

# Request for Approval

**To:** **Scott Beckner**  
Acting Deputy Director, Division of Circular Economy

**From:** **Michelle Martin**  
Branch Chief, Financial Resources Management Branch

**Request Date:** July 1, 2024

**Decision Subject:** Eligibility, Scoring Criteria, and Evaluation Process for the Household Hazardous Waste Grant Program (Integrated Waste Management Fund, Fiscal Year 2024–25 and 2025–26)

**Action By:** July 16, 2024

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## Summary of Request

Staff seeks approval of the proposed eligibility criteria and evaluation process for the Household Hazardous Waste (HHW) Grant Program (Program) for fiscal year (FY) 2024–25 and 2025–26.

Staff proposes to use the same eligibility criteria and evaluation process that was used in FY 2023–24, except as described under the Proposed Changes section and summarized below.

1. Keeping the current incentive costs at \$20 per item with the exception of allowing incentive costs for LED marine flares for up to \$45 per item.
2. Adding propane tank connector hose adapters as an eligible incentive item.

## Attachments

Attachment I – Scoring Criteria for the Household Hazardous Waste Grant Program (Construction), FY 2024–25 and 2025–26.

## Background and Analysis

### Statutory Authority

California Public Resource Code section 47200(a) authorizes the Department of Resources Recycling and Recovery (CalRecycle) to award grants to local government agencies for programs to reduce household hazardous waste (HHW) disposal: "...grants to cities, counties, or other local agencies with responsibility for solid waste management, and for local programs to help prevent the disposal of hazardous waste at disposal sites, including, but not limited to, programs to expand or initially implement household hazardous waste programs."

### Program Background

The fundamental goal of the Program is to provide funding for local governments to implement safe HHW programs for public education about HHW and for collection, source reduction, reuse, and/or recycling of HHW.

More than \$92 million in grant funds have been distributed since the Program began in FY 1990–91. There have been 43 grant cycles and 970 grants awarded to California entities responsible for household hazardous waste management. Table 1 summarizes the history of the Program since FY 2022–23. For FY 2024–25 and 2025–26, a total of \$1,500,000 is available for each fiscal year. The \$1,500,000 allocation will be distributed between both project types: \$500,000 for construction projects and \$1,000,000 for small projects.

**Table 1. Program History**

<b>FY and Cycle</b>	<b>Program Priorities</b>	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Amount Awarded</b>
2022–23 Cycle 38	Construction of new or expansion of existing HHW facility	3	2	\$205,456 <sup>1</sup>
2022–23 Cycle 39	Public education and outreach, mobile collection events, minor HHW facility improvements, etc.	26	21	\$1,294,544 <sup>2</sup>
2023–24 Cycle 40	Construction of new or expansion of existing HHW facility	3	1	\$165,430 <sup>3</sup>
2023–24 Cycle 41	Public education and outreach, mobile collection events, minor HHW facility improvements, etc.	48	24	\$1,334,570 <sup>4</sup>

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<sup>1</sup> An insufficient number of facility projects received a passing score to fully allocate the \$500,000 available for the cycle.

<sup>2</sup> Eligible unfunded or partially unfunded applicants from the FY 2022–23, HD39 (Small Projects) were awarded with the unallocated FY 2022–23, HD38 cycle (Construction Projects) funds.

<sup>3</sup> An insufficient number of facility projects received a passing score to fully allocate the \$500,000 available for the cycle.

<sup>4</sup> Eligible unfunded or partially unfunded applicants from the FY 2023–24, HD41 (Small Projects) were awarded with the unallocated FY 2023–24, HD40 cycle (Construction Projects) funds.

# Proposed Process and Eligibility

Staff will review all applications for completeness and eligibility. Complete applications will be evaluated to confirm project eligibility.

For construction projects, eligible applications will be evaluated and scored by a review panel of CalRecycle staff, using the FY 2024–25 (Attachment 1) Scoring Criteria for the Household Hazardous Waste Grant Program (Construction). Applications receiving a passing score will be recommended for funding. Grant recommendations will be in rank order according to the applicant's score (highest passing score to lowest passing score) until funds are exhausted.

For small projects, a random selection process will be conducted if the cycle is oversubscribed. Applicants who did not receive a HHW small project grant award during the past three fiscal years, disadvantaged communities, Qualifying Tribal Entities, and border regions will be given priority funding and will be awarded before those who did receive grant funds.

If either cycle is undersubscribed, or a significant number of projects are not eligible, CalRecycle may consider moving unused funds from the undersubscribed cycle to the oversubscribed cycle.

## Eligible Applicants

Eligible applicants include:

- Local governments (cities, counties, or cities and counties) as defined in PRC section 30109 that have direct responsibility for HHW management.
- Regional or local sanitation agencies and waste agencies, having direct responsibility for HHW management.
- Qualifying Tribal Entities with direct responsibility for HHW management. A Qualifying Tribal Entity is defined as a tribe, band, nation or other organized group or community, residing within the borders of California, which:
  - 1. is recognized for special programs and services provided by the United States because of the status of its members as Native Americans; or
  - 2. can establish that it is a government entity, and which meets the criteria of the grant program.
- Joint Powers Authorities (JPA) as an eligible entity (where all of the participating entities are otherwise eligible) if the JPA agreement includes solid or hazardous waste management responsibilities.

## Eligible Projects

Eligible projects include:

### A. Construction Projects:

1. Construction of a new Permanent HHW Collection Facility or Recycle-Only HHW Collection Facility
2. A construction project that expands/upgrades an existing Permanent HHW Collection Facility or Recycle-Only Collection Facility

### B. Small Projects:

1. HHW public education and outreach for general audiences (may include extended producer responsibility [EPR] information).
2. Implementation of sustainable EPR collection opportunities, to include but not limited to:
  - i. Promotion of an ongoing retail take-back program such as batteries or fluorescent lamps at local hardware stores, businesses, or government facilities.
  - ii. Promotional collection events hosted at businesses or government facilities.
  - iii. Promotional public education and outreach materials specifically for local retail take-back programs.
3. Project(s) that:
  - i. Determines and implements the safest and cost-effective methods for collecting propane gas cylinders and/or marine flares.
  - ii. Implements effective education programs and identifies effective incentives that reduce the disposal of household hazardous waste. The incentives must be something reusable to replace HHW being disposed (does not include monetary or SWAG incentives, rechargeable batteries, adapters, valves, caps or other accessories (except for propane tank connector hose adapters) for refilling propane canisters).
4. Set-up and operation of temporary or mobile collection program for one-day or multi-day collection events for the following except for those materials that are currently covered by another recycling/collection program (e.g. covered electronic waste, cell phones, thermostat, etc.):
  - i. Common HHW materials and universal waste.
  - ii. Marine flares
  - iii. Propane gas cylinders up to 5 gallons
  - iv. Solar panels. Awardees are required to collect and report data on type/style of panels, manufacturer, volume, and the method of disposal.
5. New or expanded curbside and/or door-to-door collection programs to allow for the collection of new and eligible HHW materials.
6. Minor improvements to an existing HHW facility. (Examples include but are not limited to: storage bins, signage, painting, paving, shelving, etc.)
7. Purchase of personal protection equipment.
8. Eight-hour refresher Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) training.

## **Project Requirements**

Construction projects do not qualify for CalRecycle grant funding unless they are past the design phase of the project and are prepared for construction (shovel ready). Applicants must have completed proper site analysis, conceptual design and most of the local approval processes. The permitting, licensing and siting approval process must be well underway. Applicants must provide documentation by providing a completed General Checklist of Business Permits, Licenses and Filings form (CalRecycle 669). The applicant must convincingly indicate that they are beyond the planning phase of the construction project and can successfully complete the HHW construction project before the Grant Term ends (date of Notice to Proceed email to February 28, 2029).

## Scoring and/or Evaluation Process

- For construction projects, eligible applications will be evaluated and scored by a review panel of CalRecycle staff, using the FY 2024–25 (Attachment 1) Scoring Criteria for the Household Hazardous Waste Grant Program (Construction). Applications receiving a passing score will be recommended for funding. Grant recommendations will be in rank order according to the applicant’s score (highest passing score to lowest passing score) until funds are exhausted.
- For small projects, staff will review applications to confirm applicant eligibility, application completeness, and project eligibility. If oversubscribed, CalRecycle will conduct a random selection process. Applicants who did not receive a HHW small project grant award during the past three fiscal years, disadvantaged communities, Qualifying Tribal Entities, border regions will be given priority funding and will be awarded before those who did receive grant funds.

If either cycle is undersubscribed, or a significant number of projects are not eligible, CalRecycle may consider moving unused funds from the undersubscribed cycle to the oversubscribed cycle.

## Award Amounts

- Construction Projects: The maximum project amount is \$250,000.
- Small Projects: Maximum project amount is \$50,000 for an individual applicant and \$100,000 for a regional applicant.

## Proposed Changes

Staff is proposing changes from the past grant cycle as indicated below.

1. Keeping the current incentive costs at \$20 per item with the exception of allowing incentive costs for LED marine flares for up to \$45 per item.
2. Adding propane tank connector hose adapters as an eligible incentive item.

## Tentative Timeline for Fiscal Year 2024-25

Staff will post a Notice of Funds Available on CalRecycle’s website that includes the funding, eligibility requirements, deadlines, and other important information. Notices will be distributed through CalRecycle’s local assistance and market development staff to inform their local jurisdictions, the Grants Management System database, applicable listservs, outreach presentations, and newsletters.

## Construction Projects Timeline (HD42)

**July 2024:** Post Notice of Funds Available, application, and related instructions and documents on the web site

**August 2024:** Question and Answer Period – due date is approximately three weeks after the release of the application

**August 2024:** Applications due

**September/October 2024:** Conduct application evaluation/review process and determine funding for eligible applicants

**February 2025:** Grant Agreements distributed and executed

**February 28, 2029:** Grant term ends

## **Small Projects Timeline (HD43)**

**July 2024:** Post Notice of Funds Available, application, and related instructions and documents on the web site

**August 2024:** Question and Answer Period – due date is approximately three weeks after the release of the application

**August 2024:** Applications due

**September/October 2024:** Conduct application evaluation/review process and determine funding for eligible applicants

**February 2025:** Grant Agreements distributed and executed

**February 29, 2028:** Grant term ends

Please refer to [CalRecycle's Household Hazardous Waste website](https://www.calrecycle.ca.gov/HomeHazWaste/Grants/) (https://www.calrecycle.ca.gov/HomeHazWaste/Grants/) for more information.

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## **Recommendation**

Staff recommends approval of the proposed eligibility criteria and evaluation process for the Household Hazardous Waste Grant Program for FY 2024–25 and 2025–26.

## **Deputy Director Action**

On the basis of the information and analysis in this Request for Approval and the findings set out herein, I hereby approve the eligibility criteria and evaluation process for the Household Hazardous Waste Grant Program for FY 2024–25 and 2025–26.

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Scott Beckner  
Acting Deputy Director

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Dated