

Household Hazardous Waste Grant Program

**APPLICATION**

19<sup>th</sup> Cycle – Fiscal Year (FY) 2010/11



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Mailed Applications must be postmarked no later than **April 15, 2011**. Hand delivered Applications must be received and date stamped by CalRecycle staff no later than **3:00 p.m. on April 15, 2011**. Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

*Please follow instructions in the Application Guidelines and Instructions when completing this Application. The Application Guidelines and Instructions are critical to properly completing and submitting this Application.*

*Applications become the property of CalRecycle and are subject to disclosure under the Public Records Act. Do not submit confidential information.*

*Applications sent by U.S. Postal Service or a commercial delivery service should be sent in a manner 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.*

## HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM, 19th CYCLE (FY 2010/11)

Complete and submit all sections.

APPLICANT / ORGANIZATION INFORMATION			
APPLICANT / ORGANIZATION NAME (MUST MATCH RESOLUTION OR LETTER OF COMMITMENT): <b>County of El Dorado</b>		<b>TOTAL AMOUNT REQUESTED:</b> <i>(ROUND AMOUNT TO THE NEAREST WHOLE DOLLAR)</i>	<b>\$33873</b>
PARTICIPATING JURISDICTIONS (FOR REGIONAL PROGRAMS ONLY):			
MAILING ADDRESS: <b>2850 Fairlane Court</b>		PROJECT ADDRESS: <b>3670 Bass Lake Road</b>	
CITY: <b>Placerville</b>		CITY: <b>El Dorado Hills</b>	
COUNTY: <b>El Dorado</b>	ZIP CODE: <b>95667</b>	COUNTY: <b>El Dorado</b>	ZIP CODE: <b>95762</b>
PRIMARY CONTACT NAME: <b>Dave Johnston</b>	SIGNATURE AUTHORITY NAME: <small>(AS AUTHORIZED IN RESOLUTION OR LETTER OF COMMITMENT)</small> <b>Gerri Silva</b>	AUTHORIZED DESIGNEE NAME: <small>(IF APPLICABLE, AS AUTHORIZED IN LETTER OF DESIGNATION-LOD)</small>	
TITLE: <b>Supervising HMS</b>	TITLE: <b>Director</b>	TITLE:	
TELEPHONE NUMBER: <b>530-621-5896</b>	TELEPHONE NUMBER: <b>530-621-6653</b>	TELEPHONE NUMBER:	
FAX NUMBER: <b>530-626-7130</b>	FAX NUMBER: <b>530-626-7130</b>	FAX NUMBER:	
EMAIL ADDRESS: <b>dave.johnston@edcgov.us</b>	EMAIL ADDRESS: <b>gerri.silva@edcgov.us</b>	EMAIL ADDRESS:	
INDICATE WHICH TYPE OF ENTITY YOU ARE (CHECK ONLY ONE):			
<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> CITY & COUNTY <input type="checkbox"/> QUALIFYING INDIAN TRIBE <input type="checkbox"/> OTHER (LIST TYPE) _____			
<b>HHW Materials or area of Grant Focus</b> <i>(click all boxes that apply)</i> <input type="checkbox"/> HHW Facility <input checked="" type="checkbox"/> HHW Fac./Expansion <input type="checkbox"/> Sharps (limit \$20,000) <input type="checkbox"/> Batteries <input type="checkbox"/> Fluorescent Lights <input type="checkbox"/> Cost Effective Collection <input type="checkbox"/> Public Education <input checked="" type="checkbox"/> Operational Efficiencies <input type="checkbox"/> Other			
LEGISLATIVE DISTRICT NUMBERS (TO FIND YOUR DISTRICT, USE MAILING ADDRESS ABOVE AND GO TO <a href="http://www.calrecycle.ca.gov/Profiles/Juris/">http://www.calrecycle.ca.gov/Profiles/Juris/</a> )		FEDERAL TAX IDENTIFICATION NUMBER:	
ASSEMBLY: <b>04</b>	SENATE: <b>01</b>		

PROJECT DESCRIPTION
<b>Provide a brief description of the project below (3-5 sentences):</b>
<p>County of El Dorado Environmental Management Department staff respectfully request Household Hazardous Waste grant funds to expand the existing HHW facility in El Dorado Hills. Funds will be utilized for the construction of additional storage area, replacement of a storage container and equipment and outreach to implement a reuse program. The storage area will consist of a concrete pad for empty drums, pallets and equipment. The storage container will replace one of the existing storage containers that has rusted through and no longer provides sufficient secondary containment. Reuse equipment will include tables for presenting usable materials to the residents.</p>

## ENVIRONMENTAL JUSTICE CERTIFICATION

*CalRecycle Grantees must in the performance of the Grant Agreement conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Govt. Code §65040.12(e))*

Must check box	
<input checked="" type="checkbox"/>	We acknowledge that our organization will comply with these principles of Environmental Justice.
<b>RESOLUTION or (LETTER OF COMMITMENT) REQUIREMENT</b>	
Submit either an approved Resolution or Letter of Commitment, valid up to 5 years, with your application or the following acknowledgement <i>(If applicable, submit a current Letter of Designation (LOD) for signature designee)</i>	
Must check one	<i>Note: See Application Guidelines &amp; Instructions for Resolution, Letter of Commitment, and Letter of Designation information and examples.</i>
<input checked="" type="checkbox"/>	<p><i>For entities with governing bodies:</i> We acknowledge that an approved Resolution and, if applicable, LOD designating additional signature authority is enclosed in the application.</p> <hr/> <p><i>For entities without governing bodies:</i> We acknowledge that a letter bearing entity's letterhead, signed by person with authority to contractually bind entity, authorizing application and designating signature authority is enclosed in the application.</p>
<input type="checkbox"/>	We acknowledge that our approved Resolution must be received by CalRecycle no later than May 16, 2011. We further acknowledge that if our Resolution is received after this date, our application will be disqualified.

## ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY CERTIFICATION

*Environmentally preferable purchasing protects human health and environmental well-being by reducing the procurement of goods and services that result in larger volumes of waste and pollutants. The Legislature declares that the responsibility of environmentally preferable purchasing shall be that of any agency that does procuring on behalf of the state (Chan, Statutes of 2002, Chapter 575), and this extends to grantees using state funds.*

***"Environmentally preferable purchasing (EPP)" as defined in PCC section 12400 means "the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. This comparison shall take into consideration, to the extent feasible, raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal, energy efficiency, product performance, durability, safety, the needs of the purchaser, and cost." In other words, EPP considers, among other things, the environment, performance and cost."***

### Acknowledgement that your organization has an Environmentally Preferable Purchases and Practices Policy

Must check one	<i>Note: See Application Guidelines &amp; Instructions for Environmentally Preferable Purchasing and Practices Policy information and Notification</i>
<input checked="" type="checkbox"/>	Yes, our entire organization <sup>1</sup> has an Environmentally Preferable Purchasing and Practices Policy. Date adopted: <b><u>04/09/1991</u></b>
<input type="checkbox"/>	No, our entire organization does not have an Environmentally Preferable Purchasing and Practices Policy. We acknowledge that our organization must adopt one by <b>May16, 2011</b> and send notification to the CalRecycle of such adoption by secondary deadline; <b>May16, 2011</b> , or our application will be disqualified.

<sup>1</sup> "Entire organization" refers to the entire city, county or Qualifying Indian Tribe applicant, not an individual office or subunit of the larger entity.

<b>GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES, AND FILINGS</b>	
<b>This section is for HHW Construction Projects Only</b>	
<b>Must check box</b>	
<input checked="" type="checkbox"/>	We acknowledge that the General Checklist of Business Permits, Licenses, and Filings form (CalRecycle 669) is enclosed in the application. To download the Checklist of Business Permits, Licenses, and Filings form (CalRecycle 669) use the following link, <a href="http://www.calrecycle.ca.gov/Grants/Forms/General/CalRecycle669.pdf">http://www.calrecycle.ca.gov/Grants/Forms/General/CalRecycle669.pdf</a> .
<b>ACCEPTANCE OF GRANT PROVISIONS</b>	
<input checked="" type="checkbox"/>	By checking this box, Applicant acknowledges that submittal of this application constitutes acceptance of all Grant Agreement provisions as contained in the Terms and Conditions and Procedures and Requirements. To download these documents see: <a href="http://www.calrecycle.gov/HomeHazWaste/Grants/19thCycle/default.htm">http://www.calrecycle.gov/HomeHazWaste/Grants/19thCycle/default.htm</a>
<b>APPLICATION CERTIFICATION</b>	
<i>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 grant funds is true and accurate to the best of my knowledge.</i>	
<b>X</b>	
<i>Signature Authority - as authorized in Resolution or Letter of Commitment; or Authorized Designee - as authorized in submitted Letter of Designation</i>	<i>Date</i>
<b>Gerri Silva</b> <i>Print Name</i>	<b>Director</b> <i>Print Title</i>

NOTE: In addition to completing the information on pages 2-4 of this application, Applicants must also complete the NEED Narrative, a Work Plan form, and a Budget form. The entire application proposal, excluding Letters of Support and other attachments, should not exceed **13** pages.

## NEED NARRATIVE

This part of the grant proposal should clearly and convincingly describe why the proposed project should be funded. *See Application Guidelines and Instructions for additional tips on preparing this narrative.*

County of El Dorado Environmental Management Department (EMD) operates a permanent HHW facility at El Dorado Hills Fire Station #86, located at 3670 Bass Lake Road in El Dorado Hills. This facility primarily serves the approximately 51,000 residents living in El Dorado Hills and Cameron Park. These two communities account for approximately 28% of the total County population. The facility is open to the public the first and third Saturdays of each month, weather permitting. Wastes accepted include paints, solvents, oils, antifreeze, car batteries, household batteries, pesticides, fertilizers, pool chemicals, corrosives, fuels, cleaning products, fluorescent lights, mercury containing devices, home generated sharps and E-waste. The facility is staffed by three EMD Hazmat Division staff and 3 EDH firefighters. Costs for EMD staff time, HHW recycling and disposal are funded by a \$3 per parcel annual property tax assessment. Costs for firefighter staff time are funded by El Dorado Hills Fire.

Previous HD grants funded the initial facility construction and subsequent expansion. The expansion facilitated the acceptance of additional waste streams (E-waste and home generated sharps). The publicity and education campaign conducted during the expansion significantly increased participation. To accommodate current participation levels and to implement a reuse program, additional equipment and waste must be stored on site. (See Photo 1). El Dorado County respectfully requests Hazardous Waste Discretionary Grant funds to increase storage capacity and initiate a give back reuse program. Project objectives include providing an area for empty drum and equipment storage. Additionally objectives, include the replacement of a HHW storage container for partially full drums, universal wastes and items offered for reuse. Increasing storage capacity will reduce operational costs by allowing the storage of partially filled containers at the site. A reuse program will reduce disposal/recycling costs.



Photo 1. Busy Saturday at Station 86 HHW drop-off.

Currently, empty drums, pallets and drain containers are stored behind the facility on the ground adjacent to the existing HHW facility. (See Photos 2 & 3). This area will be excavated and a concrete pad and retaining wall will be constructed. The concrete pad will run the length of the covered overhang and measure 12' x 32'. (Photos 4 & 5) Because of the slight incline the pad will incorporate a 2 foot tall block retaining wall to minimize erosion and storm water generation.

The concrete pad will be constructed at the same elevation as the existing sorting area pad to facilitate the safe movement of the drums and pallets using a drum dolly and pallet jack. This will reduce the practice of moving these objects by hand over rough terrain, exposed landscape irrigation piping and an existing curb. The pad will help alleviate congestion in the Fire Department parking lot during events by providing usable space for supplies and equipment.

Reuse program objectives are to provide residents with existing usable materials, conserve natural resources, reduce disposal costs and impacts. The program is modeled on programs successfully implemented in other jurisdictions. The concrete pad will provide storage space for reuse tables and the storage unit will allow for secure storage of reuse items and totes. Grant funds will be employed to advertise the reuse opportunity.



Photo 2. Empty Drum Storage.



Photo 3. Location for new concrete pad.



Photo 4. Location for concrete Pad



Photo 5. Aerial view of proposed concrete location.

The existing storage container was originally located at the Camino Fire station. During the 1990's that facility served as a permanent collection facility. Since that time the facility has been used for annual temporary events. Long term storage at that site is no longer necessary. Recently the container was moved to the El Dorado Hills facility.

In Camino, the container was exposed to heavy rainfall, snow and freezing temperatures. As the unit aged, water seeped in between the inner and outer walls. The container has rusted from the inside out and the walls have rusted through in several spots. HHW staff attempted to make repairs by grinding away rust and repainting. However, during this process the full extent of the rust was revealed and the container appears to have lost the integrity for safe and secure hazardous materials storage. (Photos 6, 7 & 8). Grant funding will be used to replace the container with a similar new container. The current container is made primarily of steel and will be recycled. (Copies of quotes and draft reuse wavier are attached).



Photo 6 HHW storage container.



Photo 7. Rust hole on the side of container.



Photo 8. HHW storage container

**WORK PLAN**

**GOAL: Construct concrete pad to facilitate more efficient equipment storage, movement and HHW staging prior to pickup.**

**OBJECTIVE: Add a concrete pad and retaining wall behind the current HHW facility**

<b>TASK #</b>	<b>TASK DESCRIPTION</b>	<b>RESPONSIBLE PERSON (contractor or staff, include name &amp; title)</b>	<b>EVALUATION METHOD (Survey, workshop, etc.)</b>	<b>TIMEFRAME (month/year-month/year)</b>	<b>BUDGET CATEGORY</b>
1.	Prepare and issue request for proposal.	Todd Neugebauer, Dept Analyst	Purchasing Mgr review	8/11-10/11	Personnel: Administration
2.	Evaluate and rank Proposals.	Todd Neugebauer, Dept Analyst	Supervising HMS review	10/11-11/11	Personnel: Administration
3.	Award contract	Todd Neugebauer, Dept Analyst	Purchasing Mgr review	11/11-12/11	Personnel: Administration
4.	Obtain building permit	Contractor, TBD	Bldg. Dept. review	1/12-2/12	Expansion: Non-Personnel
5.	Construct concrete pad	Contractor, TBD	Bldg. Dept. Review	3/12-4/12	Expansion: Non-Personnel
6.	Schedule inspection	Contractor, TBD	Bldg. Dept. Review	4/12-4/12	Expansion: Personnel
7.	Review invoice and process payment	Todd Neugebauer, Dept Analyst	Purchasing Mgr review	5/12-6/12	Personnel: Administration
8.	Prepare and submit final report and payment request for CalRecycle	Todd Neugebauer, Dept Analyst	Supervising HMS review	6/12	Personnel: Administration



GOAL

**Provide Safer location for HHW material to be stored.**

OBJECTIVE

**Replace current HHW storage container with a new container.**

TASK #	TASK DESCRIPTION	RESPONSIBLE PERSON (contractor or staff, include name & title)	EVALUATION METHOD (survey, workshop, etc.)	TIMEFRAME (month/year-month/year)	BUDGET CATEGORY
1.	Develop specs for HHW storage container	Mark Moss, HMS, Staff	Supervising HMS review	8/11-9/11	Personnel: Administration
2.	Solicit quotes for new HHW storage container	Mark Moss, HMS, Staff	Purchasing Mgr review	8/11-9/11	Personnel: Administration
3.	Review quotes	Mark Moss, HMS, Staff	Purchasing Mgr review	9/11-10/11	Personnel: Administration
4.	Order HHW container	Todd Neugebauer, Dept Analyst	Purchasing Mgr review	10/11-11/11	Expansion: Non-Personnel
5.	Arrange for removal and recycling of old HWW container to coincide with delivery of new HHW container.	Todd Neugebauer, Dept Analyst	Peer review, EDH Fire Prevention Officer	1/12-2/12	Expansion: Non-Personnel
6.	Review invoice and process payment	Todd Neugebauer, Dept Analyst	Purchasing Mgr review	3/12-4/12	Personnel: Administration
7.	Prepare and submit final report and payment request for CalRecycle	Todd Neugebauer, Dept Analyst	Supervising HMS review	4/12-5/12	Personnel: Administration

<b>GOAL</b>					
<b>Implement reuse program.</b>					
<b>OBJECTIVE</b>					
<b>Obtain supplies, draft policy, waiver and conduct outreach.</b>					
<b>TASK #</b>	<b>TASK DESCRIPTION</b>	<b>RESPONSIBLE PERSON</b> (contractor or staff, include name & title)	<b>EVALUATION METHOD</b> (survey, workshop, etc.)	<b>TIMEFRAME</b> (month/year-month/year)	<b>BUDGET CATEGORY</b>
1.	Draft policy	Amy Davidson, HMRS, staff	Supervising HMS review	8/11-9/11	Personnel: Administration
2.	Draft waiver	Amy Davison, HMRS, staff	Supervising HMS review	8/11-9/11	Personnel: Administration
3.	Obtain supplies and equipment	Amy Davidson, HMRS, staff	Purchasing Mgr review	9/11-10/11	Expansion: Non-Personnel
4.	Train staff	Amy Davidson, HMRS, staff	Supervising HMS review	10/11-11/11	Personnel: Administration
5.	Conduct outreach.	Amy Davidson, HMRS, staff	Supervising HMS, EDH Fire Captain	1/12-2/12	Personnel: Administration
6.	Implement reuse program	Amy Davidson HMRS, staff	Supervising HMS review	3/12-4/12	Personnel: Administration
7.	Prepare and submit final report and payment request for CalRecycle	Todd Neugebauer, Dept Analyst, staff	Supervising HMS review	4/12-5/12	Personnel: Administration

## BUDGET

As applicable to your project, indicate proposed costs for each Budget Category identified in your Work Plan. Total each Budget Category in which you plan to expend grant funds; however, delineate non-personnel costs from personnel costs (note general guidelines in row 1 below). Costs should be rounded to the nearest whole dollar. Include copies of bids/estimates for all major items and indicate those items on the Budget with an asterisk. *Note: See Application Guidelines and Instructions for additional tips on preparing this Budget. This document may be reproduced, enlarged, and customized as necessary.*

Budget Category	Amount
<b>Construction of an HHW Collection Facility :</b> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (List budget item and corresponding Work Plan Objective. For example: Storage unit for drums* , safety equipment* – Objective #1)</li> <li>○ <u>Personnel:</u> (Include both internal staff and/or external resources)</li> </ul>	<hr style="width: 50%; margin: auto;"/> category total
<b>Expansion of an Existing HHW Collection Facility :</b> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs</u> New Concrete Pad \$10,000 New HHW Storage Container \$12,353.38 Rental Equipment for Storage Container Placement \$500.00 Reuse Tables and Totes \$941.30</li> <li>○ <u>Personnel:</u></li> </ul>	\$23794.68 <hr style="width: 50%; margin: auto;"/> (category total)
<b>Public Education and Outreach:</b> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> Advertising in newspapers and on website \$2,000</li> <li>○ <u>Personnel:</u> HMRS 8 hours x 45.34=\$272</li> </ul>	\$2,272 <hr style="width: 50%; margin: auto;"/> (category total)
<b>Temporary or Mobile Collection Program:</b> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u></li> <li>○ <u>Personnel:</u></li> </ul>	<hr style="width: 50%; margin: auto;"/> (category total)
<b>Residential Collection:</b> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u></li> <li>○ <u>Personnel:</u></li> </ul>	<hr style="width: 50%; margin: auto;"/> (category total)
<b>Personnel: (Program Planning, Management, and Administration)</b> Department Analyst 52 hours x \$51.30 =\$2667 HMS 8 hours x 69.21=\$553 HMRS 64 hours x 45.34=\$2901 Supervising HMS 20 hours x 84.25=\$1685	\$7,806 <hr style="width: 50%; margin: auto;"/> (category total)
<b>Other:</b> (Include any costs not directly attributed to above categories - e.g. travel, etc.)	<hr style="width: 50%; margin: auto;"/> (category total)
<b>Indirect Costs:</b> (Not to exceed 10% of budget total)	<hr style="width: 50%; margin: auto;"/> (category total)
<b>Budget Total</b>	<b><u>\$33872.68</u></b>

## APPLICATION CHECKLIST

This application checklist is provided for your convenience and is not intended to be all inclusive. Prior to submitting your application, check the Q&A website at <http://www.calrecycle.gov/HomeHazWaste/Grants/19thCycle/Apply/QandA.htm> for additional information. You are responsible for completing and submitting all required documentation.

<b>Grant Application Form (CalRecycle 243)</b>	
<input checked="" type="checkbox"/>	All applicable information and documents are provided; applicable boxes are checked.
<input checked="" type="checkbox"/>	Application Certification is signed by the: <ol style="list-style-type: none"> <li>1) Signature authority as authorized in Resolution or Letter of Commitment, or</li> <li>2) Authorized Designee.</li> </ol> <p style="margin-left: 40px;"><i>Authorized Designee may sign only if the Letter of Designation has been submitted to CalRecycle.</i></p>
<b>Environmental Justice Certification</b>	
<input checked="" type="checkbox"/>	Box is checked.
<b>Resolution or (Letter of Commitment) Requirement—</b> <i>See Application Guidelines &amp; Instructions for Resolution, Letter of Commitment, and Letter of Designation (LOD) information and examples</i>	
<input checked="" type="checkbox"/>	Approved Resolution or Letter of Commitment is included with Application; box is checked, or
<input type="checkbox"/>	If applicable, approved Resolution not submitted with Application but will be submitted to the CalRecycle for receipt by <b>May 16, 2011</b> ; box is checked.
<input type="checkbox"/>	If applicable, Letter of Designation (LOD) is included with Application. <i>A LOD is not required to be submitted with the Application; however, it must be submitted prior to Designee's exercise of his/her authority.</i>
<b>Environmentally Preferable Purchases and Practices Policy Requirement—</b> <i>See Application Guidelines &amp; Instructions for example &amp; notification</i>	
<input checked="" type="checkbox"/>	Signature Authority has certified that Applicant has an Environmentally Preferable Purchases and Practices Policy (EPPP Policy); box is checked, or
<input type="checkbox"/>	Applicant does not have an EPPP Policy but will adopt one by <b>May16, 2011</b> and submit a Notification to CalRecycle for receipt by <b>May16, 2011</b> ; box is checked.
<b>Acceptance of Grant Provisions</b>	
<input checked="" type="checkbox"/>	Box is checked.
<b>Need —</b> <i>See Application Guidelines &amp; Instructions for tips</i>	
<input checked="" type="checkbox"/>	Goals and objectives directly relate to your project
<b>Work Plan —</b> <i>See Application Guidelines &amp; Instructions for tips</i>	
<input checked="" type="checkbox"/>	Work Plan directly links to the Goals and Objectives and links to the budget
<b>Budget—</b> <i>See Application Guidelines &amp; Instructions for tips</i>	
<input checked="" type="checkbox"/>	Budget is completed appropriately (double check calculations and totals)
<b>Additional Forms —</b> <i>See Application Guidelines &amp; Instructions</i>	
<input checked="" type="checkbox"/>	General Checklist of Business Permits, Licenses, and Filings (CalRecycle Form 669) <i>Note: Only for construction projects</i>
<b>Application Format &amp; Submittal</b>	
<input checked="" type="checkbox"/>	Copies: One application with <b>original</b> signature ( <b>blue ink preferred</b> ), and <b>three copies</b>
<input checked="" type="checkbox"/>	Paper: 8½ X 11, printed double-sided, single spaced, on 100% post consumer fiber, and numbered consecutively Narrative does not exceed <b>13</b> pages (not including letters of support or other attachments)
<input checked="" type="checkbox"/>	Stapled, not bound: upper left-hand corner
<input checked="" type="checkbox"/>	Font: Comparable to 12 pt. Times New Roman
<input checked="" type="checkbox"/>	Letters of Support are included
<input checked="" type="checkbox"/>	Addressed to the appropriate mailing address of CalRecycle