



May 2008

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
Integrated Waste Management Board (CIWMB)

USED OIL RECYCLING BLOCK GRANT PROGRAM
APPLICATION GUIDELINES & INSTRUCTIONS

14th Cycle – Fiscal Year (FY) 2008/09

	<i>page</i>
Grant Program Overview and Guidelines	
Eligible Applicants	2
Available Funds	3
Eligible Costs	3-5
Ineligible Costs	5-7
Application Deadline & Submittal	7
Grant Application Review Process	8
Grant Award Process	8
Grant Awards Conditions	8
Tentative Timeline	8
Grant Program Administration	
Grant Agreement Package	8-9
Reporting Process	9
Payment Request Process.....	9
Grant Agreement Provisions.....	10
Required Documents, Information and Examples	
Resolution and Letter of Authorization (LOA)	11-12

GRANT PROGRAM OVERVIEW AND GUIDELINES

The California Integrated Waste Management Board (CIWMB) offers the Used Oil Recycling Block Grant Program (UBG or Block Grant) pursuant to Section 48600 of the Public Resources Code. The purpose of the grant is to help local governments establish or enhance permanent, sustainable used oil and used oil filter collection programs.

ELIGIBLE APPLICANTS

Eligible applicants are limited to local governments, which are defined by Public Resources Code § 48616 as: "any chartered or general law city, chartered or general law county, or any city and county." The applicant's local used oil collection program must include used oil and used oil filter collection opportunities and a public education element.

To be eligible to **apply** for a UBG, local governments must:

- Have either one certified collection center per 100,000 residents or a curbside collection program that includes used oil collection.
- Grantees, or their subcontractors or consultants, must possess or acquire all applicable agreements/permits necessary to carry out the activities funded by the UBG and a copy or copies must be available for review.

To be eligible to **receive** a UBG, local governments must:

- Submit a timely, completed application package (includes Application Document, Projected Expenditures, Resolution and Letters of Authorization, if necessary);
- Submit a completed Annual Report by August 15, 2008 (for all active grant cycles);
- Have current and approved Annual Reports, if applicable;
- Return the executed Grant Agreement within ninety (90) days of the date of mailing by the California Integrated Waste Management Board (CIWMB); and,
- Within 90 calendar days after the grant agreement mailing date, pay in full all outstanding debt(s) or bring current any installment payment(s) owed by the proposed Grantee to the CIWMB.

(IF APPLICABLE) REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional program. A regional lead jurisdiction must be designated to act on behalf of all participating jurisdictions (see below for information regarding authorization documentation). The lead jurisdiction will be the Grantee who will be responsible for the performance of the grant and all required documentation. The CIWMB will direct all official correspondence and grant payments to the lead jurisdiction. If a jurisdiction is a participant in a regional program, it may not apply individually.

Regional Lead: The approved resolution must authorize the jurisdiction to act as a lead for a regional program and include authorization letters with original signatures dated within the last 12 months from participating jurisdictions authorizing the applicant to act on their behalf for this cycle.

Regional Participant: Provides a letter of authorization, dated within the last 12 months, to the Regional lead authorizing the lead jurisdiction to act on its behalf for this cycle. Copies of the letters of authorization must be submitted with the Application.

AVAILABLE FUNDS

- A total of \$10,000,000 is available for this grant cycle, fiscal year (FY) 2008/09, subject to funding availability.
- Small jurisdictions (with population of approximately 18,830 or less for cities and 37,660 or less for counties) are guaranteed a minimum award of \$5,000 for cities and \$10,000 for counties.
- (*If applicable:* For regional programs the award amounts are equal to the cumulative amount for which the participating jurisdictions are eligible.

ELIGIBLE COSTS

Eligible costs may be incurred only during the “Grant Performance Period” which starts when the Grantee receives a “Notice to Proceed” from CIWMB and ends on June 30, 2011. The Notice to Proceed, which is issued after the Grantee and the CIWMB have both executed the Grant Agreement, is a formal notification from the CIWMB that authorizes the Grantee to begin the Grant Project and incur costs.

Eligible costs include, but are not limited to:

Expenditures associated with the tasks or products listed below and must be approved in writing by the CIWMB Grant Manager prior to purchase or production. Please retain all approvals for audit purposes. Items not pre-approved MAY NOT be an eligible expenditure and payment may be denied.

Allow at least five (5) working days for approval of the following items:

- Premiums if the per item cost exceeds six dollars (\$6) (not including sales tax)
- All television, video, and radio scripts
- Storm water mitigation (refer to section below for details)
- School education and curricula expenses
- School presentations (submit script and presentation purpose)
- Equipment, vehicles, and trailers
- Purchase of re-refined oil for non-fleet promotion and distribution. CIWMB Grant Managers will ask grantees to demonstrate the following before making a decision regarding approval:
 - Confirm the availability of re-refined oil for sale in their community.
 - Provide information to the public on where to purchase the re-refined oil.
 - Provide evidence that the free give-away program will or has increased the amount of re-refined oil used in the community.
- Web-page development
- Computer equipment and software
- Travel expenses
- Financial incentives (includes: sponsorships, stipends, etc.)
- Planning, background, or feasibility studies
- Audit expenses for UBG and Opportunity Grant cycles. Time and funds related to the audit should be described in the current UBG EIS and must be for an audit of specific cycle(s) of the UBG and/or Opportunity Grant conducted by the CIWMB, California Department of Finance and/or California State Controller’s Office.

All expenditures must be incurred, and payment made, with services provided and goods received during the grant cycle, July 1, 2008 - June 30, 2011.

The expenditures listed below under “Pre-Approved Expenditures” **DO NOT** require pre-approval by the CIWMB Grant Manager if they are related to the establishment, maintenance, or enhancement of used oil and used oil filter collection programs.

- **Used oil collection**
 - Used oil and used oil filter collection
 - Curbside used oil collection
 - Door-to-door used oil collection
 - Certified and non-certified used oil collection center support
 - Used oil collection through Household Hazardous Waste (HHW) Programs, including transportation costs of used oil
 - Set-up and operation of temporary facilities for one-day or multi-day HHW collection events where used oil will be accepted
 - Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) 8-hour refresher training course for personnel who are directly involved with used oil and Household Hazardous Waste collection
 - Agricultural used oil collection projects
 - Marina used oil collection projects
 - Airport used oil collection projects
 - Construction of Permanent HHW Collection Facility (PHHWCF) and Antifreeze, Battery, Oil, and Paint Facility (ABOP) where used oil is accepted – permanent features, used oil-related equipment and supplies are eligible
- Re-Refined Oil use for public fleets
 - Cost differential between re-refined and virgin oil
 - Re-refined oil promotion for fleet managers
- **Publicity and education materials**
 - Purchase and distribution of used oil containers, funnels, shop rags, coupons
Other premiums whose cost is less than \$6.00 and directly relate to and/or will be used for used oil and used oil filter collection and recycling needs and/or will be clearly linked to behavioral change that leads to an increase in used oil and used oil filter recycling. That linkage must be documented with evaluation data related to used oil recycling or other environmentally sustainable behaviors.
- **School Education/Curricula Expenses (only for *Earth Resources – A Case Study: Oil and Closing the Loop: 2000 edition*¹)**
 - Promotion of training to local school staff and teachers
 - Meeting room expenses
 - Staff developer (trainer) costs
(Travel expenses require written pre-approval)
 - Teacher expenses for attending training workshops of approved curriculum (including costs for substitute teachers)
 - Photocopying and materials expenses
- **Personnel costs for used oil/used oil filter recycling activities**
 - Training costs directly related to used oil/used oil filter recycling activities
- **Load checking projects** related to the identification of used oil
- **Indirect or Overhead Costs** that do not exceed 10% of the grant award amount and are supported with a cost-allocation plan

Since January 2002, some storm water mitigation expenditures are considered eligible expenses. Storm water mitigation is defined in Public Resources Code Section 48618.4 to include "...the prevention of storm water pollution from used oil and oil byproducts and the reduction or alleviation of the effect of storm water pollution from used oil and oil byproducts by means of action taken on public property.

Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing storm water pollution. Mitigation does not include the cleanup or restoration of polluted areas”.

- **Storm water expenses may not exceed 50% of the UBG award.**
- All related storm water expenses such as personnel, publicity and education, stenciling, and storm water filter purchase/maintenance is counted towards the 50% cap.
- To be eligible, each jurisdiction must certify that it has a storm water mitigation program that has been approved by its local Regional Water Quality Control Board.
- All storm water expenses must be accounted for, and reported as a separate category on the Expenditure Itemization Summary.

The following types of storm drain filters (inserts; debris screens) are eligible:

- A debris screen that covers the opening to the storm drain inlet. Regular municipal street-sweeping must occur where debris screens are installed;
- A catch basin (street side) inlet insert that **does not** contain oil absorbent media;
- A catch basin inlet insert that **does** contain oil absorbent media plus a debris screen that covers the opening to the storm drain inlet. (The debris screen prevents debris and sediment from entering the storm drain and obstructing the oil absorbent media.);
- A vertical drop-in parking lot inlet insert that **does** contain oil absorbent media (must be covered by a grate or debris screen).

Note: Periodic clean-out of catch basin inlet **inserts** and replacement of their oil-absorbent media are eligible for grant funding. However, street sweeping and clean-out of catch basin inlets without inserts are not eligible for grant funding.

INELIGIBLE COSTS

Any expenditure that does not support the implementation of used oil and used oil filter collection programs is ineligible for UBG funding. The activities, products, or expenditures listed below are specifically identified as ineligible. Ineligible costs include, but are not limited to:

- Costs incurred prior to July 1, 2008 or after June 30, 2011
- Purchasing or leasing of land or buildings
- Costs currently covered by another CIWMB loan, grant, or contract
- Purchasing of vehicles by non-governmental agencies
- Leasing of gasoline-fueled vehicles (including hybrid vehicles) by non-governmental agencies unless pre-approved in writing by your CIWMB Grant Manager
- Remediation (any cleanup or restoration of polluted areas)
- Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) 40-hour and 24-hour courses
- Enforcement activities
- Profit or mark-up by the Grantee
- Preparation of Household Hazardous Waste (HHW) elements (HHWE)
- Out-of-state travel
- Developing or customizing of school curricula
- Overtime costs/ Compensated Time Off (except for local government staffing during specially scheduled evening or weekend events outside of staff’s normal work hours that have been pre-approved in writing by the CIWMB Grant Manager when law or labor contract requires overtime compensation)
- Any food or beverages (e.g., as part of meetings, workshops, or events)
- Cell phones, pagers, cameras, personal digital assistants, and other similar electronic devices
- Movie theater screen advertising

- Premiums that contribute to the HHW waste stream
- Transportation & disposal of non-oil HHW from any facility or event
- Equipment, materials or supplies at HHW facilities or antifreeze, battery, oil, and paint facilities (ABOP) not directly related to the collection of used oil and used oil filters
- Any costs not consistent with local, state, or federal guidelines and regulations
- Travel expenditures that exceed the state rate (for hotel and meal rates, see www.catravelmart.com) and click on “State Travel Portal, Travel Guide and Department of Personnel Administration Policies” for hotel maximum rates and DPA Lodging Reimbursement for Meals and Incidentals and for Personal Vehicle Mileage Reimbursement
- Any personnel costs incurred as a result of time an employee assigned to the project funded by the grant does not work on the project (e.g., use of accrued sick leave, accrued vacation, etc.)
- Any pre-paid expenditures for future goods or services delivered beyond the end of the grant term (Exemption: The CIWMB Grant Manager may consider approving products purchased in full before the end of the grant term but delivered after the grant term if the delay is caused solely by the supplier, and not by the Grantee. The Grantee must request an exemption in writing and receive written pre-approval from the CIWMB Grant Manager.)
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations
- Costs to maintain an existing HHW program where used oil is not collected
- Developing any type of permanent facility on non local government-owned property
- Expenses for audits of the Grantee’s entire organization, or portions thereof that include a review of one or more UBG and/or Opportunity Grant cycles are not eligible for reimbursement.
- Costs deemed by the CIWMB Grant Manager to be unreasonable or not related to the purpose of the grant.

Materials or items purchased may be denied full reimbursement if they do not meet the requirements detailed in this section.

All items/materials, as appropriate, must meet the acknowledgement, advertising/public education, and recycled-content product requirements as set forth in the Terms and Conditions, and must include the following:

- a) Acknowledgement of the CIWMB funding and the CIWMB’s slogan that reads “Funded by a Grant from the California Integrated Waste Management Board. Zero Waste — You Make It Happen!” Use of the initials “CIWMB” is not sufficient. Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line, or if it would interfere with the message (pencils, small magnets, etc.). All exceptions must be pre-approved in writing by the CIWMB Grant Manager.
- b) Specific information on used oil/used oil filter recycling/disposal.
- c) A list of used oil collection centers within the targeted community or a telephone number to call for information on local collection centers. When locations are listed, include the following language: “Call for hours of operation.” (Use the 1-800-CLEANUP (Earth 911) number [or <http://earth911.org> website] if your jurisdiction does not maintain its own 24-hour hotline.)
- d) The “Used Oil Drop” logo with the words “Recycle Used Oil” or “Recycle Used Oil and Used Oil Filters” as appropriate.

Premiums must be appropriate for the target audience; durable, and not likely to be disposed of in a short time or to contribute to the waste stream or hazardous waste stream (e.g., any item containing batteries, mercury, etc.); and not promoting a particular brand-name products or private businesses. Premiums must directly relate to and/or be used for used oil and used oil filter collection and recycling needs and/or be clearly linked to behavioral change that leads to an increase in used oil and used oil filter recycling.

That linkage must be documented with evaluation data related to used oil recycling or other environmentally sustainable behaviors.

For all languages other than English, Grantee must work with a person fluent in reading and writing the language. A description of the translator's qualifications, as well as an English version of the material must be submitted with the Final Report. Of key importance is that the translated material is at a reading level appropriate for its targeted audience.

Copyright Requirements

The following language must appear on any copyrightable material produced with CIWMB funds:

Copyright language: © {year of creation} by the California Integrated Waste Management Board (CIWMB). All rights reserved. This publication, or parts thereof, may not be reproduced without permission from CIWMB.

Examples of copyrightable material include but are not limited to

- CDs and DVDs of audio and/or visual material
- Computer Software
- Brochures, pamphlets, and reproductions of advertisements designed for distribution

Please check with your CIWMB Grant Manager with specific questions about the requirement to include the copyright language.

Both Storm Water and/or HHW recycling programs may be incorporated with the used oil recycling message on publicity and education (P&E) items. The funding level for the P&E portion for these programs will be determined on a case-by-case basis by the CIWMB Grant Manager. To be eligible for any funding, the proposal must meet the minimum requirements for Used Oil P&E, and clearly support all of the key components of the UBG program.

Graphics are available on the CIWMB's website at:

www.ciwmb.ca.gov/UsedOil/graphics/default.htm#usedoil. Use the State colors (blue oil drop on yellow background) on any material produced in four or more colors. (The color designation for professional printing is Yale Blue-Pantone 286C; Golden Yellow-Pantone 123C.)

GRANT APPLICATION DEADLINE & SUBMITTAL

Mailed Applications must be postmarked no later than June 30, 2008. Hand delivered Applications must be received and date stamped by CIWMB Staff by **3:00 p.m.** on June 30, 2008. Faxed or emailed applications will not be accepted. Late applications will be disqualified and will not be considered for grant funding.

U.S. Postal Service:

California Integrated Waste Management Board
Used Oil Recycling Block Grant Program
Financial Assistance Division, MS 9th floor
ATTN: Jo Glenn
P.O. Box 4025
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building
California Integrated Waste Management Board
Used Oil Recycling Block Grant Program
Financial Assistance Division, MS 9th floor
ATTN: Jo Glenn
1001 I Street
Sacramento, CA 95814-2828

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.

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CIWMB Staff will review the Applications for completeness and eligibility. Only complete applications can be considered for award.

GRANT AWARD PROCESS

For qualifying applications, CIWMB Staff will develop funding recommendations, approval of which the Board has delegated to the Executive Director. The award is tentatively scheduled for Fall 2008.

CIWMB reserves the right to not award any grant funds under one or more cycles.

GRANT AWARDS CONDITIONS

The Board awards this Grant subject to two conditions: 1) the recommended Grantee’s Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CIWMB within 90 days from the date of mailing by the CIWMB; and 2) the recommended Grantee must a) pay all outstanding debts due the CIWMB, or b) bring current outstanding payments owed to the CIWMB within 90 calendar days from the date the Board conditionally awarded the Grant.

Failure to comply with either requirement will render the award null and void.

TENTATIVE TIMELINE FOR USED OIL RECYCLING BLOCK GRANT PROGRAM FY 2008/09

Date	Activity
June 30, 2008	Application Deadline <ul style="list-style-type: none"> Mailed applications must be postmarked by this date
June 30, 2008 3:00 P.M.	<ul style="list-style-type: none"> Hand delivered applications must be received and date stamped by the CIWMB by this date and time
July 31, 2008	If Resolution not submitted with the Application Approved Resolution must be <u>received</u> by the CIWMB by this date
Fall 2008	Grants Awarded <ul style="list-style-type: none"> Executive Director considers funding recommendations, and if approved, awards grants
July 1, 2008 – June 30, 2011	Grant Performance Period—may incur costs as outlined in the Grant Agreement and Procedures and Requirements
August 15, 2011	Final Report, Final Payment Request and Request for 10% withhold Deadline

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT PACKAGE

Following the Board’s conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. The grant agreement consists of the following items:

- Grant Agreement Form (CIWMB 110).
- Exhibit A—Terms and Conditions: contain CIWMB’s standard legal requirements for Grants.
Note: See <http://www.ciwmb.ca.gov/UsedOil/Grants/Block/14thCycle/Agreement/TCs.pdf> to download the Terms & Conditions when posted.
- Exhibit B—Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
Note: See <http://www.ciwmb.ca.gov/UsedOil/Grants/Block/14thCycle/Agreement/PRs.pdf> to download a draft of the Procedures & Requirements when posted.

- Exhibit C—Forms, Additional Resources and Contact Information

Note: See

<http://www.ciwmb.ca.gov/UsedOil/Grants/Block/14thCycle/Application/Supplemental.pdf> to download the form.

REPORTING PROCESS

Grantees are required to report on the progress of their Grant on an annual basis. The Final Report is due on August 15, 2011. Detailed reporting information will be included in Exhibit B – Procedures & Requirements of the Grant Agreement Package when posted.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the CIWMB Grant Manager's approval of the Payment Request, and if required, the accompanying Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) of each approved Payment Request amount will be retained by the CIWMB until the requirements of the Grant Agreement have been satisfactorily completed and the CIWMB Grant Manager approves the Final Report, the Final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements or failure to receive the CIWMB Grant Manager's approval of these documents by August 15, 2011, may result in the nonpayment of otherwise eligible costs. Detailed payment information will be included in Exhibit B – Procedures & Requirements of the Grant Agreement Package when posted.

ADVANCE PAYMENTS

As provided for in the Terms and Conditions, the CIWMB may, at the discretion of the CIWMB Grant Manager, advance up to ninety percent (90%) of the grant funds to the Grantee. The remaining ten percent (10%) shall be reimbursed to the grantee upon satisfactory completion of the Grant Agreement.

To be considered for the ninety percent (90%) advance payment, the Grantee must return the signed Grant Agreement within ninety (90) days from the date mailed by the CIWMB and a completed Grant Payment Request form (CIWMB 87). Grantees receiving \$20,000 or less, and multi-jurisdictional and regional grantees whose individual jurisdictions would have received \$20,000 or less had they applied individually are eligible for advance payments at the CIWMB Grant Manager's discretion.

The designated signature authority, or his/her designee via submitted Letter of Authorization, if authorized in the resolution, must sign the Grant Agreement and Grant Payment Request form.

Payment will be made only to the Grantee. It is the responsibility of the Grantee to pay all contractors and subcontractors for purchased goods and services.

Upon receipt of advanced grant funds, the Grantee shall deposit and maintain until expended all grant funds in an interest-bearing account within a federally insured financial institution. Grantee shall maintain a separate accounting system for the grant funds including the earned interest. All earned interest must be tracked for reporting purposes. Spending of earned interest must be pre-approved in writing by the CIWMB Grant Manager.

Grant funds must be used for eligible costs as described in the Eligible Costs section and must be spent in the following order:

1. Advance payment
2. Reimbursement payment [(ten percent (10%) withhold)]
3. Interest earned on advance payment, if pre-approved in writing by the CIWMB Grant Manager.

Any unspent grant funds or unspent earned interest must be returned to the CIWMB by the end of the Grant Term.

GRANT AGREEMENT PROVISIONS;

INCLUDING AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

As with all Grant Agreement provisions, the following provisions are non-negotiable. Submittal of an Application constitutes acceptance of the provisions.

1. **Audit/Records Access.** The Grantee agrees 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 this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three 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. The Grantee 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, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.
2. **Waiver of Personal Jurisdiction:** Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.

**REQUIRED DOCUMENTS:
RESOLUTION AND LETTER OF AUTHORIZATION INFORMATION AND EXAMPLE**

RESOLUTION INFORMATION

-for applicants subject to a governing body, e.g., City Council, Board of Directors

The Grant Application requires an approved Resolution, dated and attested to/certified, which

1. Authorizes the submittal of the Application(s):
 - for all CIWMB grants for which Applicant is eligible; or
 - for this Grant and other specifically identified CIWMB Grants; or
 - for only this Grant.
 - identifies the job title of the person authorized to execute applications, agreements, amendments, requests for payment and all grant documents necessary to secure grant funds and implement the approved Grant Project (Signature Authority).
2. Authorizes the Signature Authority to delegate this authority (*not required but encouraged*).
3. Authorizes application submittal and Signature Authority for a period up to five (5) years from the date of adoption.

A copy of the authorizing Resolution is a required Application document; however, if Applicant needs additional time to obtain the Resolution, it may be submitted later but it must be received by the CIWMB no later than **July 31, 2008** otherwise the Application will be disqualified.

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the Application. Other examples are available online at: <http://www.ciwmb.ca.gov/Grants/ResExample.htm>.

RESOLUTION EXAMPLE

WHEREAS, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority the CIWMB is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of the Grant Application(s) identified below, and the designation by job title of the individual authorized to execute all Grant documents on behalf of **(Name of Applicant)**; and

WHEREAS, if awarded, **(Name of Applicant)** will enter into a Grant Agreement with the CIWMB for implementation of said Grant(s).

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to the CIWMB for all grants for which **(Name of Applicant)** is eligible.

BE IT FURTHER RESOLVED that this authorization is effective for **(Insert Time Period: from Month, Day, Year through Month, Day, Year)**; time period not to exceed five (5) years from date of adoption;

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

LETTER OF AUTHORIZATION FOR DELEGATION INFORMATION

-for Applicants who authorize their Signature Authority to delegate his/her authority

This letter to the CIWMB is not an Application requirement; however, it is required prior to the Designee’s exercise of his/her authority. The letter must be on the Applicant’s letterhead, dated within the last 12 months, and signed by the Signature Authority. The letter must:

- identify the job title of the Designee; and
- identify the scope of the Designee’s authority.

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the Application.

LETTER OF AUTHORIZATION EXAMPLE

I am the designated Signature Authority for **(name of Applicant/Grantee)**. I am authorized to execute on behalf of **(name of Applicant/Grantee)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project. I am authorized to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**, who is specifically identified below.

Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number
