

**STATE OF CALIFORNIA  
ENVIRONMENTAL PROTECTION AGENCY  
California Integrated Waste Management Board**



**REUSE**

**Reuse Assistance Grants Application  
Fiscal Year 2007/08 Offering**

**Application Postmark Deadline: Friday, March 23, 2007**

Applications submitted via the U.S. Postal Service should be addressed to:

California Integrated Waste Management Board  
Grants Administration Unit, MS-19A  
P.O. Box 4025  
Sacramento, CA 95812-4025

Applications submitted via commercial delivery service should be addressed to:

California Integrated Waste Management Board  
Grants Administration Unit, MS-19A  
1001 I Street  
Sacramento, CA 95812-4025

Applications hand-delivered on or before March 23, 2007, must be received by 3:00 p.m.:

California Environmental Protection Agency  
Environmental Services Center  
1001 "I" Street, 1<sup>st</sup> Floor  
Sacramento, CA

**Applications mailed or sent by U.S. Postal Service or a commercial delivery service should be sent by a means that permits 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.**

**E-mailed or faxed applications will not be accepted.**

**Applications postmarked after Friday, March 23, 2007 or hand-delivered after 3:00 p.m. on Friday, March 23, 2007 will be disqualified.**

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**TENTATIVE SCHEDULE:**

<b>Date</b>	<b>Activity</b>
January 26, 2007 to March 23, 2007	Application period
January 26, 2007 to February 28, 2007	Question and Answer period with answers continually posted on Web site
March 23, 2007	Applications due
April - May 2007	Staff reviews applications and prepares recommendations
June - July 2007	Board approves grant awards
August – October 2007	Grant agreements developed and signed
September - October 2007	Grant recipients begin projects
November 30, 2009	Grant terms end
January 22, 2010	Final Progress Report and Final Payment Requests due

## Reuse Assistance Grants-Fiscal year 2007/08 Offering

### I. GRANT SUMMARY AND GUIDELINES

#### A. BACKGROUND

Assembly Bill 939 (Sher, Chapter 1095, Statutes 1989) established a hierarchy for solid waste management with source reduction as the most preferred option, including reuse. At the October 26, 1999, California Integrated Waste Management Board (CIWMB) meeting, a funding allocation was approved for a major reuse initiative; a component was funded to encourage California local public agencies to promote and apply the reuse of non-hazardous materials. **Reuse is defined as using an item over again in its current form without significant processing that alters its material structure.**

#### B. APPLICANT ELIGIBILITY

The Reuse Assistance Grants (RAGs) are available to California local public agencies. For this offering, a "local public agency" is a city, county, or regional agency that has obligations to develop and implement waste reduction programs pursuant to the requirements of the Public Resources Code § 40900 et seq. Receipt of a previous grant award(s) from the CIWMB will not affect an applicant's eligibility.

Each local public agency may submit only one (1) application. If more than one (1) application is submitted by a local public agency, it will be the local public agency's responsibility to decide which application should go forward. If the additional applications are not withdrawn, all applications from that local public agency, including any submitted in partnership with other local public agencies, will be disqualified.

#### Partnering

A California local public agency may partner with: 1) other California local public agencies for a regional project, or 2) other entities (e.g., businesses, nonprofits); however, the applicant/local public agency (Grantee) is the responsible party under the Grant Agreement. The Grantee's responsibilities include, but are not limited to: 1) responsibility for supervising and administering the grant; 2) accountability for how the grant funds and matching contributions are expended; and 3) responsibility for requesting and disbursing grant funds. The authorized signatory must be an employee of the local public agency. Partners will not receive funds directly from the CIWMB and they are not a party to the Grant Agreement. However, the provisions of the Grant Agreement must be complied with by the partners. There is no scoring advantage in submitting a partner-application as compared to an individual application. Applications are evaluated solely on their merits as determined by the Scoring Criteria and Evaluation Process (pages 6-8). A qualified partner may partner with more than one (1) applicant; when the partner will be responsible for managing more than one (1) proposed project, each application must demonstrate the partner's ability to run multiple grants, and if applicable, how the multiple grants will interact to achieve the project's goals.

#### *Partnering with Other California Local Public Agencies*

California local public agencies may partner with another California local agency to create a regional application. A local public agency that is a partner in a regional application may not also submit an individual application. Regional applications must designate one (1) local public agency as the lead agency (Grantee). A local public agency designated as a partner may manage the grant project; however, the local public agency designated as the lead agency (Grantee) is the party responsible under the Grant Agreement and is solely responsible for submitting Progress Reports, Payment Requests, etc. The lead agency will also receive all grant payments from the CIWMB.

#### *Partnering with Private Entities*

Partnerships with private entities are allowable; the applicant must exercise its discretion in determining the most appropriate entity with which to partner. A qualified partner may manage the grant project; however, the applicant/California local public agency (Grantee) is the party responsible under the Grant Agreement and is solely responsible for submitting Progress Reports, Payment Requests, etc. All payments from the CIWMB will be made to the local public agency.

#### C. ELIGIBLE PROJECTS

The RAGs are designed to enhance local public agencies' responsibilities in the area of material reuse, encourage local public agencies to incorporate reuse activities into their waste reduction efforts, and promote reuse to their communities. Eligible projects must reuse a material(s) in its current form without any significant processing that alters its material structure. Eligible projects must focus only on the reuse of non-hazardous materials.

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The scoring criteria of this year's offering has been designed to award projects that are groundbreaking and innovative in its approach to reuse. Projects must be tangible, develop long-term systems, infrastructures, and/or facilities that creatively reuse materials otherwise destined for disposal. New applicants are encouraged to apply.

### **D. INELIGIBLE PROJECTS**

Ineligible projects include, but are not limited to, feasibility studies, Web site development and Web site-related projects, composting, grasscycling, wood milling/grinding, and recycling projects. Projects proposing to provide a service and/or product already provided free of charge by the State may be ineligible. To determine whether or not a proposed project is eligible, you may submit a question in writing as described on page 6.

### **E. GRANT FUNDING**

For the purposes of this grant offering, the CIWMB anticipates allocating two hundred fifty thousand dollars (\$250,000) from FY 2007/2008 funds to award successful applicants, subject to passage of the 2007/2008 Fiscal Year California State Budget Act. Applicants may request a maximum of fifty thousand dollars (\$50,000) for the entire grant term (approximately two (2) years). **Applicants who request more than fifty thousand dollars (\$50,000) will be disqualified.** Grant funds may be used only for activities directly related to the approved proposal (see [Eligible Project Costs](#) below). This is a competitive grant; all grant awards are subject to funding availability. The CIWMB reserves the right to reduce the amount of any grant request.

### **F. ELIGIBLE PROJECT COSTS**

All costs, whether paid for with grant funds or matching contributions, must be directly related to the approved proposal. Materials, services, equipment, or facilities directly enhancing opportunities for increasing reuse may be eligible costs. Costs must be reasonable, cost-effective, and focused on local needs. To determine whether or not a proposed project cost is eligible, you may submit a question in writing to one of the following addresses: Reuse Assistance Grants, P.O. Box 4025, MS-13A, Sacramento, CA 95812-4025 or [RAGS@ciwmb.ca.gov](mailto:RAGS@ciwmb.ca.gov). Grantees are bound by the State Administration Manual, available through the Department of General Services' Web site at [sam.dgs.ca.gov](http://sam.dgs.ca.gov), and the requirements of the Grant Agreement.

#### **1. Direct Costs**

If pre-approved by the CIWMB grant manager, the Grantee may claim as direct costs all eligible costs specifically associated with planning and implementing the grant project (e.g., staff time to work on the project and submit Progress Reports and Payment Requests).

#### **2. Overhead/Indirect Costs**

The Grantee may claim overhead and indirect costs up to five percent (5%) of the amount approved for payment. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the organization's operations and the grant performance. Examples of overhead and indirect costs include, but are not limited to, costs of operating and maintaining facilities, rent or lease expenses, accounting services, and administrative and supervisory salaries. Rent reimbursement is based upon the percentage of the building that is proportional to reuse efforts and specific to this grant. Please note reimbursement for rent expenses will only be reimbursed up to the five percent (5%) (cap/limit) per total amount approved for each payment request. All overhead and indirect costs must be supported by a cost allocation plan.

#### **3. Travel Costs**

Travel costs within California are eligible costs, as long as they are reasonable, directly related to the project, and pre-approved by the CIWMB's Grant Manager. Travel costs, like all other costs, must be identified in the Budget (Exhibit C). Expenses will be reimbursed according to the guidelines set forth in the Grant Agreement, the State Administrative Manual Sections 0700-0741 and the current Department of Personnel Administration memorandum. For example: mileage rate may not exceed \$0.44.5 per mile.

#### **4. Purchase/Lease of Vehicles**

The purchase/lease of a vehicle by a Grantee is an eligible expense provided that: 1) the vehicle is critical to the grant project implementation; 2) the vehicle will be used exclusively for the project; 3) the cost is reasonable; 4) the type of vehicle is appropriate for the designated purpose; 5) the purchase or lease is pre-approved by the CIWMB's Grant Manager; and 6) the vehicle will be used for the purposes of the project even when the Grantee is no longer receiving grant funds.

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### G. INELIGIBLE PROJECT COSTS

Any costs not directly related to the grant project are ineligible for grant funding or as matching contributions. Ineligible costs include, but are not limited to, the following:

- Costs incurred prior to issuance to the Notice to Proceed or after the end of the grant term;
- Costs not included in the approved budget;
- Costs currently covered by another CIWMB loan, grant, or contract;
- Overtime costs (except for local public agency staff during specially scheduled evening or weekend events occurring outside the staff's normal work schedule that is pre-approved in writing by the CIWMB's Grant Manager, when law or labor contract requires overtime compensation);
- Out-of-state travel;
- Matching funds and grant funds not accounted for with supporting documentation;
- Any food or beverages (e.g., as part of meetings, workshops, training, events, etc.);
- Public education costs not directly associated with the concept of reuse;
- Profit or mark-up by the Grantee or partner;
- Cell phones, pagers, and other personal electronic and/or digital assistive devices;
- Overhead and indirect costs above five percent (5%) of the amount approved for payment;
- Rent or lease expenses above the five percent (5%) administrative cap (i.e. maximum of five percent (5%) of total amount approved for payment);
- Requesting reimbursement for overhead and indirect costs above the five percent (5%) reimbursement maximum per grant payment request;
- Any costs not consistent with local, state, and federal guidelines, regulations, and laws; and,
- Any other costs not deemed reasonable or related to the purpose of the grant by the CIWMB Grant Manager.

### H. MATCHING CONTRIBUTION REQUIREMENT

Applicants must provide matching contributions and/or the value of staffing or consulting time dedicated to the grant in an amount equal to or greater than fifty percent (50%) of the requested grant amount. (For example, if the applicant requested \$50,000 in grant funds the applicant is required to contribute \$25,000 in matching fund contributions). The matching funds must be clearly identified in the approved Budget (Exhibit C) and **are subject to the same restrictions and limitations as grant funds.**

#### 1. Eligible Matching Contributions

Matching contributions may be used only for eligible expenses directly related to the project. Money already budgeted for the applicant/partner may be considered eligible matching contributions provided the work/expenditures are incurred during the grant term and are eligible expenses. Matching contributions may come from a grant partner, public donations, fundraisers, local public agencies' budgets, nonprofits, commercial businesses, etc. Grants, other than CIWMB grants, may be used as matching contributions, where authorized in writing by the CIWMB Grant Manager. All matching contributions must be secured and committed by March 23, 2007. The value of staff time of local public agencies, nonprofits, commercial businesses, private contractors/subcontractors, or volunteers may be used as matching contributions provided the time is dedicated solely to the grant project. Documentation evidencing staff salaries and staff time (e.g., timesheet) is required. The value of volunteers' labor must be comparable to the salaries of staff in similar positions; supporting documentation demonstrating the salaries are comparable is required.

#### 2. Ineligible Matching Contributions

Matching contributions may not come from other CIWMB grants, loans, or contracts. "In-kind" contributions, with the exception of staff time, are ineligible.

### I. GRANT TERM

The grant term is approximately two (2) years. **All costs must be incurred and paid, goods and services received by the Grantee, and invoices received by the CIWMB after the issuance of the Notice to Proceed and before the end of the grant term.** In rare instances, if pre-approved in writing by the CIWMB's Grant Manager, goods received after the end of the grant term may be allowed if the delayed receipt is not within the control of the Grantee or vendor.

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### J. QUESTIONS AND ANSWERS

All questions must be received **in writing** by February 28, 2007 via e-mail ([RAGS@ciwmb.ca.gov](mailto:RAGS@ciwmb.ca.gov)), fax (916-319-7416), or mail (Reuse Assistance Grants, MS-13A, P.O. Box 4025, Sacramento, CA 95812). **Questions received via phone and/or after February 28, 2007 will not be answered.** Answers will be posted on the website at [www.ciwmb.ca.gov/reuse/Grants/LGAssist/FY200708/QandA.htm](http://www.ciwmb.ca.gov/reuse/Grants/LGAssist/FY200708/QandA.htm) throughout the Question and Answer (Q&A) period. Upon request, the final compilation of Q&As will be mailed/e-mailed on or about March 7, 2007 and will include only the questions and answers listed for this offering.

### K. COMPLIANCE RESPONSIBILITY

The applicant and partners are responsible to comply with all applicable local, state, and federal laws, guidelines, regulations, and requirements. The applicant must complete and submit with its application the General Checklist of Business Permits, Licenses and Filings Form (Exhibit H (pages 26-27)). Grantees must update this list upon the Grant Agreement's execution and with each Payment Request submittal if applicable.

## II. GRANT APPLICATION REVIEW AND AWARD PROCESS

### A. APPLICATION REVIEW

After the application period's closure, CIWMB staff will evaluate applications using the Scoring Criteria and Evaluation Process below. Applicants must score at least 55 points within the General Review Criteria (items 1 through 7) to qualify for funding and for Preference Criteria consideration. Applications will be scored based solely on the information provided in the application and ranked according to the total number of points received. Staff's recommendation for funding will be based on the order of ranking.

### B. SCORING CRITERIA AND EVALUATION PROCESS

**General Review Criteria (75 possible points)** - Applications must score at least 55 points within the General Review Criteria (items 1-7) to qualify for grant funding and for Preference Criteria consideration.

#### 1. Need (20 points)

- Describe in detail the proposed project, including an explanation of the need that the project will meet and a description of what the project will accomplish and how it will be accomplished.
- Provide necessary background and convincing reasons why your project should be funded, including: the current efforts of reuse by your community, current outreach efforts, how this project would increase reuse, and by how much.
- Quantify the amount of material that is currently being reused in your community.
- Describe how the project will significantly enhance or expand an existing program.
- Describe and justify any targeting of specific sectors based on potential waste diversion through reuse.
- Explain why your agency needs funding for this project. Describe how much funding the project will require, and your agency's current funding capabilities to fund the project.
- Describe what other possible funding sources exist to fund the project. Describe other grants you have been applied for and/or received to fund this or related projects.
- Describe and quantify the consequences, if any, if the project is not funded.
- Quantify the amount of material(s) intended to be reused through the project that will otherwise be disposed should the project not be funded.

#### 2. Goals and Objectives (20 points)

- Explain the specific goals, objectives, and desired results, and how they relate to the need.
- Quantify in tons, pounds, etc. how much material will be reused through the project.
- Quantify outreach goals (e.g., how many people will be affected, impacted, or educated).
- Describe (quantify) the amount of material that will continue to be reused after the grant term.
- Describe how the project will be self-sustaining after the grant funding has ended.

#### 3. Evaluation (5 points)

- Describe how the amount of materials reused will be tracked, and how often it (i.e., the information) will be tracked.

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- Describe the methods that will be used to measure and evaluate the success of the project—including quantifying results—and to determine the extent to which the objectives were accomplished at the conclusion of the grant term.
  - Specify who will be responsible for conducting the project evaluation and at what intervals the results will be reported. Provide the individual's name, title, employer, etc.
- 4. Work Plan (5 points)**
- Complete the Work Plan and Budget template, provided on page 20, to include a detailed description of each task required to achieve the objectives, the time frame, cost, and who will perform each task.
- 5. Budget (5 points)**
- Complete the Work Plan and Budget template, provided on page 20, which includes the grant request and the matching contribution for the project. The matching contribution must be equal to or greater than fifty percent (50%) of the grant funds requested.
  - Ensure the Budget is highly detailed to demonstrate that proposed expenses are reasonable, and that the overall cost for the entire project is broken into specific cost categories. All costs must add up correctly.
  - Provide recent quotes/estimates for all costs and indicate on each quote/estimate to which Budget item it belongs.
  - Indicate a cost for each item listed in the Work Plan.
  - Provide specific details for the equipment, services, and supplies requested.
  - Clearly describe, justify, and minimize miscellaneous, contingency, and/or managerial costs.
- 6. Application Completeness, Letters of Support, Experience, Etc. (5 points)**
- Include two (2) current (dated during the application period) letters of support for the project.
  - Explain how the applicant and its contractor(s), and/or subcontractor(s) have sufficient staff resources, technical expertise, and experience to carry out the project. Attach resumes, references, etc.
  - Ensure application is submitted in the format requested and all requested information and required documents are included and are in the order prescribed.
- 7. Recycled-Content Purchasing Policy (15 points)**
- Provide evidence of a current Recycled-Content Purchasing (RCP) Policy (or Environmentally Preferable Policy with recycled-content purchasing provisions) for the applicant and, if applicable, regional participants, and whether the policy is being used and enforced.
- Describe your agency's RCP Policy. List the types of recycled products previously purchased, etc. Attach documentation.
  - Evaluate your agency's RCP practices, including a description of the aspects that have been successfully implemented and at least one (1) aspect that could be improved.
  - Discuss your agency's use of re-refined oil in vehicles or evidence of sustainable practices such as grasscycling, composting, water-efficient landscaping, energy efficiency, etc. Attach documentation.
  - Attach a formal Policy that has been adopted/modified within the last five (5) years (to receive full credit for the section). Policies may be adopted/modified during the application period.

Applicants are encouraged to develop and adopt an RCP Policy or to reevaluate, modify, and re-adopt their existing RCP Policy to incorporate new recycled-content aspects in their purchasing policies to increase their application's score. For your reference, a sample policy can be found at [www.ciwmb.ca.gov/buyrecycled/policies/ciwmb.htm](http://www.ciwmb.ca.gov/buyrecycled/policies/ciwmb.htm).

**Preference Criteria (25 possible points)** - Preference Criteria points are available only for applications that score at least 55 points within the General Review Criteria.

- 8. Key Priority Wastes/Innovative Projects (15 points)**
- (5 points) If applicable, describe how the project will focus on reusing one (1) or more of the following key priority wastes: Organics (Examples: food waste programs, reuse/exchange of landscape plants/agriculture produce); and Construction and Demolition materials.
  - (5 points) Describe how the project is ground-breaking in its approach to reuse and/or reusing a material type in a new and original way.

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- (5 points) Describe how the project is innovative in promoting/institutionalizing reuse to such a degree that it transforms how daily business is conducted or structured.

### 9. Vocational Training (5 points)

If applicable, describe how the project will provide vocational/job skill training. Describe how this vocational training will increase the amount of material(s) to be reused.

### 10. New Applicants (5 points)

Applicants who have not been awarded funding through this grant program in the past grant cycles.

## C. CIWMB AWARD OF GRANTS

The CIWMB anticipates consideration of staff funding recommendations at a Board meeting in summer 2007. Staff's recommendations will be made available on the CIWMB's Web site prior to the meeting. All grant awards are subject to funding availability. The CIWMB reserves the right to not fund any request, to reduce the amount of any grant request, or to not award any grants. Grant awards will be rounded to the nearest hundred dollars.

## III. APPLICATION INSTRUCTIONS

All requested information must be provided in a clear and succinct manner. The application must be:

- Typed with a minimum 10-point font, and double-sided with one-inch margins;
- Single-spaced on 8 ½" x 11" paper with pages numbered consecutively;
- Three-hole punched and submitted on paper with one hundred percent (100%) post-consumer recycled-content fiber that bears a recycled logo/statement confirming the use of recycled paper. Specific pages with full-color photographs/other ink-intensive graphics may be printed on photographic paper;
- Prefaced with a Table of Contents identifying each section and its page number; and
- Postmarked on or before Friday, March 23, 2007 or hand-delivered no later than 3:00 p.m., March 23, 2007, as noted in this application.

The application must contain the following information in the prescribed order:

- A. Application Cover Sheet Form (Exhibit A);
- B. Proposal Narrative (Exhibit B);
- C. Work Plan and Budget (Exhibit C);
- D. Application Completeness, Letters of Support, Experience, etc. (Exhibit D);
- E. Applicant's and regional participants' Recycled-Content Purchasing Policy(ies) (Exhibit E);
- F. Preference Criteria (Exhibit F);
- G. Resolution (Exhibit G) (This may be submitted after March 23, 2007 only if the local public agency can show good cause in its application as to why the Resolution was not turned in on time; however, it **must** be received no later than April 30, 2007. Resolutions received after March 23, 2007 but by April 30, 2007, may cause the application to lose points in the Completeness criterion. Applications for which Resolutions are not received by April 30 2007, will be disqualified.);
- H. General Checklist of Business Permits, Licenses and Filings Form (Exhibit H);
- I. Non-Profit/Private Entity Partner Letter of Commitment (Exhibit I); and
- J. Non-Profit/Private Entity Partner Agreement to be Subject to Audit Requirements of Grant Agreement (Exhibit J).

### Please note that:

- Applicants must submit one (1) original and three (3) copies of the application package (each of the three (3) copies must follow the same requirements as the original application);
- Applications must be stapled in the upper left-hand corner and not submitted in a binder or folder;
- Applications e-mailed or faxed will not be accepted;
- Applications must be postmarked on or before Friday, March 23, 2007, or hand-delivered applications must be received by 3:00 p.m., Friday, March 23, 2007.

Applications submitted via the U.S. Postal Service should be addressed to:  
California Integrated Waste Management Board



## Reuse Assistance Grants-Fiscal year 2007/08 Offering

Grants Administration Unit, MS-19A  
P.O. Box 4025  
Sacramento, CA 95812-4025

Applications submitted via commercial delivery service should be addressed to:  
California Integrated Waste Management Board  
Grants Administration Unit, MS-19A  
1001 I Street  
Sacramento, CA 95812-4025

Applications hand-delivered on or before March 23, 2007, must be received by 3:00 p.m. at:  
California Environmental Protection Agency  
Environmental Services Center  
1001 "I" Street, 1<sup>st</sup> Floor  
Sacramento, CA

- Envelopes must clearly note "Reuse Assistance Grant Application—Immediate Attention Requested";
- The CIWMB encourages applicants to send their applications, whether by U.S. Postal Service or by commercial delivery service, by a means that permits tracking by the sender to ensure timely delivery and consideration of all grant applications. A dated receipt showing the delivery address will be required as proof of timely mailing in the event an application is lost or misdirected by the Post Office or delivery service.
- All application materials will become the property of the CIWMB; and
- **Incomplete applications or applications postmarked after Friday, March 23, 2007 or hand-delivered after 3:00 p.m., March 23, 2007 will be returned to the applicant and will not be considered for grant funding.**

### A. ATTACHMENTS

Attachments may be included in the application, provided they are relevant and assist in responding to the requirements of the Scoring Criteria and Evaluation Process.

### B. APPLICATION LENGTH

There is no application length requirement; however, the application must follow the instructions for submittal and provide all of the information requested, considering the importance of waste prevention.

### C. REVIEW OF APPLICATIONS BEFORE SUBMITTAL

The CIWMB is not able to review applications before official submittal. Relevant portions of previous applications are available at <http://www.ciwmb.ca.gov/reuse/Grants/Default.htm> and are provided for sample purposes only as the success of a given application is dependent on how it compares to the other applications in that particular offering; therefore, it should not be assumed that an application mirroring these sample applications will be successful in this offering.

## IV. GRANT ADMINISTRATION

### A. GRANT AGREEMENT

After the CIWMB's grant awards at a Board meeting anticipated for summer 2007, Grantees will receive a Grant Agreement, which is comprised of *Terms and Conditions, Procedures and Requirements* (drafts are available at <http://www.ciwmb.ca.gov/reuse/Grants/Default.htm>), and the Grantee's approved Work Plan and Budget. Only the signatory designated in the Grantee's Resolution is authorized to sign the Grant Agreement. The authorized signatory must be an employee of the Grantee.

**A grant may not be funded unless the following two (2) conditions occur: 1) return of a completed and signed Grant Agreement within ninety (90) days from the mailing of the Grant Agreement by the CIWMB; and 2) full payment of all outstanding debt(s) owed by the proposed Grantee to the CIWMB within ninety (90) days from the award of the grant by the Board.**

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### **B. PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved—**advances are not available**. Payment will be made only for eligible costs described in the Grantee's approved Budget (Exhibit C). All Payment Requests must be prepared as described in the *Procedures and Requirements* and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, *Personnel Expenditure Summary Form*, *Grant Payment Request Form*, *Travel Log Form*, *Recycled-Content Certification Form*, etc.). The forms are available at [www.ciwmb.ca.gov/reuse/Grants/](http://www.ciwmb.ca.gov/reuse/Grants/). **The CIWMB will withhold ten percent (10%) of each approved Payment Request until all conditions stipulated in the Grant Agreement have been satisfied.**

### **C. REPORTING REQUIREMENTS AND GRANT CLOSING**

Grantees must submit a Progress Report on May 2, 2008; October 31, 2008; May 29, 2009; and January 22, 2010, with each Payment Request. At the grant term closure, Grantees must submit a Final Report and a Payment Request for the final payment and ten percent (10%) withheld during the grant term. **The Final Report and Payment Request must be received by January 22, 2010, and all grant funds must be expended by November 30, 2009 to be reimbursable.** Failure to submit the Final Payment Request and Final Report with appropriate documentation by January 22, 2010 may result in rejection of the Payment Request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The final payment including the ten percent (10%) withholds will not be released until the Final Report is received and approved by the CIWMB Grant Manager. Included with the Final Report, Grantees must provide a copy and/or photograph of all products and materials produced with the grant funds (consult with the CIWMB Grant Manager). If requested, Grantees must make an oral presentation to the Sustainability and Market Development Committee and/or the Board.

### **D. RECYCLED-CONTENT CERTIFICATION**

Public Contract Code §12210 requires that "fitness and quality being equal, all local and state public agencies shall purchase recycled products instead of non-recycled products whenever available at no more than the total cost of the non-recycled products." Grantees must submit a *Recycled-Content Certification Form* (available at [www.ciwmb.ca.gov/reuse/Grants/](http://www.ciwmb.ca.gov/reuse/Grants/)) with all Payment Requests documenting their purchases of materials and goods, **regardless** of recycled-content.

### **E. COPYRIGHT ACKNOWLEDGEMENT**

Grantees acknowledge that the CIWMB shall have exclusive title to all copyrightable and trademarkable materials developed as a result of this grant project.

### **F. AUDIT REQUIREMENTS**

Grantees shall agree that the CIWMB, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement. Further, Grantees shall agree to maintain such records for possible audit for a minimum of three (3) years after final payment or the end of the grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. Further, Grantees shall agree to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantees shall agree to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of the Grant Agreement. Entities partnering with Grantees in the performance of the Grant Agreement shall agree to be subject to the audit requirements of the Grant Agreement.

## Reuse Assistance Grants-Fiscal year 2007/08 Offering

### **Exhibit A: Instructions for Application Cover Sheet**

The form may be adapted to each applicant's computer software; however, **the format must be followed exactly.**

#### **Applicant**

The qualified California local public agency submitting the grant application (e.g., City of Pristineville).

#### **Department**

For example, Department of Public Works, Environmental Management Department, etc.

#### **Partners – Local Public Agencies (Regional Participants, if applicable)**

The California local public agencies participating in a regional application must be listed here. Each listed participating agency must designate the same lead agency (applicant) to act on its behalf by including with the application one of the following: (a) a Resolution that authorizes the grant application and designates the lead agency (Grantee); (b) a letter from the chief administrative officer for the participating agency that authorizes the grant application and designates the lead agency (Grantee); (c) a Joint Powers Authority (JPA) Agreement that authorizes the grant application and designates the lead agency (Grantee); or, (d) a Memorandum of Understanding (MOU) that authorizes the grant application and designates the lead agency (Grantee).

#### **Partner(s) – Private Entities (if applicable)**

The private entity or entities partnering with the California local public agency (Grantee) to perform the grant. Partners may be businesses, nonprofits, etc. Each listed participating entity must designate the same lead agency (applicant) to act on its behalf by including with the application a letter from the chief administrative, executive or operating officer for the participating entity that authorizes the grant application, designates the lead agency (Grantee), and states the participating entity's commitment toward participating in the grant project.

#### **Primary Contact**

This individual has ultimate responsibility for the project (e.g., Public Works Director, City Engineer, etc.). All CIWMB correspondence will be directed to this individual. **The Primary Contact must be a local public agency employee.** In cases involving partners, the Primary Contact must be a local public agency employee of the lead agency.

#### **Project Director**

This individual is responsible for carrying out the day-to-day management and implementation of the grant (e.g., Recycling Analyst, Environmental Technician, etc.).

#### **Finance Officer**

This individual is responsible for compiling Payment Requests and tracking all grant expenditures and encumbrances (e.g., Budget Officer, Accounting Technician, etc.).

#### **Grant Funds Requested**

The total number of dollars being requested from the CIWMB (not to exceed fifty thousand dollars (\$50,000)).

#### **Matching Contribution**

Matching contributions and/or the value of staffing or consulting time dedicated to the grant that is equal to or greater than fifty percent (50%) of the amount of the requested grant.

#### **Brief Summary of Project**

Include a three to five (3-5) sentence summary of the proposed project. The CIWMB may distribute this summary to the public.

#### **Signature**

The individual designated, or to be designated, in the Resolution is the "designated signatory," and only (s)he is authorized to sign the application, the Grant Agreement, and the Payment Request forms. This individual, and any designee, must be an employee of the California local public agency (Grantee). **The designated signatory must also check the box and initial the Environmental Justice Certification. The designated signatory must be an employee of the applicant.**

Reuse Assistance Grants-Fiscal year 2007/08 Offering

**Exhibit A: Reuse Assistance Grant Application Cover Sheet Form**

Name of Grant: <b>Reuse Assistance Grants-Fiscal Year 2007/08 (RU11) Offering</b>		
Applicant (or Lead Applicant) <b>(MUST BE A LOCAL PUBLIC AGENCY IN CALIFORNIA):</b>		
Mailing Address:	Department:	
City:	County:	Zip Code:
Assembly District:	Senate District:	Congressional District:

<b>Partners – California Local Public Agencies</b> (Regional Participants, if applicable):
--

<b>Partners – Private Entities</b> (if applicable):
---

<b>Primary Contact</b> (Name & Title):		
Phone:	FAX:	E-Mail:

<b>Project Director</b> (Name & Title):		
Phone:	FAX:	E-Mail:

<b>Finance Officer</b> (Name & Title):		
Phone:	FAX:	E-Mail:

<b>If a consultant completed the application, provide the following information:</b>		
Contact Name:	Company Name:	
Phone:	E-mail:	
Company Address:		

<b>Grant Funds Requested (must round to nearest hundred dollars: \$</b>	
<b>Matching Contribution: \$</b>	(Must be equal to or greater than fifty percent (50%) of the requested grant amount.)
<b>Sum of Grant Funds Requested + Matching Contributions: \$</b>	

<b>Brief Summary of Project (3-5 sentences):</b>
--

Reuse Assistance Grants-Fiscal year 2007/08 Offering

**Certification:** I declare, under penalty of perjury, under the laws of the State of California, that all information submitted for the CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature of individual as authorized in the Resolution: \_\_\_\_\_

Type or Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

**The following is an application requirement (check the box and initial):**

\_\_\_\_\_ I affirm to the best of my knowledge that the applicant will comply with the principles of Environmental Justice as described below.

***Environmental Justice***

*Public entities that receive grant funding from the California Integrated Waste Management Board for this grant project must also comply with the following principles of Environmental Justice.*

*Environmental Justice is defined in Government Code Section 65040.12(c) as: "...the fair treatment of people of all races, cultures, and incomes with respect to development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."*

*SB 115 (Solis, Statutes 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to 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."*

**Exhibit B: Proposal Narrative**

**Instructions:** The following format must be used to complete this exhibit. This must be typed double-sided on 8 ½" x 11", one hundred percent (100%) post-consumer content recycled paper (a recycled logo or statement confirming the use of recycled paper is required), with all pages numbered consecutively. Using the spaces provided below, this must be single-spaced, have one-inch margins and minimum 10-point font. Do not include attachments other than those requested.

**Criterion #1: Need (20 points)**

(5 points) **Describe in detail the project proposed for funding with a Reuse Assistance Grant, including an explanation of the need that the project will meet and a description of what the project will accomplish and how it will be accomplished.**

(2 points) **Provide necessary background and convincing reasons why your project should be funded, including: the current efforts of reuse by your community, current outreach efforts, how this project would increase reuse, and by how much.**

(1 point) **Quantify the amount of material that is currently being reused in your community.**

(2 points) **Describe how the project will significantly enhance or expand an existing program.**

Reuse Assistance Grants-Fiscal year 2007/08 Offering

(2 points) **Describe and justify any targeting of specific sectors based on potential for waste diversion through reuse.**

(2 points) **Explain why your agency needs funding for this project. Describe how much funding the project will require, and your agency's current funding capabilities to fund the project.**

(2 points) **Describe what other possible funding sources exist to fund the project. Describe other grants you have applied for and/or received to fund this or related projects.**

(2 points) **Describe and quantify the consequences, if any, if the project is not funded.**

(2 points) **Quantify the amount of material(s) intended to be reused through the project that will otherwise be disposed should the project not be funded.**

**Criterion #2: Goals and Objectives (20 points)**

(4 points) **Explain the project's specific goals and objectives, including desired results, and how they relate to the need.**

(4 points) **Quantify in tons, pounds, etc. how much material will be reused through the project.**

(4 points) **Quantify outreach goals (e.g., how many people will be affected, impacted, or educated).**

(4 points) **Describe (quantify) the amount of material that will continue to be reused after the grant term.**

(4 points) **Describe how the project will be self-sustaining after the grant funding has ended.**



**Criterion #4: Evaluation (5 points)**

(2 points) **Describe how the amount of materials reused will be tracked, and how often the information will be tracked.**

(2 points) **Describe the methods that will be used to measure and evaluate the success of the project—including quantifying results—and to determine the extent to which the objectives were accomplished at the conclusion of the grant term.**

(1 point) **Specify who will be responsible for conducting the project evaluation and at what intervals the results will be reported. Provide the individual's name, title, employer, etc.**

**Exhibit C: Work Plan and Budget**

**Criterion #3: Work Plan (5 points)**

**INSTRUCTIONS FOR COMPLETING THE WORK PLAN:**

The Work Plan and Budget must list all activities described in the Proposal Narrative that are necessary to complete the proposed project.

- Use the Work Plan and Budget (Template) on page 20 to provide a Work Plan following the format included as Exhibit C (Sample) on pages 18 and 19. **The format must be followed exactly**; however, adjust the information to fit your project. Additional or fewer tasks may be needed for your project.
- List (number) and describe all of the proposed activities to be undertaken, whether each activity will be completed by jurisdiction staff or a contractor, and the start and ending dates for each activity.

**Criterion #5: Budget (5 points)**

**INSTRUCTIONS FOR COMPLETING THE BUDGET:**

- Reference the Eligible and Ineligible Project Costs sections of this application package (pages 4-5) to determine eligible and ineligible costs.
- Note that if an applicant proposes a project that could be completed for less than the amount requested, the application may be docked points in the Budget Criterion.

**(2 points)** Use the Work Plan and Budget (Template) on page 20 to provide a Budget following the format included as Exhibit C (Sample) on pages 18 and 19. **The format must be followed exactly**; however, adjust the information to fit your project. Additional or fewer tasks may be needed for your project.

## Reuse Assistance Grants-Fiscal year 2007/08 Offering

- Include the grant request and the matching contributions for the project.
- Note that matching contributions must be equal to or greater than fifty percent (50%) of the grant funds requested. Use bold lettering or asterisks to indicate which tasks are to be paid by the grant.

**(2 points)** Ensure that the Budget is highly detailed to demonstrate that the proposed expenses are reasonable, and that the overall cost for the project is broken into very specific cost categories. All costs **must** add up correctly. Indicate a cost for each item listed in the Work Plan portion of Exhibit C. Provide specific details for equipment, services, and supplies requested. Clearly describe, justify, and minimize miscellaneous, contingency, and/or managerial costs.

**(1 points)** Provide recent quotes and estimates for **all** costs and indicate on each quote/estimate to which Budget item it belongs. Attach these quotes following Exhibit C.

- **For work to be done outside of the local public agency, attach at least three (3) estimates.**
- **For work to be done by the agency, attach the cost estimate from the Department performing the work (e.g., 20 staff hours @ \$50/hour).**

The following two pages contain a sample Work Plan and Budget. Use the format shown but adjust the information to fit your project. Additional or fewer pages may be needed for your proposed project.

### Exhibit C: Work Plan and Budget (Sample)

Task Number	Description of Activity	Who is Working: Staff or Contractor	Start & End Dates	Rate	Unit	Hours	Cost
<b>Task 1</b>	<b>Hire a ReStore Manager</b>	<b>Nonprofit</b>					
<b>Task 1.1</b>	<b>Announce job position in newspaper</b>	<b>Nonprofit</b>	<b>7/6/07 - 7/13/07</b>	<b>\$200.00</b>	<b>1</b>		<b>\$200.00</b>
Task 1.2	Interview job candidates	Nonprofit	8/3/07 – 8/17/07	\$23.95		40	\$958.00
Task 1.3	Hire ReStore Manager payroll grant term	Nonprofit	9/28/07 - 5/09	\$14.00		1,555	\$21,770.00
Task 1.4	Workman's comp for grant term	Nonprofit	9/28/06 - 5/09	\$2,100.00 (rate varies each year)	1		\$2,100.00
Task 1.5	Train ReStore Manager	Nonprofit	9/28/07 - 2/28/08	\$23.95		80	\$1,916.00
Task 1.6	Implement extended ReStore hours year 1 of grant (2 volunteers)	Nonprofit	11/1/07 - 6/30/08	\$8.00 (volunteer equivalent wage)		924	\$7,392
Task 1.7	Implement extended ReStore hours year 2 of grant (2 volunteers)	Nonprofit	7/1/08 – 5/09	\$8.00 (volunteer equivalent wage)		1,144	\$9,152.00
<b>Task 2</b>	<b>Publicity &amp; Educational component</b>	<b>Nonprofit</b>					
<b>Task 2.1</b>	<b>Announce new extended ReStore hours news ad</b>	<b>Nonprofit</b>	<b>3/14/08</b>	<b>\$400.00</b>	<b>1</b>		<b>\$400.00</b>
<b>Task 2.2</b>	<b>Print ReStore brochures</b>	<b>Nonprofit</b>	<b>3/14/08</b>	<b>\$.10</b>	<b>5,000</b>		<b>\$500.00</b>
<b>Task 2.3</b>	<b>Print ReStore brochures</b>	<b>Nonprofit</b>	<b>6/19/09</b>	<b>\$.10</b>	<b>5,000</b>		<b>\$500.00</b>
<b>Task 2.4</b>	<b>ReStore Manager outreach year 1 of grant</b>	<b>Nonprofit</b>	<b>10/1/07 - 7/6/08</b>	<b>\$14.00</b>		<b>165</b>	<b>\$2,310.00</b>

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Task 2.5	ReStore Manager outreach year 2 of grant	Nonprofit	7/7/08 - 5/16/09	\$14.00		260	\$3,640.00
Task 2.6	ReStore public service announcement KJOY	Nonprofit	3/21/08	Free			\$0
Task 2.7	ReStore public service announcement KJOY	Nonprofit	8/1/09	Free			\$0
<b>Task 2.8</b>	<b>ReStore flyer C&amp;D year 1 grant (for permit packet)</b>	<b>Nonprofit</b>	<b>4/23/08</b>	<b>\$.08</b>	<b>4,000</b>		<b>\$320.00</b>
<b>Task 2.9</b>	<b>ReStore flyer C&amp;D year 2 grant (for permit packet)</b>	<b>Nonprofit</b>	<b>4/24/09</b>	<b>\$.08</b>	<b>4,000</b>		<b>\$320.00</b>
<b>Task 2.10</b>	<b>ReStore newspaper ad</b>	<b>Nonprofit</b>	<b>4/30/08</b>	<b>\$400.00</b>	<b>1</b>		<b>\$400.00</b>
<b>Task 2.11</b>	<b>ReStore newspaper ad</b>	<b>Nonprofit</b>	<b>5/7/09</b>	<b>\$400.00</b>	<b>1</b>		<b>\$400.00</b>
Task 2.12	ReStore TV spot channel 97	Staff	6/11/09	Free			\$0
<b>Task 3</b>	<b>ReStore equipment</b>						
<b>Task 3.1</b>	<b>Stake bed 1-ton truck</b>	<b>Nonprofit</b>	<b>1/30/08</b>	<b>\$18,000.00 (see quotes)</b>	<b>1</b>		<b>\$18,000.00</b>
<b>Task 3.2</b>	<b>Warehouse forklift 5,000 – 6,000 lb. capacity</b>	<b>Nonprofit</b>	<b>2/15/08</b>	<b>\$7,000.00 (see quotes)</b>	<b>1</b>		<b>\$7,000.00</b>
<b>Task 4</b>	<b>Grant Administration (5% of the total amount awarded)</b>	<b>Staff</b>					
Task 4.1	Managing funds, planning, tracking milestones, progress reports, grant payment requests, record keeping	Staff	Start date – 6/30/09	\$22.00		60	\$1,320.00
Task 4.2	Rent Expense	Staff	12/2008	\$152.50			\$152.50
<b>Total Grant Funds Requested</b>							<b>\$30,350.00</b>
Total Matching Contributions							\$48,400.50
Total Project Cost							\$78,750.50

**\*Bolded tasks indicate grant funds requested. All main headings for tasks are bolded but may not necessarily mean it is specific to grant funds.**



**Exhibit D: Application Completeness, Letters of Support, Experience, Etc.**

**Criterion #6 (5 points)**

**Instructions:**

- Attach, to this form, two (2) current (dated during the application period) letters of support for the project as Exhibit D. The letters may be from businesses, organizations, or community members. Include **only two (2)** letters (no more, no less).
- Double check the application to verify everything requested is included, and in the order prescribed.

(2 points)

**Two (2) current letters of support for the project are attached:**

**Yes**     **No**

(2 points) **Explain how you (the applicant), your contractor(s), and/or subcontractor(s) have sufficient staff resources, technical expertise, and experience to carry out the proposed project. Attach resumes, references, etc.**

**[For applicants who partner with a private entity and who partner with another California local public agency for a separate Reuse Assistance Grant: demonstrate the organization's ability to manage multiple grants, and, if applicable, how the multiple grants may interact to achieve the goals of the grant.]**

(1 point) **Completeness Check**

Application is:

- Typed with a minimum 10-point font;
- Double-sided with one-inch margins;
- Single-spaced on 8 ½" x 11" paper with pages numbered consecutively;
- Printed on paper with 100 percent (100%) post-consumer recycled-content fiber that bears a recycled logo or statement confirming the use of recycled paper. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper;
- Prefaced with a Table of Contents identifying each section and its page number;
- Stapled in the upper left-hand corner and not submitted in a binder or folder;
- Three-hole punched;
- Submitted with one (1) original and three (3) copies of the application package (each of the three (3) copies must follow the same requirements as the original application); and
- Postmarked on or before **Friday, March 23, 2007** or received on or **before 3:00 p.m. March 23, 2007**.

**Applications postmarked after Friday, March 23, 2007 or hand-delivered applications received after 3:00 p.m. March 23, 2007 will be disqualified.**

**Exhibit E: Attach Applicant's and, if Applicable,  
Regional Participants' Recycled-Content Purchasing Policy(ies)**

**Criterion #7 (15 points)**

**Instructions:**

- Complete all sections below.
- Check with your local public agency's General Services Agency or Administrative Services Department for documentation of a Recycled-Content Purchasing (RCP) Policy (or Environmentally Preferable Policy that contains recycled-content purchasing provisions). The RCP Policy must have been adopted/modified within the last five (5) years to receive full credit (adoption or modification of policy during the application period is acceptable); and
- **Attach to this page** a copy of your local public agency's RCP Policy, which requires the local public agency to use recycled-content, recyclable, or reusable products, or other waste reduction measures where appropriate and feasible.

<p>(2 points) <b>Describe your agency's RCP Policy. List the types of recycled products your agency has previously purchased, etc. Attach documentation.</b></p>	
<p>(2 points) <b>Evaluate your agency's RCP practices:</b></p> <p><b>1) Describe the aspects that have been successfully implemented.</b></p>  <p><b>2) Describe at least one (1) aspect that could use improvement.</b></p>	
<p>(3 points) <b>Discuss your agency's use of re-refined oil in vehicles or sustainable practices such as grasscycling, composting, water-efficient landscaping, energy efficiency, etc. Attach documentation.</b></p>	
<p>(8 points)* <b>Applicant has a formal RCP Policy:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Date Policy was Adopted/Modified:</b></p> <p><b>*Full credit is available only for policies adopted/modified within the last five (5) years. Policy may be adopted/modified during the application period.</b></p> <p><b>To Receive Credit, the Policy <u>Must</u> be Attached to the Application.</b></p>	

**Exhibit F: Preference Criteria  
(25 points)**

**(15 points) Key Priority Wastes/Innovative Projects: The intent of the preference criteria is to encourage applicants to submit projects that are innovative and unique in their approach to reuse.**

**(5 points) Describe how this project will focus on reusing one (1) or more of the following key priority wastes: Organics (Examples: food waste programs, reuse/exchange of landscape plants/agriculture produce); and Construction and demolition materials.**

**(5 points) Describe how the project is ground-breaking in its approach to reuse and/or reusing a material type in a new and original way.**

**(5 points) Describe how the project is innovative in promoting/institutionalizing reuse to such a degree that it transforms how daily business is conducted or structured.**

**(5 points) Will the project provide vocational/job skill training? If so, describe how and how this vocational training will increase the amount of material(s) to be reused.**

**(5 points) Applicants who have not applied for a grant under this grant program. How did you become aware of this grant opportunity?**

## Exhibit G: Resolution (Instructions for Resolution)

Applications must include a signed and dated Resolution (dated within 5 years of application submittal) from the applicant's governing body. The Resolution must authorize submission of the application and designate the job title of the individual authorized to sign the Grant Agreement and other grant-related documents. **Select the designated signatory carefully because only the individual in the designated position will be able to sign the application, amendments, Grant Agreement and payment request form(s). The designated signatory must be an employee of the Applicant. See attached Exhibit G for a Sample Resolution (page 25).**

For single local public agency applications, attach the approved Resolution as Exhibit G. For regional applications attach the lead agency's approved Resolution and all other required supporting documents as Exhibit G (see below). The local public agency must assume the roles of the Primary Contact, Project Director, and Finance Officer.

Exhibit G may be submitted after March 23, 2007, if, in the application, the applicant sets forth good cause as to why the Resolution and/or supporting documents were not turned in on time (e.g., "The applicant's City Council meets quarterly. Its next meeting will not occur until March 23, 2007."). **Note: the Resolution and, if applicable, all supporting documents must be received no later than March 23, 2007. Failure to meet this deadline will result in a disqualified application.** Resolutions received after April 30, 2007 but by April 30, 2007, may cause the application to lose points in the Completeness criterion.

### 1. Resolution for Single Applicant/Local Public Agency

The grant application package must include either:

- An approved Resolution from the applicant's governing body, which authorizes submittal of an application for the Reuse Assistance Grant for a period not to exceed five (5) years, and identifies the **title** of the individual authorized to execute the application, any agreements, amendments, and payment requests (see Exhibit G); or
- An approved Resolution from the applicant's governing body, which authorizes the submittal of grant applications to the CIWMB for all available grants under the California Integrated Waste Management Act for a period not to exceed five (5) years, and identifies the **title** of the individual authorized to execute the application, any agreements, amendments, and payment requests.

### 2. Resolutions for Regional Projects

Multiple California local public agencies may partner with an applicant/lead agency for a regional project. The lead agency must be designated by each participating local public agency to submit an application on its behalf as a partner, and to administer and be responsible for the grant. The lead agency must submit a resolution authorizing it to act as both applicant and grant administrator on behalf of the regional project. In addition, each participating jurisdiction in a regional application must submit one (1) of the following:

- A letter (all letters must be current—not more than one (1) year old) from the chief administrative officer stating that the partner/local public agency wants to participate in the regional project and authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or
- A resolution authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or
- A copy of a Joint Powers Authority (JPA) agreement and a letter (all letters must be current—not more than one (1) year old) from each JPA member jurisdiction's chief administrative officer or governing body authorizing the lead agency to act as both applicant and grant administrator on behalf of the JPA members; or
- A copy of a Memorandum of Understanding (MOU), signed by the chief administrative officer or governing body of each partner/local public agency authorizing the lead applicant to act both as applicant and grant administrator for this grant on behalf of the partner/local public agency.



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The following language is presented for sample purposes only. Please consult with your attorney.

**Exhibit G: Sample Resolution for Reuse Assistance Grant**

WHEREAS, Public Resources Code *Section 42000* authorizes the California Integrated Waste Management Board to conduct market development activities to strengthen demand by manufacturers and end-use consumers for recyclable materials collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, the concept of reuse is an integrated approach, which encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused- and recycled-content building and landscaping materials; and

WHEREAS, on November 15, 2006 the California Integrated Waste Management Board approved the Scoring Criteria and Evaluation Process for the Reuse Assistance Grants for Fiscal Year 2007/2008; and

WHEREAS, the California Integrated Waste Management Board will enter into an agreement with the Grantee for development of the project;

\*NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the California Integrated Waste Management Board for a Reuse Assistance Grant for the period of (Indicate Time Period; not to extend beyond December 31, 2011).

BE IT FURTHER RESOLVED THAT the (Title of Official), or his/her designee, is hereby authorized and empowered to execute all necessary documents in the name of the (Title of Governing Body), including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

The foregoing resolution was passed by the (Title of Governing Body) this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

ATTEST:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

---

*\*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional project or a partner in a regional project:*

**Lead Applicant for a Regional Project** – NOW, THEREFORE, BE IT RESOLVED that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Partner/Local Public Agencies) to the California Integrated Waste Management Board for a Reuse Assistance Grant. The (Title of Official for Lead Local Public Agency) of the (Name of Lead Local Public Agency), or his/her designee, is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

**Partner in a Regional Project** – NOW, THEREFORE, BE IT RESOLVED that the (Name of Partner/ Local Public Agency) authorizes the (Name of Lead Local Public Agency) to submit on its behalf as a partner a regional application to the California Integrated Waste Management Board for the Reuse Assistance Grant. The (Name of Lead Local Public Agency) is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

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**Exhibit H: General Checklist of Business Permits, Licenses and Filings Form**

GRANT APPLICANT/GRANTEE NAME		
GRANT NAME AND CYCLE	GRANT NUMBER	DATE SUBMITTED/UPDATED

Mark (✓ or X) appropriate box on each line below. All lines must be completed.

Note: This list is not all-inclusive. Grant Applicant/Grantee must list other critical permits/licenses/filings not identified below.

Grant Applicant/Grantee currently holds this valid permit/license/filing				
Grant Applicant/Grantee will modify and/or obtain this permit/license/filing				
This permit/license/filing is not applicable for this grant project or business				
			LOCAL PERMITS, LICENSES & FILINGS	REGULATOR OR ISSUER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Authority to Construct/Permit to Operate	Air Quality Management District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Construction Permit	City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business License	City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fictitious Business Name Filing	County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Hauler Permit	City or County
			STATE PERMITS, LICENSES & FILINGS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Antifreeze, Battery, Oil & Paint (ABOP) Notification	CUPA or Cal/EPA-DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corporate, Company or Partnership Filings	Ca. Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Haulers Permit	Cal/EPA – DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industrial Activities Storm Water General Permit	Cal/EPA – SWRCB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Profit Organization 501 (C) (3)	Ca. Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prop. 65 Safe Drinking Water & Toxic Enforcement Act	Cal/EPA – OEHHA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solid Waste Facilities Permit	Cal/EPA – CIWMB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State EPA Identification Number	Cal/EPA – DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste and Used Tire Hauler Registration	Cal/EPA – CIWMB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Discharge Requirements	Cal/EPA – SWRCB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Tire Facilities Permit	Cal/EPA – CIWMB
			FEDERAL PERMITS, LICENSES & FILINGS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	US EPA – Identification Number	US EPA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	US EPA – NPDES and/or NSR Permits	US EPA
			OTHER PERMITS, LICENSES & FILINGS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Reuse Assistance Grants-Fiscal year 2007/08 Offering

DO NOT submit copies of the permits/licenses/filings with this form. Please retain all permits/licenses/filings in grant file for audit purposes.

Comments/Notes:

Mark (✓ or X) appropriate box below.

<input type="checkbox"/>	<b>PRIVATE ENTITY CERTIFICATION:</b> I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.
<input type="checkbox"/>	<b>PUBLIC ENTITY CERTIFICATION:</b> I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at: \_\_\_\_\_ on \_\_\_\_\_  
City and State Date

\_\_\_\_\_  
*Print Name of Grant Applicant/Grantee (as identified in resolution)* *Title*

\_\_\_\_\_  
*Signature of Grant Applicant/Grantee (as identified in resolution)* *Date*

*Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; relinquishment by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the CIWMB's Unreliable Contractors List.*

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The following language is presented for sample purposes only. Please consult with your attorney.

**Exhibit I: Non-Profit/Private Entity Partner Letter of Commitment**

I, \_\_\_\_\_, am (Title of Official) \_\_\_\_\_, and in that capacity am authorized to make this commitment on behalf of \_\_\_\_\_ (Name of Partnering Entity) \_\_\_\_\_.

(Name of Partnering Entity) authorizes the (Name of Lead Local Public Agency) to submit on its behalf as a partner in the application to the California Integrated Waste Management Board for the Reuse Assistance Grant. The (Name of Lead Local Public Agency) is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

I have read the Reuse Assistance Grant Application with which this letter is submitted and am familiar with its contents and the project described therein. (Name of Partnering Entity) is committed to participating with (Name(s) of Lead Local Public Agency and any other Partnering Local Public Agencies and/or Non-Profit/Private Entities) in the grant project described in the Reuse Assistance Grant Application.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, California.

\_\_\_\_\_  
(Signature of President, Chief Operating Officer, Chief Executive Officer, etc.)  
NAME OF PARTNERING ENTITY

**Exhibit J: Non-Profit/Private Entity Partner Agreement to be Subject to Audit Requirements of Grant Agreement**

I, (Name of Official), am (Title of Official) of (Name of Partnering Entity), and in that capacity am authorized to make legally binding agreements on behalf of (Name of Partnering Entity).

(Name of Partnering Entity) hereby agrees that the California Integrated Waste Management Board, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement. Further, (Name of Partnering Entity) agrees to maintain such records for possible audit for a minimum of three (3) years after final payment to (Name of Grantee) or the end of the grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. (Name of Partnering Entity) agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, (Name of Partnering Entity) agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of the Grant Agreement.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
(Name of Official, Title)  
(NAME OF PARTNERING ENTITY)

## Reuse Assistance Grants-Fiscal year 2007/08 Offering

### Exhibit K: Reuse Assistance Grants Definitions

The following definitions apply only to the FY 2007/2008 offering of Reuse Assistance Grants.

**Applicant** – A qualified California local public agency submitting the grant application (e.g., City of Pristineville).

**Budget** – A detailed itemization of all eligible costs required to complete the grant project that contains a delineation of grant funds requested, as well as secured matching contribution.

**CIWMB** – The California Integrated Waste Management Board.

**Competitive Grant** – An award of money for which applicants compete.

**Contingency** – Liable to happen or not; uncertain; possible.

**Designated Signatory** – The individual(s) authorized by the applicant's Resolution to sign the grant application, the Grant Agreement, Payment Request forms, and other grant related documents.

**Direct Cost** – Eligible costs specifically associated with planning and implementing the grant project.

**Eligible Costs** – Costs included in the approved Budget and incurred within the grant term.

**Endorsement** – Written approval or sanction.

**Environmental Justice** – The fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies.

**Estimate** – A written statement of the approximate charge for the grant work proposed, submitted by an individual or company ready to undertake the work.

**Evaluation** – Assessment methods used to measure the success of the grant project.

**Evaluation Criteria** – The approved, published standards for evaluating the grant applications.

**Finance Officer** – The individual responsible for compiling Payment Requests and tracking all grant expenditures and encumbrances on behalf of the Grantee (e.g., Budget Officer, Accounting Office staff, etc.).

**Goal** – The object of the grant.

**Governing Body** – The applicant's decision-making body (e.g., City Council, Board of Supervisors, etc.).

**Grant Agreement** – The legally binding document enumerating the rights and duties of the CIWMB and the Grantee regarding the Reuse Assistance Grant. The document consists of a cover sheet, *Terms and Conditions*, *Procedures and Requirements*, the Grantee's approved Work Plan and Budget, and attachments, and is signed by the Grantee's designated signatory and the CIWMB's Executive Director or his/her designated signatory.

**Grant Award** – Amount of money awarded by the CIWMB to complete the proposed grant project.

**Grantee** – The recipient of Reuse Assistance Grant funds.

**Grant Funds Requested** – The total number of dollars requested from the CIWMB.

**Grant Manager** – The CIWMB staff person responsible for monitoring the grant.

## Reuse Assistance Grants-Fiscal year 2007/08 Offering

**Ineligible Costs** – Includes costs incurred prior to the Notice to Proceed or after the end of the grant and costs not included in the approved budget.

**In-Kind Contributions** – An applicant's contribution of staff and/or consultant time in direct support of the grant project to satisfy the matching requirement. Other in-kind contributions do not qualify as a matching contribution.

**JPA (Joint Powers Authority) Agreement** – An agreement between two or more local public agencies, which specifies the responsibilities of each agency in implementing the grant project.

**Letter of Support** – A letter written by businesses, organizations, or community members stating their support of the applicant's proposed project.

**Local Public Agency** – A California city, county, or regional agency that has obligations to develop and implement waste reduction programs pursuant to the requirements of Public Resources Code § 40900 et seq.

**Matching Contribution** – Matching dollars and/or the value of staffing or consulting services dedicated to the grant (in-kind matching contribution) that is equal to or greater than fifty percent (50%) of the amount of the requested grant. Matching contributions may not consist of funds previously received from the CIWMB. The matching contribution may be from other state, private, or federal entities, where authorized.

**Methodology** – The methods to be employed to accomplish the objectives and the goals of the grant project. The methodology is embodied in the "Work Plan."

**MOU (Memorandum of Understanding)** – A formal agreement between two or more local public agencies that specifies the responsibilities of each agency in implementing the grant project.

**Need** – A lack of something wanted or deemed necessary.

**Notice to Proceed** – The formal letter from the CIWMB authorizing the Grantee to start its grant project.

**Objective** – A measurable target that must be met on the way to attaining a goal.

**Overhead/Indirect Costs** – Expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the grant. Examples of overhead and indirect costs include, but are not limited to, costs of operating and maintaining facilities, accounting services, and administrative and supervisory salaries.

**Partner** – The entity(ies) partnering with the applicant to perform the grant project. Partners may be other local public entities, businesses, nonprofits, etc.

**Payment Request** – A detailed itemization of eligible expenditures made by the Grantee according to the terms of the grant agreement, for which the Grantee is requesting reimbursement by the CIWMB.

**Primary Contact** – This individual has ultimate responsibility for the project (e.g., Public Works Director, City Engineer, etc.). All CIWMB correspondence will be directed to this individual. **The Primary Contact must be a local public agency employee.**

**Progress Report** – A detailed description of all work completed to date that includes an indication of the state of completion (percentage) of all the tasks listed in the Work Plan, a discussion of anticipated accomplishments for the next reporting period, a discussion of problems or special situations encountered during the reporting period and the Grantee's response to those problems or situations, and a copy of all final public education, advertising, or promotional materials produced, purchased, and/or distributed with grant funds.

**Project Cost** – All costs incurred by the Grantee in performing the grant project. (The CIWMB will only reimburse eligible costs incurred by the Grantee.)

## Reuse Assistance Grants-Fiscal year 2007/08 Offering

**Project Director** – This individual is responsible for carrying out the day-to-day management and implementation of the grant (e.g., Recycling Analyst, Environmental Technician, etc.).

**Quote** – To provide in writing the current or market price of services, supplies, materials, or equipment.

**Reasonable Costs** – Moderately priced for the geographical location.

**Recipient** – The local public agency receiving an award from the CIWMB to carry out a grant project (i.e., Grantee).

**Recycle** – To treat or process a used or waste material so as to make it suitable for reuse or a new use.

**Recycled-Content Purchasing (Green Procurement) Policy** – A policy of an applicant and regional participants specifically to purchase recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable.

**Reference** – A formal statement regarding a person's or organization's character or experience.

**Regional Participants** – The local public agencies that are participating in a regional application.

**Resolution** – A formal authorization by the local public agency's(ies) governing authority(ies) to participate in or apply for and accept this grant, as applicable.

**Resume** – A brief, written account of personal, educational, and professional qualifications and experience.

**Reuse** – To use a material over again in its current form without any significant processing that alters its material structure.

**Sustainable Practices** – Operating in an environmentally sustainable manner (e.g., grasscycling, composting, water-efficient landscaping, conserving energy, etc.).

**Tasks** – The specific activities conducted to complete a grant project.

**Time Frame** – A period of time during which something has taken or will take place. A task's beginning and ending dates.

**Volunteer Labor** – Work produced by a person or persons willingly and without pay or any other consideration.

**Work Plan** – The detailed listing of all tasks and sub-tasks necessary to complete the proposed grant project. Formally termed "Methodology".