

Project Narrative Proposal
RECYCLING MARKET DEVELOPMENT ZONE PROJECT

The Project Narrative Proposal describes the details of your proposed project. The response size for each section is limited to 4,000 characters and cannot be expanded.

Each section of this form must have a response. Ensure your narrative responses are concise, detailed, and most importantly, address each of the criteria below.

APPLICANT NAME:

PROJECT SUMMARY

Provide a summary of the proposed project. What will the loan funds be use for? Explain why you are making the decision to start the project or expand at this time.

BUSINESS PROFILE – Marketing Statement

Provide a business profile summary that is used to market the business to attract new and retain existing customers. Your response may include information from your web home page, marketing plan or brochures. Include what is unique about the manufacturing process, any competitive advantages and what makes it a superior recycled-content product.

OPERATIONS

1. Describe your current business operations, the feedstock to be used, manufacturing process, and products.

2. If you are starting a new business, describe how the business will be set up. Include the percentage of recycled-content in the product.

3. Does your business currently manufacture recycled-content products in California?

4. Describe the major types of equipment used to process the raw materials or feedstock.

BUSINESS MATERIALS

1. Describe the types of raw material and feedstock that your business uses. (Examples organics (green waste, food waste); fiber (paper, textiles, mattresses, carpet, wood); plastic, glass, tires, or construction and demolition waste materials.

PRODUCTS

1. Describe the recycled end products.

BUSINESS BACKGROUND

1. What date was the business formed and what date did manufacturing begin?

2. Does the business want to manufacture a new product or expand its existing product line?

3. How many years of experience do the principals have in the recycling/manufacturing industry? Describe the experience the principals have in making the product and include similarities to the current business operations.

MARKETS

1. Who are the targeted customers? (include names of businesses)

2. Where are the targeted customers located? (include City, County, State, Nation)

3. What percentage of sales are in the United States?

4. When selling products outside the United States, is "foreign account receivable" insurance or similar financial surety obtained on every order?

FEEDSTOCK CERTIFICATION

- ✓ **Label all supporting documents for this section Exhibit #1**
- ✓ Complete the Feedstock Certification (CalRecycle 859) form to support your response.

Follow the instructions in the form to provide information regarding your feedstock sources. Enter comments here, if any, to explain any additional information that supports your Feedstock Certifications.

NET TONS OF MATERIAL NEWLY DIVERTED WASTE FROM LANDFILLS

- Label all supporting documents for this section Exhibit #2**
- ✓ Complete the Net Tons of Diverted Material from Landfills (CalRecycle 834) form to support your response.

Follow the instructions in the form to provide the projected net tonnage of materials that will be diverted as a result of your project. Enter comments here, if any, to explain any additional information that validates the projected amount of material that will be newly diverted from landfills.

MATERIAL FLOW CHARTS

Label all supporting documents for this section Exhibit #3

Prepare a Material Flowchart.

The Material Flowchart (CalRecycle 857) is a sample template. Your flowchart may look different, depending on the type of waste material (feedstock) that will be used and where the waste material (feedstock) goes in your geographic area. The flowchart will generally show a waste generator (business or consumer that creates the waste), hauler (business that picks up the waste from the waste generator, the waste generator may self-deliver), landfill names (that currently receive the feedstock waste material), transfer station (accepts the feedstock waste materials for sorting and bailing, pre-processor (process the feedstock waste material perhaps by cleaning, grinding, extruding, etc.), final product Producer (makes a recycled-content product from the feedstock waste material), and a Consumer (uses the recycled-content product for what it is designed for). For additional explanation and examples, send an email to

Loans@CalRecycle.ca.gov

Provide additional information about how the Material Flowchart was prepared and the research that was conducted.

PROJECT READINESS AND PERMITS

✓ Label all supporting documents for this section Exhibit #4

✓ Complete the following forms to support your response:

- Project Readiness and Permits (CalRecycle 829)
- General Checklist of Permits, Licenses, and Filings (CalRecycle 825)

Use the Project Readiness and Permits (CalRecycle 829) document to clearly and accurately describe the level of California Environmental Quality Act (CEQA) review required, the status of that review, as well as the status of all necessary permits, including the Conditional Use Permit, and permits for Air and Water Quality and Conditional Use and for Solid Waste Handling. If you are sending byproducts, such as digestate, to (a) separate site(s), you must show that each of these sites may legally accept that material in those quantities. If your project requires expansion or amendment of existing permits, follow the same procedures.

Use worksheet General Checklist of Permits, Licenses, and Filings (CalRecycle 825) to support your response to this section. CalRecycle staff will use this information to determine your permitting, construction, and start-up status.

Provide additional information about the Project Readiness and Permits status below.

PERMIT ASSISTANCE

1. Have you worked with your city/county permit office regarding expansion and/or siting?

2. What permit assistance was given or what assistance is needed? (i.e. Local Enforcement Agency referral, permit staff, Governor’s Office of Business and Economic Development permit assistance, local jurisdictions, etc.)

BUDGET – SOURCES AND USES OF LOAN FUNDS

- ✓ **Label all supporting documents for this section Exhibit #5a**
- ✓ Complete the Budget Sources and Uses of Loan Funds (CalRecycle 824) to support your response.
- ✓ Note: A copy of the Budget Sources and Uses of funds (CalRecycle 824) should be attached to the Financial Narrative (CalRecycle 853)

Provide a clear accounting of all sources that will fund the project and what the funds will be used for. Loan funds will be disbursed into an escrow account. The escrow company will direct pay the eligible loan expenses. Indicate all funding sources.

- Costs shall be itemized into categories as identified in the form.
- Attach all budget backup documentation including quotes, estimates, and equipment details.

Budget Sources and Uses of Loan Funds (CalRecycle 824) is attached to this Project Narrative Proposal.

1. Describe and quantify the source and amount of local, state, and federal funds, grants, other loans, and all other funding necessary to complete the proposed project. Describe which activities these monies will pay for.

2. Describe and quantify expenditures already incurred to initiate the project, such as engineering, site preparation, infrastructure, utility hookups, permitting and environmental review.

BUDGET – COLLATERAL DESCRIPTION AND VALUATION

- ✓ **Label all supporting documents for this section Exhibit #5b**
- ✓ Complete the Collateral Description and Valuation (CalRecycle 836) forms to support your response.
- ✓ Note: A copy of the Collateral Description and Valuation (CalRecycle 836) should be attached to the Financial Narrative (CalRecycle 853).

Collateral Description and Valuation (CalRecycle 836) is attached to this Project Narrative Proposal and major equipment brochures are attached.

RESUMES

- ✓ **Label all supporting documents for this section Exhibit #6**
- ✓ Note: A copy of the Resumes should be attached to the Financial Narrative (CalRecycle 853).

Resumes of owners, executive management, and key project personnel and contractors are attached to the Project Narrative Proposal.

RMDZ Zone Administrator Certification

- ✓ **Label all supporting documents for this section Exhibit #7**
- ✓ Complete the RMDZ Zone Administrator Certification (CalRecycle 879-RMDZ) form to support your response.
- ✓ This form must be signed by the Recycling Market Development Zone Administrator of the zone in which your project is located. To determine the zone your project is located in, see the Recycling Market Development Zone website.

RMDZ Zone Administrator Certification (CalRecycle 879-RMDZ) is attached to this Project Narrative Proposal.