box, the Signature Authority certifies, under penalty of perjury under the laws of the State of California, that he/she is legally authorized to contractually bind Applicant to all of the rights, obligations and liabilities of this Agreement.

**Application and Grant Agreement Certification**

**Certification:** I declare, under penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of a Household Hazardous Waste Grant Program (FY 2011/12), Sharps Grant Project is true and accurate to the best of my knowledge, and agree to comply with the requirements of this grant, as set forth in the Application Guidelines and Instructions, and fulfill the obligations set forth therein.

X \_\_\_\_\_  
**Signature Authority (to be signed on printed hard copy)**                      **Date (to be filled in on printed hard copy)**  
**\* Name**    **\* Title**

**Print Application/Grant Agreement**

Review your application entries, then print the application. The print copy will be your legal Grant Agreement for this Sharps Grant Project that you will mail/deliver to CalRecycle. (Note: The Grant Agreement will not be effective until signed by both the Grantee and CalRecycle.)

**Submit**

**Important!** Make sure you have printed before submitting. Selecting the Submit button will generate a confirmation page listing all your field entries. Print this confirmation page for your records.

**For CalRecycle Staff Use: CalRecycle Confirmation of Consultation With Applicant**

- \_\_\_\_\_ No adjustments were made to Applicant's submitted request(s), so no consultation with Applicant was necessary.
- \_\_\_\_\_ I discussed the Applicant's approved grant award, as adjusted, with the Applicant's Signature Authority, who agreed to the adjusted amount/type(s) and consented to accept delivery of the grant products.
- \_\_\_\_\_ Applicant's Signature Authority declined to accept the approved grant award, as adjusted, and agreed that the Application would be withdrawn.

X \_\_\_\_\_  
**CalRecycle Staff**    **Date**  
  
\_\_\_\_\_  
**Print Name**    **Print Title**

**For CalRecycle Staff Use: CalRecycle Signature Authority**

Signature of CalRecycle Authorized Signatory:

X \_\_\_\_\_

Director, CalRecycle

Date

Guidelines and Instructions: [Round 1](#) | [Round 2](#)

---

California Department of Resources Recycling and Recovery (CalRecycle)



## Household Hazardous Waste (FY 2011/12) Grant Program Sharps Grant Project: Questions and Answers

---

**The initial application period for the fiscal year (FY) 2011/12 Sharps Grant Project closed on April 5, 2013. A second application period ("Round 2") opened on June 5, 2013 and closed on June 28, 2013. Questions and answers were posted for the initial period, but some still apply to Round 2.**

There is no official Question and Answer (Q&A) process for this Grant Project. Anticipated questions and answers have been posted here. Additional questions may be submitted and CalRecycle will make every effort to post as many questions and answers as time constraints allow prior to the application deadline. However, CalRecycle does not guarantee that all questions and answers will be posted and expressly disclaims any liability that may arise due to questions and answers that are not posted.

- [Application](#)
- [Containers](#)
- [Requirements](#)
- [Shipping](#)
- [Evaluation Survey](#)
- [Other](#)

### Application

#### Why is the application a grant agreement?

Government statute requires that the funds / products used from this HHW program must be distributed in the form of a grant.

#### Why is the application submitted on-line and also as a signed hard copy?

The online submittal gathers the information into a database. This will be used to build the shipping list, as well as for gathering application data for the review and approval process. To simplify the grant documentation process, facilitate the fastest possible shipment of sharps containers and kiosks to grantees, and to reduce burden on grantees, the application is designed so that the signed hard copy will become the actual Grant Agreement, once the applicant is awarded sharps containers and/or kiosks. This must be submitted as a hard copy, because original signatures are required on a Grant Agreement.

#### What are the directions for submitting online application data?

Please read the Submittal Process directions in the Application Guidelines and Instructions webpage carefully as the steps must be completed in the order listed. You must **print** the application before you **submit** it on-line. A copy of your responses will appear on a confirmation page once submitted. We recommend that you print out the confirmation page. You will not be able to retrieve the application once it is submitted. If you forget to print the application before you click submit, you will have to re-enter your application information to get a printable grant application for your signature.

#### What do I do if I forgot to print my application before I submitted it?

Follow the directions listed in the application page. Enter your information as before. After you re-enter the information, **Print** the application. **Do not re-submit** the application on-line.

#### What does the sharps waste collection FY 2011/12 weight amount include?

Collection of Sharps waste, in pounds, collected at HHW sites within the listed jurisdiction(s) during FY 2011/12.

#### There was no mention of resolutions in the application instructions. Are resolutions required for the sharps container grant? (added March 19, 2013)

You should follow your jurisdictions internal procedures, but CalRecycle is not requiring a copy of a resolution for this grant.

### Containers

### **What if the grant is oversubscribed for sharps containers?**

Due to limited quantities of sharps containers and in the event the grant is oversubscribed, the quantity of products will be distributed to the approved jurisdictions based, in part, on the application, statistical data regarding the diabetic population in the jurisdiction, historical HHW sharps waste collection volume, and need. Contacts for approved jurisdictions will be notified if a change is made to the initial product amounts requested in the application and will be given a choice of accepting the adjusted amounts or withdrawing their applications. CalRecycle will make every effort to provide sharps containers to all approved jurisdictions that submit an application.

### **What if the grant is oversubscribed for kiosks?**

Due to limited funds, there are approximately 20 kiosks available. If oversubscribed, all approved jurisdictions that request kiosks will be placed in a lottery, and recipients will be randomly selected. At this time, it is anticipated that lottery winners will receive a maximum of 2 kiosks each.

### **If I run out, can I order extra product?**

If there is product available after the application deadline has passed and initial requests have been fulfilled, a notice may be released for additional application requests.

### **What if I run out of product before the end of one year?**

If all your sharps containers are distributed and there are no more available from CalRecycle, your grant performance period is complete. Fill out the Final Evaluation Survey and your grant will be closed.

### **If the grant is over in one year, why do I have to provide collection services for the kiosk for 3 years?**

If the kiosks are properly used and maintained, as intended, they will enhance public safety within the jurisdiction. Conversely, improper use or lack of maintenance can cause the kiosks to become a public safety hazard. CalRecycle would like to ensure that the use of the kiosks enhances public safety. Because the kiosks are very expensive items, it is reasonable to require that grantees commit to maintain the kiosks for a minimum of three years, to ensure appropriate use of state grant funds, and so that the value of the investment in the kiosks is recouped.

### **If the kiosk location needs to be moved during the grant, can we relocate it?**

You may relocate the awarded kiosk to provide improved customer service. You will be responsible for all associated costs.

### **If I applied for sharps funding through the Household Hazardous Waste (HHW) HD-cycles, do I need to reapply here for sharps containers? (added March 19, 2013)**

This Sharps Grant Project FY2011/12 is the only HHW grant being offered at this time that allows for the request of sharps products. Sharps are not eligible in the current HHW HD-cycle grant offerings.

### **Have you selected the sizes and models of the sharps container/kiosk products? (added March 25, 2013)**

CalRecycle has identified the products that will be distributed:

- Covidien Renewables sharps container 8900MW. 1 quart nestable (100/case)
- Covidien Multi-purpose sharps container 31143699. 1 gallon (32/case)
- Securr CE Single Medical Waste Enclosure CE138-CH-S. Sharps Kiosk (each)

## **Requirements**

### **What if I do not have an education and outreach program in place at this time?**

If you are in the process, and plan to have an active education and outreach program prior to July 2013, submit an application.

### **What if I do not have an HHW facility within my jurisdiction?**

Qualifying applicants must be legally responsible for HHW and sharps collection within their jurisdiction.

### **What if I will have an HHW facility in operation soon?**

If an HHW facility will be in operation for your jurisdiction by July 2013, you can submit an application.

### **Can I apply if I am a city with your own sharps program but the Household Hazardous Waste Management program is operated by the county? (added March 19, 2013)**



In order to be eligible, your city must have direct responsibility for HHW management within the city. Therefore, if your city's Household Hazardous Waste Management program is directly managed by your County, you would not be able to submit a separate application. If that is the case, I recommend working with that lead agency to obtain sharps products from this grant. They meet the application eligibility of having direct responsibility for Household Hazardous Waste Management in your area.

## **Shipping**

### **Who do I talk to about my delivery schedule?**

California Conservation Corps (CCC) is coordinating the delivery of sharps waste containers and kiosks. The CCC contact is: Janis Pacciorini at (530) 823-4900.

### **Will the CCC ship to multiple locations? We have several locations (cities, pharmacies, HHWs, etc.). (added March 25, 2013)**

The California Conservation Corps has been directed to only distribute the awarded containers and kiosks to the shipping address listed in the applications. This will help reduce the shipping costs and allow for more of the funds to purchase sharp products. The awarded jurisdiction is responsible to distribute the products to its participating jurisdictions and distribution sites.

### **Is anything required for receiving deliveries?**

A signature will be required at the point of delivery.

### **What happens if, on June 30, 2013, the State Budget is not signed?**

Delays in the approval of the State Budget will prevent the CCC from shipping the products until the new fiscal year budget is signed by the Governor and enrolled by the Secretary of State.

## **Evaluation Survey**

### **What is the Final Evaluation Survey about?**

The Evaluation Survey will be the vehicle that CalRecycle will use to determine the effectiveness of the grant project and processes.

### **Where is the Final Evaluation Survey?**

The Evaluation Survey will be posted or distributed via e-mail prior to the end of the grant performance period. Jurisdictions will be given at least 30 days to complete it. The Evaluation Surveys must be submitted by June 30, 2014.

## **Other**

### **Having problems printing or submitting the application online?**

- Review the Submittal Process on the [Application Guidelines and Instructions webpage](#).