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Integrated Waste Management Board

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FY 2007/08 Household Hazardous Waste Grant, 16th Cycle**[Oil/HHW Grants
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Notice of Funding Availability

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 **The application deadline has been extended. The new deadline to apply is June 8, 2007.** (Posted May 3, 2007)

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Household Hazardous Waste (HHW) grants are available to help local governments establish or expand HHW facilities or innovative materials collection programs.

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Funding

If approved as part of the fiscal year 2007/08 Budget Act, five million dollars (\$5 million) in Integrated Waste Management Account grant funds may be available for the 16th grant cycle, pending the decision of the California Integrated Waste Management Board. The Board reserves the right to not award any, or award only a portion, of the funds. Awards are subject to funding availability. The grant term is approximately September 2007 through April 2010.

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- \$500,000 will be set aside for countywide coordination of sharps and continuation of u-waste collection system coordination and/or product stewardship as warranted by the unique conditions in the county area.
- Countywide coordination grants will range from \$7,000 to \$15,000 depending on the population of the county. The coordination grant term will be for up to 17 months starting in approximately September 2007.
- \$4,500,000 will be available to individual jurisdictions for competitive HHW facility planning, facility development or enhancement for sharps and u-waste, and for the development of innovative sharps and u-waste collection methods. Individual jurisdictions may request up to \$200,000 and multi-jurisdiction groups (two or more cities/counties) may request up to \$300,000. The competitive infrastructure grant term is from approximately September/November 2007 through April 2010.

Grant expenses may not be incurred until grantees receive the Notice to Proceed.

Eligibility

California cities, counties, and local agencies, including Indian reservations and rancherias, with direct responsibility for HHW management may apply. Commercial businesses and nonprofit groups are not eligible to apply for this grant, but may partner with a local jurisdiction on the delivery of program services. Each county may submit one application for a competitive local/regional HHW project and (with the support of other jurisdictions) may apply to be the lead coordinator in the countywide coordination grant. Depending upon the final ranking of scores, it would be possible for the same applicant to receive two grant awards for this cycle **only if** one of the projects was a countywide coordination grant.

Priorities

For the **countywide coordination grants**, sharps and continuation of u-waste collection system coordination and/or product stewardship as warranted by the unique conditions in the county area is the priority.

For the **competitive infrastructure grants**, priority points will be given to applicants:

- From rural areas or small cities, or
- Establish a multi-jurisdictional HHW project that addresses regional needs.

Priority points will also be given to projects that:

- Plan or construct new sustainable HHW collection facility(ies), or
- Expand an existing permanent HHW collection facility(ies) to accommodate sharps and u-waste, or
- Develop innovative sharps and u-waste collection opportunities that promote public/private partnerships.

Application Format

An applicant must at a minimum:

- Evaluate and describe its current program;
- Identify its community's HHW program needs;
- Describe how its proposed project will meet those needs; and
- Justify its proposed project's budget, program elements, and work plan.

Detailed instructions as well as forms and samples will be included in the application package.

Application Deadline

Hand-delivered, postal mailed and commercially delivered applications will be accepted. E-mailed or faxed applications will not be accepted. **Mailed applications must be postmarked no later than ~~May 15~~ June 8, 2007. Hand-delivered applications must be received in CIWMB's Sacramento Offices by 3:00 p.m. on ~~May 15~~ June 8, 2007.** Address information for all methods of delivery is included in the application package.

Important: Applications mailed or sent by U.S. Postal Service or a commercial delivery service should be sent by a means 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.

For More Information

Grant information (including the application) will be posted on the Household Hazardous Waste 16th Cycle grant page on or about ~~March 2~~ April 5, 2007. Hard copy applications will be available by contacting Spencer Fine.

16th Cycle Home | HHW Grants Home

Last updated: May 03, 2007

Used Oil and HHW Grants <http://www.ciwmb.ca.gov/HHW/Grants.htm>
Contact: UsedOilHHW@ciwmb.ca.gov (916) 341-6457
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**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY
INTEGRATED WASTE MANAGEMENT BOARD**



**APPLICATION INSTRUCTIONS FOR
HOUSEHOLD HAZARDOUS WASTE GRANT (16th Cycle)
FOR FISCAL YEAR 2007/08**

Application Deadline

Applications must be **postmarked** no later than **May 4 June 8, 2007**.
Hand delivered applications must be received in the CIWMB Sacramento
Office at 1001 "I" Street by **3:00 p.m. on May 4 June 8, 2007**.
Faxed or E-mailed applications will not be accepted.

Mail or deliver application to:
California Integrated Waste Management Board
Attn: Grants Administration Unit (HD16)
1001 "I" Street, MS-19A
P.O. Box 4025
Sacramento, CA 95812-4025

Applications mailed or sent by U.S. Postal Service or a commercial delivery service should be sent by a means 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 SUBMITTAL CHECKLIST

Use this checklist to make sure you have included all required documents and sections in your grant application.

One original and three copies of the application must be submitted to:

California Integrated Waste Management Board
Grants Administration Unit (HD16)
1001 I Street, MS-19A
P.O. Box 4025
Sacramento, CA 95812-4025

Note: Household Hazardous Waste (HHW) Grant (16th Cycle) offers two different types of grants, each with its own unique application package and requirements:

County-wide Coordination Grant Package:

Coordination Cover Sheet (includes Work Plan and Budget section) (Attachment)
Resolution (Attachment)
Letters of Support (Attachment)

Infrastructure Grant Package:

Infrastructure Cover Sheet (Attachment)
Table of Contents (with page numbers)
Resolution and/or Letters of Authorization (Attachment)
Proposal Narrative and Attachments (Entire application may not exceed 15 pages, excluding Attachments)
 Introduction: Project Summary
 Section 1: Need
 Map (for facilities or collection programs) (Attachment)
 Section 2: Goals and Objectives (Attachment)
 Section 3: Work Plan Narrative, and Work Plan (Attachment)
 Section 4: Budget Narrative and Budget (Attachment)
 Section 5: Evaluation
 Section 6: Application Completeness, Letters of Support, etc.
 Section 7: Evidence of Environmentally Preferable Practices (Attachment)

Copies: Identify the original application with a mark or stamp indicating "original" and mark or stamp the three copies, "copy." Copies must be free of distortion and easy to read.

Font: 12 point or larger font.

Paper: 8 ½" x 11" 100% recycled-content paper, printed double sided and pages numbered consecutively.

Stapled, not bound: upper left-hand corner.

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Application Deadline - Applications must be postmarked no later than ~~May 4~~ June 8, 2007. Hand delivered applications must be received in the CIWMB Sacramento Office at 1001 "I" Street by 3:00 p.m. on ~~May 4~~ June 8, 2007. Faxed or E-mailed applications will not be accepted.

For More Information: Grant information (including the HHW Grant (16th Cycle) application) will be posted on the CIWMB website at: <http://www.ciwmb.ca.gov/HHW/Grants> as it becomes available. Hard copies of the application package are available by contacting Susan Mueller at smueller@ciwmb.ca.gov.

Question and Answer Period: General questions about this HHW Grant (16th Cycle) grant application will be accepted in written form only. Questions must be submitted no later than **April 23, 2007** to Susan Mueller via e-mail at smueller@ciwmb.ca.gov, or sent by mail postmarked by April 20, 2007 to:

California Integrated Waste Management Board
Attn: Susan Mueller
Used Oil and HHW Grants
1001 I Street, MS-9A
P.O. Box 4025
Sacramento, CA 95812-4025

Staff will use the questions submitted to develop a question and answer sheet that will be posted at www.ciwmb.ca.gov/HHW/Grants on or about May 7, 2007. Copies of the question and answer sheet can be obtained by mail by request to the address above. To the extent possible, similar questions will be grouped together. **Please note that no project specific questions will be answered.**

TENTATIVE GRANT DATES

DATE	ACTIVITY
April 5, 2007 to May 4 <u>June 8</u> , 2007	Grant application period
April 23, 2007	Deadline for submitting questions regarding this grant application
On or about May 7, 2007	Questions and Answers posted on CIWMB web site
May 4 <u>June 8</u> , 2007	Deadline by which applications submitted to the CIWMB <u>MUST</u> be postmarked or hand-delivered. NOTE: This date is NOT tentative.
August 2007	CIWMB considers grant funding recommendations

October 2007	Grantees initiate work after receiving Notice to Proceed
March 31, 2009	Grantees complete county-wide coordination projects
May 29, 2009	County-wide Coordination Grant Final Report and Final Payment Request Due to CIWMB
March 31, 2010	Grantees complete competitive infrastructure projects
May 31, 2010	Infrastructure Grant Final Report and Final Payment Request Due to CIWMB

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ATTACHMENTS

HHW Grant Cycle 16 offers two different types of grants, each with its own unique application package and requirements:

County-wide Coordination Grant

- Attachment 1-Coordination Grant Application Cover Sheet
- Attachment 2-A Sample Resolution
- Attachment 2-C Sample Letter of Support (if applicable)
- Attachment 3 – County-wide U-waste/Sharps Coordination Grant Final Activities Report

Infrastructure Grant

- Attachment 4-Infrastructure Grant Application Cover Sheet
- Attachment 2-A,B Sample Resolutions
- Attachment 5-Letter of Authorization (if applicable)
- Attachment 6-Work Plan form
- Attachment 7-Budget Itemization form
- Attachment 8-Program Description Profile (for programs only)
- Attachment 9-Environmentally Preferable Purchases/Practices Evaluation Sheet
- Attachment 10-Facility Description Profile (for facilities only)
- Attachment 11-Scoring Criteria

LOCAL GOVERNMENT HOUSEHOLD HAZARDOUS WASTE GRANT (16th Cycle) FOR FISCAL YEAR 2007/08

I. GRANT SUMMARY AND GUIDELINES

▪ BACKGROUND

Public Resources Code Section 47200 authorizes the California Integrated Waste Management Board (CIWMB or Board) to award grants to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills. Grant funds must be used to establish or expand HHW programs, especially those that provide collection opportunities

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for additional types of waste, innovative or more cost-effective collection methods, and expanded public education opportunities.

Note: HHW Grant (16th Cycle) offers two different types of grants, each with its own unique application package and requirements:

County-wide Coordination Grant (Coordination Grant)

- There is a total of \$500,000 set aside for county-wide focus on sharps and continuation of universal waste (u-waste) collection system coordination or product stewardship, subject to funding availability. Each county-wide area may receive a pre-designated funding amount based on population. Awards will be given to any county-wide area that applies and commits to complying with the terms of the grant and completing its requirements. Any jurisdiction may apply to be the coordination lead for its county-wide area.

Infrastructure Grant

There is also a minimum of \$4,000,000, plus an anticipated additional \$500,000 (pending approval of a Budget Change Proposal,) available on a competitive basis for individual and multiple jurisdiction infrastructure projects, subject to funding availability. Funds are offered for grants with priority given to the construction or planning of new and sustainable HHW collection facilities, expanding facilities to accommodate u-waste or innovative u-waste collection opportunities that promote private/public partnerships.

See the specific application sections below for more information.

▪ **APPLICANT ELIGIBILITY**

California cities, counties, and local agencies, including Indian reservations and rancherias with direct responsibility for HHW management are eligible. Commercial businesses and nonprofit groups are not eligible to apply for this grant, but may partner with local jurisdictions on the delivery of project elements.

Each applicant may submit one application to be the lead agency for its county-wide Coordination Grant and one application for a competitive individual or regional HHW Infrastructure Grant. However, if you apply for an Infrastructure Grant as part of a multi-jurisdiction regional group, you cannot also apply for an Infrastructure Grant as an individual jurisdiction.

Applicants with open CIWMB grants (e.g. Used Oil Block Grants and Competitive Grants) must have current and approved grant reports on file before they will receive their HHW Grant (16th Cycle) grant agreements, should they be chosen to receive either or both a Coordination or Infrastructure grant award.

▪ **FUNDING AVAILABLE**

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If approved as part of the fiscal year 2007/08 California State Budget Act, a total of \$4.5 million, plus an anticipated additional \$500,000 (pending approval of a Budget Change Proposal), in grant funds will be available for this grant cycle. This grant offering is contingent upon such approval.

Coordination Grant – a total of \$500,000 is set aside to continue county-wide planning with the focus for 2007/08 being sharps and continuation of u-waste collection system coordination or product stewardship as warranted by the unique conditions in the county area. The distribution of funds is based on county-wide population as determined by the Department of Finance; the amount used to calculate awards is approximately \$0.014 per capita.

Jurisdictions with populations of 500,000 or less will receive at least \$7,000; jurisdictions with populations of 500,001 to 1,071,428 would receive a per capita award; and jurisdictions with a population above 1,071,428 will receive a fixed maximum award of \$15,000. See the chart below to locate county-wide areas that will receive more than the \$7,000 base amount.

Counties to Receive More than the \$7,000 Base Amount			
County-wide Areas with the Maximum Grant	Amount	County-wide Areas Between Minimum and Maximum	Amount
Alameda	\$15,000	Contra Costa	\$14,206
Los Angeles	\$15,000	Fresno	\$12,414
Orange	\$15,000	Kern	\$10,763
Riverside	\$15,000	San Francisco	\$11,002
Sacramento	\$15,000	San Joaquin	\$9,223
San Bernardino	\$15,000	San Mateo	\$9,993
San Diego	\$15,000	Stanislaus	\$7,099
Santa Clara	\$15,000	Ventura	\$11,280

One Coordination Grant is available for each county-wide area to encourage county-wide sharps and continuation of u-waste or product stewardship collaboration and activities among jurisdictions and other stakeholders. In the event that one county in an area applies to be the lead administrative agency for a multi-county grant, the counties' allocations may be combined into one grant award.

If any county-wide area does not apply for its Coordination Grant by the application deadline, any remaining funds in the set-aside amount will be added to the funds available for Infrastructure Grants.

Infrastructure Grant – \$4,000,000, plus an anticipated additional \$500,000 (pending approval of a Budget Change Proposal), is available on a competitive basis for individual and multiple jurisdiction infrastructure projects. Individual

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jurisdictions may request up to \$200,000 and multi-jurisdiction groups (two or more eligible applicants) may request up to \$300,000.

Depending upon the final ranking of scores, it would be possible for the same applicant to receive two grant awards for this cycle **only if** one of the two projects was as a lead coordinator for a county-wide sharps, u-waste or product stewardship Coordination Grant.

▪ **GRANT TERM**

Coordination Grant - To promote expeditious development of work plans, the county-wide Coordination Grant funds will have an **approximate 18 month grant term** from October 2007 through March 2009. Grant expenses may **not** be incurred until grantees receive the Notice to Proceed or after the end of the grant term.

Infrastructure Grant – The term for the Infrastructure Grants is **approximately two and one half years** from October 2007 through March 2010. Grant expenses may **not** be incurred until grantees receive the Notice to Proceed or after the end of the grant term.

▪ **ELIGIBLE ACTIVITIES/COSTS**

Grant funds must be used to establish or expand HHW programs, especially those that provide collection opportunities for additional types of waste, innovative or more cost-effective collection methods, and expanded public education opportunities. All proposed activities should complement existing local and regional HHW programs in California.

All expenditures must be only for activities, products and **costs** included in the approved Work Plan and Budget. **All expenses must be incurred, and services provided and goods received, after receiving the Notice to Proceed and before the end of the Grant Term.**

Any proposed revisions to the Work Plan and/or the Budget must be submitted, and pre-approved **in writing** by the CIWMB Grant Manager, prior to the Grantee incurring the proposed expenditures. The approval document should be retained by the Grantee for audit purposes.

Coordination Grant – funds are intended to partially defray the costs of coordinating a working group of stakeholders (including all municipalities, waste haulers, recyclers, HHW disposal sites, local non-profit community groups, Certified Unified Program Agencies (CUPAs), and other interested parties such as the retail industry) in the development of plans and policies for sharps and continuation of u-waste collection system coordination or product stewardship.

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Where appropriate, individual county-wide areas are encouraged (but not required) to combine their funding allocations and work together in a multi-county regional planning effort based on waste-shed patterns of u-waste collection and disposal.

Eligible activities include development of:

- Research, data collection, and development of:
 - Projections for the amounts of sharps to be collected and their flow through the waste management system;
 - Development of cost and process models for efficient sharps collection, management and processing;
 - Needs, cost estimates, and best locations for upgraded and new facilities, and collection and processing equipment;
 - Potential for alternative or enhanced collection systems via pharmacy or medical office take-back or mail back programs;
 - Conferences, workshops, and communication among stakeholders;
 - Methods for on-going financing of the anticipated additional collection and processing costs;
 - Identification of illegal disposal problems and potential solutions; and
 - Development of coordinated county-wide or multi-jurisdiction publicity and public education approaches on sharps.
- Continued u-waste coordination opportunities especially for those counties that did not participate in the HD15 (C) grant.
- Product Stewardship initiatives which will result in new collection-recycling options for local residents or which will serve as an incentive for establishing retail or manufacturer-based collection methods.
- If a jurisdiction has product stewardship activities in place, i.e. prior to receipt of the HD16 Coordination Grant, a short term plan (addressing the term of the HD16 cycle) for increasing sharps or u-waste collection must be provided with the Final Coordination Grant Report.
- **Any other proposed activities must be approved by your CIWMB grant Manager**

Infrastructure Grant – projects should be designed to prevent the illegal disposal of HHW. Proposals for all types of HHW programs will be accepted.

Six statutory priority points will be awarded to regional projects, as well as to those serving rural areas and small cities.

An additional six program scoring points will be given to applicants who demonstrate an essential need in a designated priority program area. Applicants may select only **one** of the four options below if they are seeking priority points:

- Planning and design of permanent HHW collection facilities including location, permitting and local government approvals (see additional text on this topic below); or,

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- Construction or planning of new and sustainable (post grant term) HHW collection facility(ies); or
- Expansion of permanent HHW collection facility(ies) to accommodate u-waste; or
- Implement innovative u-waste collection opportunities that promote private/public partnerships. For example, given the continuing need for reducing u-waste generation, or increasing types of u-waste collected, HD16 applicants are encouraged to initiate “Take It Back” partnerships with retailers, utilities or other avenues.

HHW programs that do not select one of the four Program Criteria (Priority Program Activities) listed above will still be eligible for funding but will not receive the additional “bonus” points when their application is scored.

All expenditures must be for activities/costs directly related to the approved Work Plan, identified in the budget, and incurred during the grant term. Any proposed revision to the Work Plan or Budget must be submitted and pre-approved in writing by the CIWMB Grant Manager.

Facility Planning/Design Category: As noted above, this cycle acknowledges that detailed permanent HHW facilities design/planning may be separated from facility construction in recognition of the complexity involved in siting and designing HHW facilities. A review of pre-HD15 HHW facility construction grants shows that some grantees experienced difficulty completing their facility development projects within the two and a half year grant term. Grantees cited the complexity of planning tasks, bidding out work, and gaining environmental and siting approvals as barriers to timely completion.

Therefore, this cycle will allow separate competitive grants for tasks related to facility planning, site analysis, conceptual design, and local approvals of new HHW permanent collection facilities. Shifting some construction phase tasks into a separate planning phase will provide more time overall for successfully completing final construction. All expenses must be incurred, and services provided and goods received, after receiving the Notice to Proceed and before the end of the grant term.

Note: Awarding of a grant for HHW facilities planning and design in this cycle does **not** guarantee construction grant funding in any subsequent cycle. All infrastructure projects will be considered competitively on their merits.

▪ INELIGIBLE ACTIVITIES/COSTS

Any costs not included in your approved budget and not directly related to the approved grant project are ineligible for reimbursement. If you have any questions regarding ineligible costs, contact your CIWMB Grant Manager.

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Ineligible costs include, but are not limited to:

- Revision of the County Integrated Waste Management Plan (CIWMP) or its elements (however, information developed by the u-waste Coordination Grants may be useful for future updates);
- Costs (claimed as either grant expenses or matching monies) incurred prior to the Notice to Proceed or after the grant term;
- Costs currently covered by another CIWMB loan, grant or contract;
- Purchasing or leasing of land or buildings;
- Costs to maintain an existing HHW program;
- Developing a permanent facility on non-government managed property, unless specific conditions are met and cost is pre-approved in writing by the CIWMB Grant Manager;
- Premiums or promotional items that contribute to the solid or hazardous waste stream
- Premiums that exceed \$6 per item if no written pre-approval was obtained
- Purchasing or leasing of vehicles by non-governmental agencies
- Remediation (any cleanup or restoration of polluted areas)
- Overtime costs (except for local government staffing during specially scheduled evening or weekend events outside the individual's normal work hours that have been pre-approved in writing by the CIWMB Grant Manager, when law or labor contracts require overtime compensation)
- Personnel costs incurred while an employee assigned to the grant project is not working on the grant (e.g. use of accrued time such as sick leave, vacation, etc.)
- Out-of-state travel
- Any food or beverages (e.g., as part of meetings, workshops or events)
- Cell phones, pagers, personal digital assistants (PDA), and other similar electronic devices;
- Development of school curricula
- Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste
- Public education costs not directly tied to used oil/HHW collection or prevention
- Pre-paid expenditures of future goods or services (salaries/wages, television or radio advertisements, etc.) 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 Grant Manager)
- Profit or mark-up by the Grantee or subcontractors
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations
- Promotional items or premiums that are not related to the HHW Grant or the target audience

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- Promotion of a particular brand-name product or private business with grant funds
- Movie theater screen advertising
- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Overhead or indirect costs in excess of 10% or not supported by a cost allocation plan; and
- Any other costs not deemed reasonable or related to the purpose of the grant by the CIWMB Grant Manager.

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

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

■ APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened to evaluate applications using the CIWMB approved Scoring Criteria (**Attachment 11**).

Coordination Grant – Applications will be checked for the following criteria:

- Declaration of willingness to act in good faith as lead coordinator for all stakeholders in the county-wide area in sharps and continuation of u-waste or product stewardship activities.
- Letters of support from other jurisdictions in the county-wide area for the applicant acting as lead coordinator and grant administrator
- A Work Plan that will involve stakeholder groups and address the coordination and planning issues outlined in the final report form

Infrastructure Grant – Applications must attain at least 80% (70 out of 88 points) of the General Criteria points in order to be eligible to receive additional points in the Program Criteria section. In addition, applicants must attain at least 70 points out of the 100 total points possible to be eligible for funding.

The following is a summary of how the points are divided between the General and Program sections.

General Criteria	88 points
• Need	20 points
• Goals and Objectives	8 points
• Work Plan	16 points
• Budget	18 points

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- Evaluation 9 points
 - Application Completeness, Support, Experience, Etc. 7 points
 - Evidence of a Recycled-content Purchasing Policy or Directive 10 points
- Program Criteria 12 points**
- Rural area or small city applicant 3 points
 - Multi-jurisdiction HHW regional program 3 points
 - Plan a new facility, construct a new facility, or expand a facility for u-waste/sharps, or innovative u-waste/sharps partnership program 6 points

■ **CIWMB AWARD OF GRANTS**

The Board is expected to consider the grant funding recommendations at its August 2007 Market Development and Sustainability Committee and Board Meetings. All applicants will be advised by email of the Board's decision. This grant offering is subject to funding availability and the CIWMB reserves the right to not award any or to award only a portion of the HHW Grant (16th Cycle) grant funds.

PARTIAL FUNDING

The review panels may recommend partial funding of some or all proposals and will deduct ineligible costs.

Following the CIWMB's approval of the grant awards, the successful applicants will be mailed a Grant Agreement form, Procedures and Requirements, and Terms and Conditions. These documents, along with the applicant's approved Budget and Work Plan comprise the Grant Agreement.

The signatory designated by the Applicant's Resolution will be required to sign the Grant Agreement Form and return the Grant Agreement form to the CIWMB **within ninety (90) days** from the date of mailing by the CIWMB. In addition, the Grantee is required to pay all outstanding debts due to the CIWMB within ninety (90) days from the CIWMB's award date. (Check with your Accounting Office to determine if your jurisdiction has any outstanding CIWMB invoices resulting from unexpended grant funds in previous cycles or other outstanding debt.) The Grant Agreement will be released to the Grantee after all outstanding debts are paid within ninety (90) days.

Applicants with open Used Oil, Opportunity Grants and HHW Grants must be current with spending and have up-to-date approved grant reports on file before they can receive HHW Grant (16th Cycle) funding, should they be chosen to receive a grant award.

If these conditions are not met, the awarded HHW Grant (16th Cycle) grants will not be funded.

Grant Administration: The requirements for properly administering this grant will be fully set forth in the Terms and Conditions and the Procedures and Requirements of your Grant Agreement.

■ **CIWMB PAYMENT FOR GRANT EXPENDITURES**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved grant activities outlined in the approved Work Plan. Detailed requirements for payment will be included in the Terms and Conditions and in the Procedures and Requirements of this cycle.

III. APPLICATION INSTRUCTIONS

▪ COORDINATION GRANT

Note: HHW Grant (16th Cycle) offers two different types of grants, each with its own unique application package and requirements:

There is \$500,000 in funding set aside for county-wide sharps, u-waste coordination or product stewardship efforts. Coordination Grants will be given to any county that applies and commits to complying with the terms of the grant and completing its requirements. Multiple counties and jurisdictions may combine funds for their region. See "FUNDING AVAILABLE" in Section I for the exact funding amounts for each county-wide area.

This portion of the application instructions contains:

- The item as it will appear in your Table of Contents;
- Required attachment(s);
- Summary of evaluation criteria; and
- Helpful hints or "tips".

Follow the format carefully as Coordination Grant applications may be rejected for not addressing certain topics, missing signatures or required attachments, or an unclear proposal. Be sure to double-check your application and include everything on the checklist (inside cover of application) in the order prescribed.

Coordination Grant Cover Sheet

The required Cover Sheet Form (**Attachment 1**) may be adapted to each applicant's computer software; however, the format must be followed exactly. Instructions for completing the Cover Sheet are on the form. It includes contact information and a brief summary of your proposed coordination activities.

Coordination Grant Lead Agency Resolution

You must submit:

- An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, for a period not to exceed five (5) years, and identifies the **title** of the individual authorized to secure grant funds and execute any agreements, contracts, and requests for payment (**see Sample Resolution Attachment 2-A, 2-B**). The Resolution for the lead jurisdiction agency must be submitted, preferably with the grant application package **no later than June 20, 2007**.

Please select the designated signature authority carefully because only the person in the designated position will be able to sign all the grant documents to secure funds and implement the grant project (e.g. application, the Grant Agreement Form and Payment Request Form). If a “designee” is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

Coordination Grant Letters of Support and Participation:

In addition to submitting one of the documents described above, the lead agency is also responsible for obtaining from the participating jurisdictions (**preferably included with the grant application but no later than June 20, 2007**) the following:

A letter from the recycling or HHW coordinator from each participating jurisdiction in the county-wide area (**see Sample Letter Attachment 2-C**) stating that the jurisdiction wants to participate in the county-wide coordination project and **authorizing the lead agency to act on its behalf as both applicant and grant administrator.**

Coordination Grant Proposed Work Plan and Budget

The work plan and budget must concisely describe each coordination activity proposed and the amounts estimated to be spent for the task (**the coordination work plan and budget are sections in the Cover Sheet - Attachment 1**). Work activities should lead to development of information and decisions outlined in the Coordination Grant final report (**Attachment 3**).

▪ **INFRASTRUCTURE GRANT**

Note: HHW Grant (16th Cycle) offers two different types of grants, each with its own unique application package and requirements:

\$4,500,000 (\$500,000 of this \$4,500,000 is anticipated, pending approval of a Budget Change Proposal) is available on a competitive basis for individual and multiple jurisdiction infrastructure projects. Individual jurisdictions may request up to \$200,000 and multi-jurisdiction groups (two or more eligible applicants) may request up to \$300,000.

Overview

These instructions are organized according to the order of each section you are required to submit with your application. Each section does the following:

- Lists the item as it will appear in your Table of Contents
- Notes the required attachment(s), if any
- Provides an estimate of the number of pages that may satisfactorily address the section
- Provides a summary of the evaluation points available
- Provides sample questions for you to answer in addressing the evaluation criteria, and
- Includes helpful hints or “tips” from previous grant cycles

It is important to follow the format carefully as points may be deducted for not addressing certain topics, e.g., Proposal Narrative exceeding the 15-page limit, boxes not checked, application not double-sided, missing signatures, missing required attachments, or an unclear proposal. Double-check your application and make sure everything on the checklist (inside cover of these application instructions) is included, and arranged in the order prescribed.

Infrastructure Cover Sheet

The Infrastructure Cover Sheet form (**Attachment 4**) may be adapted to each applicant’s computer software; however, the format must include the same information. Instructions for completing the form are on the reverse side of the form. It includes contact information and a summary of your proposed program.

Table of Contents

The Table of Contents indicates on which page(s) each of the required items can be found. This provides a guide that makes it easier for the review panel to score your application.

Resolution or Letter of Authorization

The approved Resolution and all supporting documentation for a regional program must be submitted, preferably with the grant application package,

but no later than June 15, 2007. Failure to meet this deadline will result in disqualification of the application from consideration for award. The Resolution may be specific to this Fiscal Year (FY) 2007/08, or it may cover all authorized grants for up to a maximum of five (5) years (i.e., fiscal years 2007/08 through 2011/12). If a “designee” is authorized in the resolution and the signature authority wishes to assign a “designee” be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit either (See Attachment 2-A,B: Sample Resolutions):

- An approved Resolution from the applicant’s governing body which authorizes submittal of an application for the HHW 16th cycle FY 2007/2008 grant and identifies the **title** of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program (see sample); **or**
- An approved Resolution from the applicant’s governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil Grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, for a period not to exceed five (5) years, and identifies the **title** of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program (see sample).

Regional and Joint Powers Authority (JPA) Programs: Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions.

In addition to submitting one of the resolutions described above, the lead applicant for the Infrastructure Grant is also responsible for obtaining from each of the participating jurisdictions one of the Regional Participant authorization documents listed below. This must be provided to the CIWMB Grants Administrative Unit, preferably with the grant application, but no later than June 20, 2007. Failure to meet this deadline will result in the disqualification of the application from consideration for award.

- A Letter of Authorization (LOA) dated within the last 12 months from the county administrator/city manager or person with program decision-making authority stating that the jurisdiction wants to participate in the regional program and authorizing the regional lead to act on its behalf as both applicant and grant administrator (**Attachment 5**); **or**
- A Resolution from the participating jurisdiction’s governing body stating that the jurisdiction wants to participate in the regional program and authorizing the regional lead to act on its behalf as both applicant and grant administrator; **or**

- A copy of a Memorandum of Understanding specifically for this grant authorizing the regional lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

Tips for Resolutions:

Select the designated signature authority carefully because only that person will be able to sign grant documents to secure funds and implement the grant program. If the designated signature authority wishes to delegate his/her authority to sign documents related to the grant, such as Payment Request forms, the Resolution must expressly authorize the designated signature authority to designate another individual. For example:

“The Director of the Happy Valley Solid Waste Management Authority, or his/her designee, is hereby authorized and empowered to execute in the name of the above named county”

To utilize this authority, the signature authority (the Director) must provide a signed letter stating the job title of his/her designee. Otherwise, only the Director will be authorized to sign.

Regional and JPA Applicants: The regional lead’s Resolution does not need to specifically identify the participants’ names. The names can be provided in an attachment. The inclusion of the participant’s names in the regional lead’s Resolution or an attachment listing the participants does not take the place of the participants’ Letters of Authorization.

■ **INFRASTRUCTURE PROPOSAL NARRATIVE** (Total not to exceed 15 pages)

The Narrative must clearly and concisely describe and justify each activity/task presented in the proposal. A well-prepared application will provide information that addresses each question briefly, paying specific attention to the points listed in the Scoring Criteria, but need not literally answer each question. The questions will assist review panels to evaluate your application according to the scoring criteria. The applicant is responsible for supplying sufficient detail for the review panel to fully evaluate the proposal. You must not assume the review panel has knowledge of your organization or its previous program experience.

Attachments are required as part of this application to support the proposal narrative but are not included in the fifteen (15) page limit. Failure to include these documents with your application will cause a reduction in points for completeness under the General Scoring Criteria section.

Tips for Application Writing:

Respond to each question clearly and completely. Do not be concerned if you seem to be repeating yourself. Try to be succinct in your response or refer directly to the page where you may have addressed the issue elsewhere. This will make it easier for the review panel to score your application without having to search for information that may be buried in another section.

Bolded key sections follow with questions/statements corresponding to scoring criteria (**Attachment 11**) that the review panels will use to score your application. The bulleted points under each bolded key section provide suggestions for information that might be included in a complete response to the questions/statements that may result in receiving the maximum points for the scoring criteria.

Section 1 - Need - 20 Points

(3-4 pages)

This section provides the foundation for your proposed infrastructure project/program, so it is important to provide a compelling argument based on good information. Specific issues listed in the scoring criteria are presented below. However, responding narrowly to just these issues may not reveal all that is necessary for a competitive application, so additional questions/statements and tips are included for your consideration.

Scoring Criteria:

(8) Program Background and Context

- (4) Describes existing HHW program including volume collected, number of households served compared to total number of households, number of events, hours of facility operation, materials accepted, funding, etc. Includes map(s) of the jurisdiction's current HHW facilities and contiguous jurisdictions showing underserved areas.
- (4) Documents gaps in and/or barriers to HHW collection opportunities with surveys, other research or data that result in the need for this project.

(12) Proposed Project

- (3) Demonstrates, using both narrative and data, how the proposed project will address identified need. Includes site plans as necessary.
- (3) Demonstrates, using both narrative and data, the rationale for this proposed project as compared to other approaches for meeting the identified need or barriers.
- (3) Describes jurisdiction need for grant funding. Estimates total funding for the project, including CIWMB contribution, and describes the agency's

current funding capabilities to supply matching funding for the project. Describes available funding sources, if any.

Some additional questions to consider are:

- What is the nature and extent of the gap in sharps, or u-waste services that you need to fill? Did you document the gaps with local population statistics, surveys, maps, or other research or data?
- How will this program/project affect the local population? How many more residents or percent of residents will this project serve than your current program?
- Are there any special or targeted populations affected by this lack of services (rural, low income, traditionally underserved, handicapped, etc.)?
- What are the barriers to properly disposing of the sharps, u-waste or other HHW materials for your target population? Which barrier(s) does the proposed project/program address and how will it overcome the barrier?
- What efforts have been previously made to solve this services problem? Have you considered alternatives? Why is your current proposal the best way to solve it?
- How are HHW, sharps, and u-waste services currently funded?
- Why should your project be funded (e.g., benefits, end products, problems solved?) What will be the consequences if the proposal is not funded?

Tips for Need:

Speculation regarding need and/or barriers will not be scored highly; **use data to back up your arguments.** Your application should demonstrate not only that the proposal is based on need, but that your need is compelling.

If your project proposes expanded physical coverage or new site locations, provide a simple map of the service area showing current coverage areas, service gap areas, and proposed new coverage areas. Also, if relevant, identify the nearest facilities or programs in adjacent jurisdictions to demonstrate that they cannot service your areas.

Provide local, pertinent data focused on your jurisdiction's concerns. Types of local demographic studies/statistics that might be useful include: hazardous waste data from the jurisdiction's Form 303 report, percentage of total population targeted; ethnicity; age distribution; median household income; number of single family homes and multiple family housing units; size and ethnicity of immigrant populations; etc. The websites - www.ciwmb.ca.gov/profiles and www.dof.ca.gov contain the latest population statistics and other demographic information.

Section 2: GOALS AND OBJECTIVES - 8 points

(2 Pages)

Scoring Criteria:

Describes in detail what will be accomplished by completing this grant project. Identifies measurable target(s) that must be met to accomplish your project.

(4) Quantifies goals – (how many people will be served, volume of waste collected, etc.) and demonstrates the extent to which these goals/objectives address need and overcome identified barriers.

(4) Explains extent to which project goals and objectives, including desired results, are realistic and achievable in comparison to baseline data.

Goal(s): State the specific goal you wish to accomplish. A goal is a general, idealized statement of how your target audience will be positively changed as a result of the program. When stating a goal, be sure to describe what will happen, to whom, and where. A goal does not usually include detail such as percentages, dates, and numbers. That level of detail should be included in the text of the Work Plan as part of the Objectives. Frame your goals in terms of outcomes.

For example:

Goal: Increase residential HHW handling capacity at existing facilities in Rio Blanco.

Some additional questions to consider are:

Explain the significance of goals relative to how the project/program will address both need and baseline data:

- What do you want to accomplish and how do you plan to implement the program?
- How are the outcome goals relative to baseline information and how does this relate to the identified need of your target population?
- What is the evidence that the program will lead to your desired outcome?
- Are the goals reasonable, realistic, and achievable based on previous studies, pilot projects, etc.?

Objective(s): An objective flows from a goal. It is a specific action-oriented statement, which is focused on a specific period of time and outlines all eligible activities/tasks that will be undertaken to achieve your goals in completing the grant program. Include at least one measurable objective for each goal. The objective should provide the details and answer the questions of: who, what, when, where, and how much.

For Example:

Objective: Add equipment to handle two new materials and increase peak load capacity by 40% for existing materials at three existing HHW facilities.

Some additional questions to consider are:

How will the Objectives of your program lead to desired outcome and are they realistic/achievable?

- How much (estimated increase) will be collected with each activity in a specified time period? Is that enough to meet objectives?
- Have you determined the current level (baseline) of the activity so that the impact of the proposed program can be measured?
- To what target population will each activity be directed?
- How many people will each activity serve?
- Given the needs of the target population, are the objectives reasonable and significant?
- How do the activities relate to the identified problems you want to address?
- How will you track the progress of the program?

Activities: Activities describe the specific activities/tasks to be performed that will lead to the achievement of the objective(s) and ultimately to a goal(s). It should include your step-by-step plan in getting from the beginning to the end result of your objective.

For example:

Objective: Add equipment to handle two new materials and increase peak load capacity by 40% for existing materials at three existing HHW facilities.

Activity 1 Revise site plan

Activity 2 Complete review and approval of environmental documents

Activity 3 Prepare construction contract and go out to bid

Activity 4 Award contract

Activity 5 Construct new pads, install equipment

Activity 6 Obtain inspections, clearances, and operating permits

Activity 7 Hire and train new staff

Activity 8 Open facility and field test operations

Activity 9 Evaluate performance, compare baseline to post-project results

Some additional questions to consider are:

Why are the proposed activities the best way to address the need?

- Do the activities overcome the barriers identified that inhibit individuals from properly disposing of u-waste, sharps or other HHW materials?
- Have you considered a pilot program before you launch the entire program? If so, what variables will be tested and applied to the design of your program?
- If you are using a program model/experience that is not your own, have you thoroughly reviewed and evaluated it? How will it be replicated in your program? Was the target population similar to that in your target group?

Section 3: WORK PLAN - 16 points

(2 - 3 pages)

Scoring Criteria:

- (6) Includes a detailed Work Plan that sufficiently describes proposed tasks and activities required to achieve the goals/objectives.
- (2) Demonstrates that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete project.
- (5) To what extent are activities and tasks delineated in the Work Plan well thought through, achievable within the grant term, and achievable with available resources.
- (3) Convincingly demonstrates how operation and maintenance costs are sustainable beyond the term of the grant.

The Work Plan provides the structural framework for the development of Goals, Objectives, and the corresponding Activities. The Work Plan should clearly describe what you wish to accomplish with the grant funding. It should link directly with the Goals and Objectives section. Be realistic about what can be accomplished within the term of the grant. Explain the significance of the desired outcomes, **particularly in relation to cost per pound of material collected**. Your Goals and Objectives should be realistic and justifiable in comparison to similar programs and your baseline collection data as well as designed to result in long term improvements in your HHW program. (**Note:** Baseline information refers to what you have achieved to date.)

Staffing: In order to be effective, activities need to be implemented by the appropriate individuals, whether they are internal staff or external consultants/contractors. It is not necessary to provide resumes of staff, but the skills and experience they bring that is relevant to the program should be described in narrative form. Staff should be “named” on the Work Plan along with their title.

Some additional questions to consider are:

What Staff members or Consultants will carry out each activity?

- Are staff and/or contractor technical qualifications sufficient to effectively complete each activity of the project?
- Is there evidence that staff has successfully managed government grant programs, including previous Used Oil or HHW grants?

Partner Organizations: Success for many programs depends upon the involvement of other parties, such as managers of HHW facilities, haulers, retail businesses, community-based organizations, etc. Their support for your program should be memorialized in a Letter of Support of the program and which states their respective roles in your project.

Some additional questions to consider are:

How will other organizations be involved in this program? Who are they?

- What is the role of each organization? What are they responsible for?
- Why were these organizations selected? (If other organizations will be involved, indicate why.)
- What is their credibility with the target population?

Are the activities/tasks delineated in the Work Plan well thought through and achievable within the time frame of the grant and with the amount of available resources?

- Does each activity relate directly to a Work Plan goal, objective and need?
- Do the activities help you to achieve your desired goal?
- Are evaluation tasks included?
- Are the time frames realistic to accomplish each task?
- Can the project be implemented within the approximately thirty (30) month Infrastructure Grant term?
- Are individuals responsible for each activity/task listed? Indicate if they are staff members or contracted employees. Include both name and title for each individual.

Long Term Funding: As the HHW Grant (16th Cycle) provides funding to meet unmet needs, it is important that the facilities or programs are sustained after grant funds expire. Identify a committed funding source (e.g., tipping fee, county funds, etc.) and not a source that may be available.

A: Either construct or plan new permanent and sustainable HHW collection facilities

Planning and Design of Facilities –

The applicant proposes to research, plan, design, and complete government approvals for the future construction of one or more HHW facility(ies) to provide greater convenience to users, or ensure adequate capacity for increased amounts of household and Conditionally Exempt Small Quantity Generator (CESQG) materials, including sharps and u-waste. See the definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1. You must address the following:

- Describe the type and purpose of the facility and its potential to increase sharps and u-waste collection. Summarize the facility in this section, but include more details in the Need, Work Plan and Budget sections;
- You must have identified the site for the facility and have governmental commitment or direction to build before submitting the application. A change of location could cause extensive additional planning and could cause the delay of

completion of the project. A subsequent change in location or redesign would not be fundable by a future HHW or other CIWMB grant;

- Summarize the steps the applicant will accomplish to plan the facility and the resulting pre-construction products. Discuss this issue in more detail in the Work Plan; and
- Applicant must describe the land use and permitting obstacles that they have faced or will face, and what steps they will take to ensure that facility location and conceptual approvals will be obtained by the end of the grant term. Discuss this issue in more detail in the Work Plan

Construction of Facilities –

The applicant proposes to construct and open one or more HHW facility(ies) to provide greater convenience to users, or ensure adequate capacity for increased amounts of household and CESQG materials, including sharps and u-waste. See the definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1. **Keep in mind that you must be fairly well along in your project planning to obtain all points for construction of a facility.** You must address the following:

- Describe the type and purpose of the facility and its potential to increase sharps and u-waste collection. Summarize the facility in this section, but include more details in the Need, Work Plan and Budget sections;
- Some problems have occurred in the past with timely completion of grant funded facilities. Describe the planning done to ensure that your facility will be **built and opened** within the grant term;
- Include the HHW 16th Cycle Description of Proposed New or Expanded Collection Facility (**Attachment 10**);
- Has the facility site been identified **and approved** by your local authorities for its use as an HHW facility? Jurisdictions that want to establish permanent facilities on private property must prove a legally binding long term commitment between the company/private landowner and the jurisdiction that will require the facility to be operated with an emphasis on promoting the public interest similar to the activity described in this grant application, throughout the life of the facility;
- Where will the funds come from to fund the operation of the facility and what share of the construction costs will be provided by local sources? Discuss this in more detail in the Budget section.; and
- Have other options such as waste reduction programs, take-back and other public/private partnerships programs, and facility sharing with nearby jurisdictions been explored and incorporated into the plan. If not, why not?

B: Expand permanent HHW collection facility(ies) to accommodate Sharps and/or U-waste.

The applicant proposes to expand one or more HHW facility(ies) to ensure adequate capacity for increased amounts of sharps, which will be banned from landfill disposal effective September 1, 2008, and u-waste, due to expiration of the exemption from

hazardous waste management and disposal requirements for household generated universal waste on February 9, 2006. You must address the following:

- Does the facility have all needed government approvals and permits for the expansion for collection of sharps and u-waste?
- Does the facility have sufficient space for additional equipment and activities for collection of sharps and u-waste, as well as for their preparation for transport?
- Jurisdictions that want to expand or enhance permanent facilities on private property must prove a legally binding long term commitment between the company/private landowner and the jurisdiction that will require that the facility be operated with an emphasis on promoting the public interest similar to the activity described in this grant application, throughout the life of the facility.
- Have other options, such as waste reduction programs, take-back and other public/private partnership programs, and facility sharing with nearby jurisdictions been explored and incorporated into the plan? If not, why not?
- Include the HHW 16th Cycle Description of Proposed New or Expanded Collection Facility. (**Attachment 10**).

C: Innovative u-waste collection opportunities that promote private/public partnerships.

The applicant proposes to try out a pilot program or new technique using public/private partnerships to: reduce the amount of u-waste generated, expand household or CESQG participation in u-waste collection, reduce the cost of collection, or increase the types or amounts of u-waste collected. Summarize the strategy in this section, but include more details in the Need, Work Plan and Budget sections. Also fill out **Attachment 8**. You must address the following:

- How does this project provide an innovative u-waste solution or demonstrate a more cost effective collection method?
- How will it promote or further the concept of public-private partnership(s)?
- Is this activity or strategy model unique to the jurisdiction, or can it be expanded to other jurisdictions having varying local conditions?
- Will this project/program result in documented transferable best practices, case studies, or waste educational materials that can be used by other jurisdictions?

D: Other programs or projects

Program or project proposals addressing other topics related to HHW prevention or collection are welcome; however, they will not qualify for the preference points. Also fill out **Attachment 8**. You must address the following:

- Programs and projects must be innovative rather than simply provide financial support for existing or ongoing operations to receive points.

Section 4 – BUDGET (18 points)

(2-3 pages)

Scoring Criteria:

Discuss the costs (dollar figures) associated with activities necessary to complete the project. Use template form.

- (6) Costs are broken down for the entire project into very detailed cost categories, and account for all items outlined in the Work Plan and needed to complete project. All budget backup documentation including quotes, estimates, equipment details are attached, clearly marked and support proposed budget costs.
- (2) Adequately describes source and amount of matching local funds, in kind services, other grants, or other additional project funding (if any) to complete project.
- (6) Proposed budget is reasonable and complete relative to costs associated with activities/tasks and personnel outlined in the narrative and Work Plan.
- (4) Proposed budget is cost effective relative to proposed activities and outcomes. Includes costs savings from leveraging other funding, in-kind services, etc.

The detail provided in this section provides evidence as to whether or not the activities needed to accomplish the program's objectives and goals can be achieved. With the decline in resources available for competitive grants, it is increasingly important that each program be cost effective and provides appropriate "bang for the buck".

Personnel: Each budget category includes both non-personnel costs and personnel costs so that the review panels can better understand the proposed activities and their relative level of emphasis within the context of the entire program. The "old" personnel category which many used for all their internal personnel expenses should now include only personnel time relative to program planning, management, and administration. Personnel time related to oil collection or publicity and education should be detailed in the other categories (Permanent Collection Facility, Temporary or Mobile Collection, Residential Collection or Publicity & Education).

Overhead Costs: If your initial overhead or indirect rate exceeds 10%, double check to see if certain costs can be readily itemized to a particular project or activity and whether they are necessary for the operation of the organization and the performance of the program.

Time spent by a Manager or Supervisor performing an activity directly related to the execution of the grant (not supervision), such as chairing regional meetings, speaking at events, drafting program materials, etc. is a direct cost and should be charged to the appropriate activity or category as noted above. Any such activity must be clearly supported by appropriate documentation.

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Make sure your overhead and indirect costs are supported by a Cost Allocation Plan approved by an appropriate Supervisor/Manager in your agency. It must identify program elements included in the overhead/indirect cost calculation. For example:

Total department indirect cost divided by total department direct cost base equals indirect cost rate.

Some additional questions to consider are:

Is an itemized cost breakdown associated with each activity, task or subtask contained in the Work Plan included?

- Have you included all costs associated with all items and costs described in the grant narrative and/or Work Plan?
- Have you used only the budget categories that are specified in the application instructions?
- Have you verified that only costs eligible for HHW Grant (16th Cycle) grant funding are included?
- Did you explain the type and use of equipment or supplies to be purchased, such as “safety clothes/gloves”?

Do quotes, estimates, or other documents support the costs you are claiming?

- Does each major item listed on the Budget Itemization form have a corresponding quote and/or supporting documentation? If a quote lists more than one item, are applicable items highlighted?
- Are supporting documents numbered and arranged in the same order as listed in the Budget Itemization form?
- Are the costs of the activities/tasks reasonable?

Does your proposal include cost saving examples?

- Did you describe what measures you have utilized to minimize costs?
- Have you kept the budget items for managerial, contingency or miscellaneous costs to a minimum?
- Did you describe what measures you utilized to cut costs?
- Are you providing in-kind services or do you have volunteers helping with your program?
- Are you re-using materials from another source or building upon work completed in a previous program?
- Are you using services, recycling options, use of existing promotional materials, etc. to minimize costs?

Is your proposal cost effective relative to the work proposed?

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- Justify and explain all non-specific costs such as overhead and include a Cost-Allocation Plan.
- Have you described any mechanisms that will be utilized to make the proposed program as cost effective as possible, including the resources, staff and equipment that will be covered by the applicant or cooperating organizations?
- Are costs per unit of collected material reasonable?

Tips for Budget:

Attachment 7 is an example of how a Budget would be itemized. Remember, this may not apply directly to your program, but is included to give you an idea of the level of detail expected.

Round budget line items to the nearest whole dollar.

Cost savings may not be applicable for every proposed budget, but should be addressed in some manner, even if just to explain why costs cannot be trimmed.

Reference cost estimates in the Budget Itemization with an asterisk and attach copies of those bids or estimates. Those attachments do not count against the 15 page limit.

Be sure to use the Budget Itemization format included in this Application (or reasonable facsimile of **Attachment 7** as it is DIFFERENT from previous cycles. Points will be deducted for not using the appropriate format.

Section 5 - EVALUATION - 9 points

(1-2 pages)

Evaluation is a weak component of many proposals. While evaluation takes time and resources, it is a required activity. Evaluation documents program success and effectiveness. Evaluation methods such as activity logs, workshop evaluation forms, surveys, etc. for each activity or task must be summarized in the Work Plan.

In addition, as a key CIWMB goal is to incorporate lessons learned from each grant into subsequent programs, the results from previous grant program evaluations should be woven into the NEED, and WORK PLAN sections.

Scoring Criteria:

Measures the outcome of the applicant's project.

(3) Clearly describes baseline data such that project success can be measured.

(3) Methods for evaluating and modifying the project during implementation are thoroughly outlined on the Work Plan template.

(3) Describes methods that will be used to evaluate the success of the project and to determine whether the goals/objectives were accomplished.

Some additional questions to consider are:

- Have you identified the strategies, milestones, and tools that you will use to monitor the ongoing project?
- What data needs to be collected to measure achievement of outcome and process goals?
- What measures of performance: pounds collected/reduced, satisfaction, convenience, participation, hours open, distance, driving time; what types of data: statistical, timeline, or questionnaires; what form of results, numbers, percents, ratios?
- Do you need an outside objective evaluation or can it be done by staff?
- Will interim evaluation reports be produced and how will they be used to correct the work plan goals or processes?
- How will evaluation data be collected? How will it be analyzed?
- Who will be responsible for conducting the evaluation and what are their titles and qualifications?
- Describe how you will evaluate and measure the achievement of your goals at the conclusion of your project.

What methods (statistical tests or questionnaires) will be used to determine success of the program?

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- Describe how you will evaluate and measure the achievement of your goals at the conclusion of your program.
- What are the per capita, per user, or per pound costs for this program? Are they reasonable?
- What will be the criteria for success and how is it related to your goals?

Tips for EVALUATION section:

Program evaluation should be ongoing throughout the grant term, not just at the end. Continuous evaluation identifies problems and concerns during the course of the grant so adjustments can be made as needed.

To assist you in your evaluation efforts refer to “Grant Management, Success with the Used Oil Recycling Program” guidebook. If you do not have a hard copy, you can request one from CIWMB. The guidebook can also be found on the CIWMB’s website at: www.ciwmb.ca.gov/UsedOil/EvalGuide.

Section 6: Application Completeness, Letters of Support, Participation, Etc. - 7 points (one-half to one page)

Scoring Criteria:

- (4) Required forms and documentation are included: Maps, Facility Profile, Site Plans, Work Plan, Budget, Cost Estimates, Resolution, etc.
- (3) Letters of support for project demonstrate the need for the project and/or active involvement of all cooperating and participating governmental agencies, businesses and organizations needed to complete the proposed project.

Some additional questions to consider are:

- Are all **required** forms, documentation, attachments included? **Are they all signed and boxes checked as appropriate?** See **checklist** on page 2.
- Are all **supporting** documents (**if needed**) included such as maps and site plans?
- Do the letters of support (from individuals, organizations, jurisdictions, etc.) that would be served or affected by the proposed project) demonstrate support for the project and need for the services?
- Have letters from organizations that are cooperating organizations mentioned in the Work Plan been included to demonstrate their support and level of involvement?
- Are specific activities cited in the Work Plan referenced in the letter(s)?

Household Hazardous Waste Grant – Cycle 16

- Are staff and/or contractor's technical qualifications sufficient to effectively complete each phase of the project described?
- Is cited experience directly relevant to the project tasks?
- Is there evidence that staff has successfully managed government grant programs, including previous Used Oil or HHW grants?

Tips for Application Completeness, Letters of Support, Etc.:

Be sure to attach letters of support directly to your application. If they are sent to CIWMB Board Members, they may not be forwarded to the review team in time for evaluation of your proposal. You may choose to "cc" Board Members on Letters of Support, only, if you wish, not the entire application.

We encourage you to include letters that demonstrate need for your program. A summary of relevant experience is adequate; resumes are NOT required or encouraged.

Section 7: Environmentally Preferable Purchases and Practices Evaluation Sheet (EPP/RCP) (10 Points)

2 pages

Complete the EPP/RCP Evaluation Sheet (**Attachment 9**) stating that an EPP/RCP policy is in place or will be adopted during the application period.

Scoring Criteria:

Policy is in place or will be adopted during the application period. Use template form.

- (3) Policy is in place or has been adopted during the application period by the jurisdiction's executive officer or its governing body.
- (3) Applicant provides evidence of sustainable environmentally preferable purchasing practices within the past year.
- (2) Applicant provides evidence of environmentally preferable business practices within the past year.
- (2) Applicant proposes to evaluate their environmentally preferable practices and purchasing policies annually. Evaluation should address the positive and negative features, including a plan to increase the percentage of environmentally preferable products purchased.