

**Application Instructions
Used Oil Recycling Block Grant
Fiscal Year 2002/2003 (8th Cycle)**

Background

The California Oil Recycling Enhancement Act (Act) (Statutes of 1991, Chapter 817) mandates the California Integrated Waste Management Board (CIWMB) to provide annual Block Grants to local governments for establishing local collection programs that encourage recycling of used oil. Because Block Grants are not competitive, local governments only need to submit a completed application package and meet the program's eligibility requirements to receive a grant.

Applicant Eligibility

Eligible applicants are limited to local governments, defined in Public Resources Code Section 48617 as: "any chartered or general law city, chartered or general law county, or any city and county." Any city or county, or any group of cities and/or counties (regional programs), may apply for a Block Grant. Only one application may be submitted for each local government. In addition, applicants must submit a resolution to the CIWMB with their application.

Grant Term

The term of the grant is July 1, 2002 through June 30, 2005.

Stormwater Programs

Beginning January 1, 2002, grant funds may be used for specific stormwater pollution prevention expenses including but not limited to, acquisition, installation and maintenance of storm drain inlet filters. The signature authority must self-certify that their stormwater management program is approved by the appropriate California Regional Water Quality Control Board (CRWQCB). Grant manager pre-approval is required for all stormwater related program elements. If you are submitting a regional application each participating jurisdiction's signature authority must also certify approval (to the lead jurisdiction) of their stormwater program by the CRWQCB. Additional details on eligible expenses will be included in the Procedures & Requirements of the Used Oil Block Grant FY 2002/2003.

Regional Programs

Cities or counties may submit a regional application with authorization from other cities and/or counties. A regional lead jurisdiction must be designated for regional programs to act on behalf of all participating jurisdictions (see below for information regarding authorization documentation). The CIWMB will direct all official correspondence and grant payments to the designated lead jurisdiction of the regional program. Each jurisdiction may submit only one grant application. Therefore, if a jurisdiction submits an application as part of a regional program, it may not apply individually.

Jurisdictions participating in a Joint Powers Authority (JPA) may designate the JPA as their regional program grant applicant if the JPA agreement involves or includes solid and/or hazardous waste management (see below for information regarding authorization documentation).

Board staff will determine grant eligibility and awards for a regional program administered by a JPA based on the total population and territory of only the participating jurisdictions in the Block Grant program.

Cooperative Projects

A cooperative project is established when a jurisdiction applies for an individual grant, yet also wishes to give some of its block grant funding to another separate lead agency for the purpose of funding a mutually beneficial project, such as a regional advertising campaign. Here are guidelines for this option:

- Participating cooperative jurisdictions may designate a flat amount or percentage, up to 50% maximum, of their Block Grant to only one lead jurisdiction.
- The CIWMB will encumber funds directly to the cooperative's lead jurisdiction coordinating the project.
- The resolution or an authorizing letter for the participating cooperative jurisdiction must indicate the jurisdiction can participate in a specific cooperative project.
- The resolution for the cooperative lead jurisdiction must indicate the jurisdiction can lead a specific cooperative project.
- The responsibilities for the cooperative lead jurisdiction are the same as for a regional program.

Used Oil Filters

This year, \$0.024 per capita (maximum of \$50,000 per jurisdiction) has been added to the Block Grant awards to provide funds to establish collection opportunities and to promote the recycling of used oil filters. Filter funds will be automatically added to grant awards. These funds allow grantees to incorporate filters into their used oil programs. Grantees are required to incorporate filter recycling messages into existing used oil recycling outreach materials as well as report on the number of filters collected. Filter funds should not be tracked separately from the Block Grant funds.

Minimum Grant Award

The minimum grant award will be \$5,000 for eligible cities and \$10,000 for eligible counties. The awards for jurisdictions eligible for more than the minimum will be calculated at approximately forty-three cents (\$0.43) per capita using Department of Finance population statistics. The minimum used oil filter award is \$300 per city, and \$600 per county. Including the used oil minimum awards, each city will receive a minimum of \$5,300; and each county will receive a minimum of \$10,600.

Payments

Ninety percent (90%) of the Block Grant is advanced and ten percent (10%) is withheld and will be released on a reimbursement basis once all the conditions in the grant have been satisfactorily completed. In order to receive payments, Grantees must:

- 1) Complete and return the Grant Agreement form, including all required authorizing documentation, signed by the signatory (as listed on the resolution) within 90 days of the date of mailing of the agreement package by the CIWMB.

- 2) Complete and return the Grant Payment Request Form signed by the authorized signatory.
- 3) Submit all required reports on time and follow the Procedures and Requirements and Terms and Conditions issued for the Block Grant.

Failure to comply with any of the requirements may result in a jurisdiction not receiving some or all of its grant funding under this grant cycle.

Application Instructions

Here are guidelines for completing the 2002/03 Block Grant application.

- Applicant** Name of applying jurisdiction. If a regional program, list all of the participating jurisdictions, with the lead jurisdiction listed first. On a separate sheet of paper list all participating agencies with their address, contact name, phone number, and e-mail address.
- Signature Authority** The Signature Authority is authorized and empowered, pursuant to Resolution, to execute in the name of the applicant(s) all necessary applications, contracts, payment requests, agreements, and amendments to implement the Block Grant. **The Signature Authority must be a local government employee** (except if the Signature Authority is an employee of a JPA involved in solid and/or hazardous waste management). The resolution for the lead jurisdiction of the grant should include the title of the signature authority.
- If expressly authorized in the Resolution, a signature Authority may designate another person to sign on his/her behalf, upon submission of a letter to the CIWMB, signed by the Signature Authority, identifying the title of the designee. Example: If the authorizing resolution reads something like this: “The City Manager, or his/her designee, is hereby authorized and empowered to execute in the name of the above named county, etc.....”, **the City Manager must provide a signed letter stating the title of his/her designee.** Otherwise, only the City Manager will be authorized to sign.
- Primary Contact** The Primary Contact is the person responsible for carrying out the project goals and objectives. This person will be the contact for all matters regarding the grant, including but not limited to: agreement status, program implementation and semi-annual reports. All correspondence from the CIWMB will be directed to this individual. **The Primary Contact must be a local government employee** (except if the primary contact is an employee of a JPA involved in solid and/or hazardous waste management).
- Consultant** If applicable, please provide information on consultant(s) who will assist with the used oil and filter program.
- Co-Operative Project** Please fill in the applicable blanks as described on the application form.

Spending Projections

Identifies the activities you plan to implement with the Block Grant funds..

Certification

The signature must be of the person authorized by the resolution.

Approved Resolution

An approved resolution must be included with the application: There are three resolution options depending upon the type of application you submit:

1. Individual Applicant – For a city or county applying alone.
2. Regional Applicant – For a city or county applying with at least one other jurisdiction. Joint Powers Authorities are considered regional applicants if given authority by participating jurisdictions.
3. Co-Operative Project Applicant – For applicants participating in a Co-Op project.

A previously submitted resolution will only be acceptable if it is valid for Used Oil Grants through June 30, 2005, and if a copy is submitted with this application.

In all other cases a current resolution appropriate for the type of application (individual, regional, or co-operative project) must be included with the application.

(Sample resolutions are attached, and are also on CIWMB’s website www.ciwmb.ca.gov/usedoil/grants/block/). **These samples are provided for guidance purposes only. Consult your attorney.**

RESOLUTIONS – Directions and Samples

1. INDIVIDUAL APPLICANTS (City or County)

An individual applicant may provide one of the following:

An approved resolution from the applicant's governing body authorizing submittal of an application for the Used Oil Recycling Block Grant identifying the **title** of the individual authorized to execute any agreements, contracts, and request for payments; OR

An approved resolution authorizing for up to five (5) years the submittal of grant applications to the CIWMB for all available oil grants under the California Oil Recycling Enhancement Act, or oil grants and HHW grants under the California Integrated Waste Management Act, identifying the **title** of the individual authorized to execute any agreements, contracts, and requests for payments. *Note: Benefit of a multiple year/grant resolution is that it can be used for future applications such as additional Block Grants, Opportunity Grants, Household Hazardous Waste Grants, etc.*

SAMPLE RESOLUTION: Individual Applicants/Jurisdiction (City or County)

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program; and

WHEREAS, the applicant will enter into an agreement with the State of California for implementation of a used oil collection program;

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of an application to the California Integrated Waste Management Board for the Used Oil Recycling Block Grant, Fiscal Year 2002/2003.

BE IT FURTHER RESOLVED THAT the **(Title of Official)**, or a designee, is hereby authorized and empowered to execute in the name of the **(Name of Jurisdiction)** all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

SAMPLE RESOLUTION FOR BOTH USED OIL AND HHW GRANTS
Individual Applicants/Jurisdiction (City or County)
Multi-grant, Multi-year resolution

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of these programs within the state, setting up necessary procedures governing application by cities and counties under these programs; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

NOW, THEREFORE, BE IT RESOLVED that the _____ **(Title of Governing Body)** authorizes the submittal of grant applications to the California Integrated Waste Management board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act for the period of _____ **(Indicate Time Period – not more than 5 years)**.

BE IT FURTHER RESOLVED that the _____ **(Title of Official)**, or his/her designee, is hereby authorized and empowered to execute in the name of the **(Name of Jurisdiction)** all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

2.

**REGIONAL APPLICANTS
Including Joint Powers Authorities**

Regional Programs with one lead jurisdiction and at least one participating jurisdiction

In addition to the resolution for the lead applicant, applications must also include ONE of the following authorization documents for each participating jurisdiction. (The inclusion of the participants' names in the lead applicant's resolution does not take the place of the authorization document.)

- ? A resolution from each participating jurisdiction authorizing the lead applicant to act on its behalf as both Applicant and Grant Administrator (entity that implements the grant program); OR
- ? An authorization letter from the County Administrator/City Manager from each participating jurisdiction stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on its behalf as both Applicant and Grant Administrator; OR
- ? A copy of a Memorandum of Understanding specifically for this grant from each participating jurisdiction authorizing the lead applicant to act on behalf of the jurisdiction both as Applicant and Grant Administrator.

SAMPLE RESOLUTION – Lead Applicant of a Regional Program

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program; and

WHEREAS, the applicant for itself and on behalf of the following participating jurisdictions will enter into an agreement with the State of California for implementation of a regional used oil collection program;

NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of a regional application on behalf of (Participating Cities or Counties) to the California Integrated Waste Management Board for the Used Oil Recycling Block Grant, Fiscal Year 2002/2003.

BE IT FURTHER RESOLVED that the **(Title of Official)**, or its designee, is hereby authorized and empowered to execute in the name of the participating jurisdictions all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

If the lead applicant does not want to list participants' names in the resolution, the resolution could read:

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of a regional application on behalf of the participating jurisdictions (as shown by the attached authorizing letters) to the California Integrated Waste Management Board for the Used Oil Recycling Block Grant, Fiscal Year 2002/2003.

SAMPLE RESOLUTION – Participant in a Regional Program

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program; and

WHEREAS, **(Name of Lead Jurisdiction)** has agreed to act as lead jurisdiction on behalf of **(Name of Participating Jurisdiction)**;

NOW, THEREFORE, BE IT RESOLVED that the **(Name of Participating Jurisdiction)** authorizes the **(Name of Lead Jurisdiction)** to submit to the California Integrated Waste Management Board a regional application for the Used Oil Recycling Block Grant, Fiscal Year 2002/2003 on its behalf.

BE IT FURTHER RESOLVED that the **(Name of Lead Jurisdiction)** is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

[Note: Cities may submit an authorization letter in lieu of a resolution – see following page for sample authorization letters.]

AUTHORIZATION LETTER INFORMATION

There are two authorization letter options for regional and JPA applicants. The jurisdiction may use either. The letter must be signed by the jurisdiction's signature authority. The options are:

- Specific Authorization Letter: Gives authorization to a lead agency for a specific grant cycle (for example, Used Oil Block Grant FY 2002-2003 (8th) cycle); *OR*
- Blanket Authorization Letter: Gives authorization to a lead agency for all Used Oil and HHW grants during a specific time period (up to five years). The Blanket Authorization Letter must be submitted to the lead agency. In turn, the lead agency will keep it on file and will submit a copy with **each** application. For example, if your jurisdiction is a member of a JPA and plans on participating in three types of grants (Used Oil Block Grants, Used Oil Opportunity Grants, and Household Hazardous Waste Grants) with the JPA, then you only need to send in a single Blanket Authorization letter rather than three separate letters. The JPA lead will submit a copy of the letter with each of the grant applications to the CIWMB.

NOTE ON CHANGES TO AUTHORIZATION REQUIREMENTS FOR JPA'S

In the past, a copy of the JPA agreement was sufficient to identify the participants in the grant application. However, a JPA agreement may include members who do not want to participate in a given grant application. Therefore, authorization letters or resolutions from participating jurisdictions are required in place of the JPA agreement. You do not need to submit a copy of the JPA agreement.

SAMPLE AUTHORIZATION LETTER FOR USED OIL GRANTS

Dear CIWMB:

The **(Name of participating jurisdiction)** authorizes **(Name of Lead Jurisdiction)** to submit to the CIWMB a regional application for the Used Oil Recycling Block Grants on its behalf. The **(Name of Lead Jurisdiction)** is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Sincerely,

Authorized Signatory

SAMPLE AUTHORIZATION LETTER FOR BOTH USED OIL AND HHW GRANTS

Dear CIWMB:

The **(Name of participating jurisdiction)** authorizes **(Name of Lead Jurisdiction)** to submit to the CIWMB a regional application for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act on its behalf. The **(Name of Lead Jurisdiction)** is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Sincerely,

Authorized Signatory

3. CO-OPERATIVE PROJECT APPLICANTS

Co-Operative project applicants differ from regional applicants because in a co-operative project program, a participating jurisdiction maintains its own separate grant. Only a portion (up to 50%) of the participant's grant is authorized to the lead jurisdiction.

Requirements for the lead and participating jurisdictions are described below.

COOPERATIVE LEAD: Provide an approved resolution that shows you are authorized and empowered to execute all necessary applications, contracts, payment requests, and agreements pertaining to the grant and cooperative project. On your application, list all cooperative project participants and their contributing fund amounts.

COOPERATIVE PROJECT PARTICIPANT: Provide an approved resolution that authorizes the lead jurisdiction, and further authorizes a percentage or flat amount of the total Used Oil Recycling Block Grant funds for which your jurisdiction is eligible (see sample cooperative project resolution).

SAMPLE RESOLUTIONS for Co-operative Projects

Lead Applicant for a grant with a cooperative program:

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of an application on behalf of **(List Participating Cities or Counties)** to the California Integrated Waste Management Board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act.

BE IT FURTHER RESOLVED THAT the **(Title of Governing Body)** also authorizes **(Name of Jurisdiction)** to act as lead jurisdiction for a cooperative project with said participating jurisdictions. The **(Title of Official)**, or his/her designee, is hereby authorized and empowered to execute in the name of the participating jurisdictions all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Cooperative program

NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the California Integrated Waste Management Board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act.

BE IT FURTHER RESOLVED THAT the (Title of Official), or his/her designee, is hereby authorized and empowered to execute in the name of the (Name of Jurisdiction) all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application, and that the (Title of Governing Body) authorizes the participation in cooperative project(s) with the (Name of Lead Jurisdiction) acting in the lead capacity, AND further authorizes XX% of the Used Oil Recycling Block Grant(s) funds for which (Name of Jurisdiction) is eligible, be appropriated to (Name of Lead Jurisdiction) to implement said project(s).

BE IT FURTHER RESOLVED THAT the (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing the above mentioned grant funds and to implement and carry out the Cooperative Project(s).

GRANT APPLICATION SUBMITTAL CHECKLIST

- Completed Application (certified by Signature Authority)
- If applicable, List of Participants
- Resolution
- If applicable, Authorization Letters