

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011

Zero Waste Grant Guidelines

Introduction

The Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) Zero Waste Grant Program is administered by the JPA Staff. The procedures and requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, records and audit requirements.

Grant Program

The JPA is offering grants to Member Agencies and Special Districts whose application identifies a program that works towards the Zero Waste Goal. Zero Waste Toolkit Documents have been developed by the JPA to implement waste reduction programs uniformly throughout Marin. Member Agencies and Special Districts should begin work on implementing all Zero Waste Reduction Programs (WRP's). Special Districts only have authority to implement a Zero Waste Resolution and a Food Scrap Program.

Primary WRP's are encouraged to be developed first and include:

- Zero Waste Resolution
- Construction and Demolition (C&D) Ordinance
- Commercial and Multi- Family Recycling Ordinance
- Commercial and/or Residential Food Scrap Recycling

Secondary WRP's can include:

- C and D Ordinance Enforcement Costs
- Outreach and Training Coordinator to Set Up Recycling and Composting at Schools
- Coordinator for Recycling and Composting at Local Events
- Purchase Easily-Portable Event Recycling Containers and Accessories for Loan for Local Events
- Adding Public Recycling Receptacles
- Commercial Waste Audits
- Local Composting Classes
- Support of Food Scrap Composting Programs
- Differential Costs of an Environmental Purchasing Policy
- Commercial and Multifamily Outreach and Support to Comply with 2012 Ordinance

Eligibility & Funding

Grant funding is available only for JPA Member Agencies and Special Districts identified as 'Applicants'.

It is recognized that each applicant will incur many costs while implementing WRP's. Therefore, it is intended the grant program funding will help cover those costs.

If Member Agencies or Special Districts determine they will be unable to adopt Primary or Secondary WRP's with their current funding they may forgo applying for grant funds. Their allotted funding will be encumbered and carry over to the next grant term for that specified agency after informing the JPA Staff. Grant funds will carry at the discretion of the JPA Board. After that time funds will become forfeited.

Special Districts that administer solid waste franchise agreements do not have the authority to implement a C&D Ordinance and Commercial and Multifamily Recycling Ordinances. By necessity, those ordinances will be handled by the County. Due to this reduced burden, Special Districts will only be eligible for \$3,500 of funding which will be derived from the Marin County portion.

Eligibility & Funding (Cont.)

The total allowable funds for each jurisdiction would be:

Belvedere	\$6,995.21
Corte Madera	\$13,958.59
County of Marin	\$38,577.42
Fairfax	\$11,847.09
Larkspur	\$16,330.75
Mill Valley	\$17,856.95
Ross	\$7,207.43
San Anselmo	\$16,614.67
San Rafael	\$58,879.43
Sausalito	\$11,936.24
Tiburon	\$13,407.21
Almonte Sanitary District	\$3,500.00
Alto Sanitary District	\$3,500.00
Bolinas Community Public Utility District	\$3,500.00
Homestead Valley Sanitary District	\$3,500.00
Las Gallinas Sanitary District	\$3,500.00
Marin City Community Services District	\$3,500.00
Stinson beach County Water District	\$3,500.00
Strawberry Recreational District	\$3,500.00
Tamalpais Community Services District	\$3,500.00
Total	\$245,111.00

Application Procedures

To reduce workload, all necessary application and document samples are supplied to grant applicants. It is recognized that every agency has its own legal counsel, and therefore it is not practical to require the model documents be adopted verbatim, but the substance must be similar to the samples provided. The application is limited to two pages, including the provided application forms. A sample Grant Application can be found as Exhibit F.

The Application Process is as follows:

- Determine grant fund eligibility, as described above
- Resolution drafting and Approval by Jurisdiction designating a Signature Authority for the JPA Grant Programs (Due within 30 days of Application due date)
- Submittal of completed Grant Application forms (Application, Signature Authority & Resolution, Grant Terms Agreement, Grant Pledge)

Once the Grant Application forms are received they will be reviewed by the JPA Executive Committee and determine if they meet the Grant requirements. Jurisdictions will be authorized to commence their proposed programs upon receipt of 'Notice to Proceed' from the JPA. Per the Grant Terms, a Final Report will be submitted to the JPA at the completion of the grant. This report will describe the outcome of the program implemented and an estimated tonnage of waste that was diverted through each program. Reporting criteria are explained in detail in the Grant Terms and a sample Final Report can be found as Exhibit G.

Milestones

- March 1, 2011 - Application Materials Released
- April 31, 2011 - Application Deadline
- June 15, 2011 - Cycle Awarded
- July 1, 2011 - Grant Term Begins
- May 15, 2012 - Grant Term Ends
- May 31, 2012 - Final Reports Due

Grant Payment

Upon completion of Final Report review by the JPA Executive Committee each payment will be processed based on the submitted Payment Request portion of the Final Report for eligible costs.

Eligible Costs

All expenditures must be only for activities, products, and costs included in the approved Work Plan and approved Budget. Services provided and costs must be incurred after receiving a Notice to Proceed and before the end of the Grant Term. Costs, including materials, supplies, equipment, facilities, must be related to Primary Zero Waste Tool Kit or Diversion programs, be reasonable, and focused on local needs as described in the application. Any proposed revision(s) to the Work Plan and/or Budget must be submitted and pre-approved in writing by the JPA Executive Committee.

Ineligible Costs

Any costs not included in the approved budget and not directly related to the approved grant project are ineligible for Grant Program use. Questions regarding ineligible costs can be directed towards the JPA Staff.

Recycled Content Requirements

All products that are purchased with grant funds must contain post consumer recycled-content material. All documents submitted to the JPA must be printed on double-sided on 100% recycled content paper. Specific pages containing full-color photographs or other ink intensive graphics may be printed on photographic paper

Audit / Records Access

The Grantee agrees that the JPA or their designated representative shall have the right to review and to copy any records or supporting documentation pertaining to the performance of this Agreement. Grantee agrees to maintain such records for possible audit for a minimum of 3 years from the date the Grant Term ends.

Communication

All communication regarding this grant shall be directed to the JPA Grant Program Coordinator

Submit Final Reports and written correspondence to:

JPA Grant Program Manager
c/o County of Marin Waste Mgmt Div.
PO Box 4186
San Rafael, CA 94913

Copyright Information

Any copyrightable materials produced with Grant Funds become the property of the JPA and the Member municipality. Questions regarding copyright materials can be directed towards the JPA Grant Programs Coordinator. Examples of copyrightable material included, but are not limited to:

- CD's and visual material
- Brochures, Pamphlets, and reproductions of advertisements designed for distribution

The following language must appear on any copyrightable material produced with JPA Grant Program Funds:

© {Year of Creation} By the Marin County Hazardous and Solid Waste Joint Powers Authority (JPA). All rights reserved. This publication, or parts thereof, may not be reproduced without the permission of the JPA.

Use of the initials "JPA" in conjunction with "Marin County Hazardous and Solid Waste" is sufficient when space is limited.

Grant Payment

Until all requirements stipulated in the Grant Term Agreement have been satisfactorily completed Grant Funds will not be released. Upon completion of Final Report review by the JPA Executive Committee, a payment will be processed based on the submitted Payment Request portion of the Final Report for eligible costs. Payment Requests must include itemized documentation of claimed expenses. If Grantees do not use all allotted grant funds they will be encumbered and added to eligible funding for that Grantee for future grant terms.

Reporting

A Final Report is required to be submitted by the Grantee to the JPA at the completion of the Grant Term. The Final Report will identify activity during the term of the grant and summarize all activity conducted in the performance and fund use of the grant. Copies of adopted documents (Ordinances, Resolutions, ect.) will be included in the report, as well as an estimate of how much diversion was created because of the program. A sample Final Report can be found as Exhibit G. Extensions may be granted for submittal of Final Report on an as needed basis by JPA Executive Committee. If all program criteria have not been met by the end of the grant term, the Grantee may report on the progress toward each grant task and demonstrate they have made all reasonable and feasible efforts to implement those programs.

A failure to submit Final Report by close of the grant term or by the date agreed to with the JPA Executive Committee may result in forfeiture of reimbursement or Grant funds to the Grantee.

Attachments:

- Grant Application – Exhibit A
- Grant Term Agreement – Exhibit B
- Grant Final Report – Exhibit C
- Grant Pledge – Exhibit D
- Sample Signature & Authority Resolution – Exhibit E
- Sample Grant Application – Exhibit F
- Sample Final Report – Exhibit G

Exhibit A

**MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY**

Fiscal year 2010 - 2011

Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u>	
 <u>Mailing Address</u>	
<hr/>	
<u>Primary Contact Name</u> <small>(As Authorized in Resolution)</small>	<u>Title</u>
 <u>Telephone No.</u>	 <u>Email Address</u>
 Signature _____	 Date _____

Jurisdictional Fund Allowance

\$

Requested Grant Amount

\$

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

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AAA

2. Project Description

Provide a description of the project as use of the requested funds.

Exhibit B

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011

Zero Waste Grant Term Agreement

Grant Program

As identified in the Zero Waste Grant Guidelines, the JPA is offering grants to Member Agencies and Special Districts whose application identifies a program that works towards the Zero Waste Goal. Zero Waste Toolkit Documents have been developed by the JPA to implement waste reduction programs uniformly throughout Marin. Member Agencies and Special Districts should begin work on implementing all Zero Waste Reduction Programs (WRP's). Special Districts only have authority to implement a Zero Waste Resolution and a Food Scrap Program.

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Secondary WRP's should be developed following implementation of Primary programs. Secondary programs can include:

- C and D Ordinance Enforcement Costs
- Outreach and Training Coordinator to Set Up Recycling and Composting at Schools
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Eligible Costs

All expenditures must be only for activities, products, and costs included in the approved Work Plan and approved Budget. Any proposed revision(s) to the Work Plan and/or Budget must be submitted and pre-approved in writing by the JPA Executive Committee.

Ineligible Costs

Any costs not included in the approved budget and not directly related to the approved grant project are ineligible for Grant Program use. Questions regarding ineligible costs can be directed towards the JPA Staff.

Audit / Records Access

The Grantee agrees that the JPA or their designated representative shall have the right to review and to copy any records or supporting documentation pertaining to the performance of this Agreement. Grantee agrees to maintain such records for possible audit for a minimum of 3 years from the date the Grant Term ends.

Grant Payment

Until all requirements stipulated in the Grant Term Agreement have been satisfactorily completed Grant Funds will not be released.

Reporting

A Final Report is required to be submitted by the Grantee to the JPA at the completion of the Grant Term. The Final Report will identify activity during the term of the grant and summarize all activity conducted in the performance and fund use of the grant.

Certification

I declare, under the penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information therein submitted to the Marin County Hazardous and Solid Waste Management Joint Powers Authority for consideration in award of grant funds is true and accurate to the best of my knowledge.

X

Signature

Date

Print Name

Print Title

Exhibit C

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011

Zero Waste Grant Final Report Form

Grantee

Name

Mailing Address:

Email Address

1. Grant Fund Use:

(Identify the Waste Reduction Program the funds were used for)

2. Project Description

(Provide a brief description of the project as a whole in 3-5 Sentences)

3. Please provide a brief explanation of each project. (Identify major partners, contractors, consultants or vendors where applicable. Comment on objectives and if they were or were not achieved. If not, why not. What 'Best Practices' might be shared with other jurisdictions)

4. Please briefly explain how the grant funds have directly and/or indirectly reduced waste that would have otherwise made its way to the landfill and provide an estimate of waste diverted .

5. Please attach any supporting documentation, including approved Toolkit Documents, Resolutions or Ordinances that were generated through the use of Grant fund.

Payment Request

Jurisdictional Allowance

\$

Requested Grant Reimbursement

\$

Please provide a simple breakdown by unit, hour, category or service rendered by contractor and the associated incurred cost the grant funding has helped cover.

1) Personnel Costs

Please identify staffing costs associated with planning, management and administration of Waste Reduction Program implementation.

2) Publicity Education Costs

Please identify costs related to development of materials for Waste Reduction Program implementation and provide samples if applicable

Certification

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous and Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X _____
Signature

Date

Print Name

Print Title

Exhibit D

**MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY**

Fiscal year 2010 - 2011

Zero Waste Grant Pledge

Good Faith Effort

The undersigned applicant, given appropriate jurisdictional authority to apply and conduct the proposed application, does give a full faith pledge to work toward the adoption of Zero Waste Programs as described in the Grant Term therein.

The undersigned also affirms; that any funds received under the Zero Waste Grant Program will be used solely for the purpose of implementing and providing residential and commercial waste reduction or diversion programs under the guidelines described in the Grant Application.

In the case that the Grantee fails to implement the programs indicated on their application, the determination of whether the Grantee has or has not made a good faith effort will be made by the JPA Executive Committee.

X

Signature

Date

Print Name

Print Title

Exhibit E

SAMPLE
Signature and Authority Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE (Agency Name) AUTHORIZING THE (Position Title) TO
SUBMIT APPLICATIONS FOR ZERO WASTE GRANTS AND TO EXECUTE ALL
NECESSARY DOCUMENTS FOR THE PURPOSES OF THE GRANTS FOR THE
PERIOD OF 5 YEARS TO MARIN COUNTY HAZARDOUS AND SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY**

WHEREAS, The California Integrated Waste Management Act of 1989 (AB 939) required that all California jurisdictions achieve a landfill diversion of rate of 50% by the year 2000, and reduce, reuse, recycle and compost all discarded materials to the maximum extent feasible before any landfilling or other destructive disposal methods is used; and

WHEREAS, strategies to reach zero was can help to promote the overarching goal of each generation leaving less of an ecological footprint on the earth; and

WHEREAS, on November 14, 2006 the JPA adopted a goal of 80% landfill diversion by 2012, and Zero Waste Goal by 2025; and

WHEREAS; on January 27, 2012 the JPA approved Zero Waste Grant guidelines and established procedures governing the application, awarding, and management of the grants; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the (Agency Name) authorizes the submittal of application(s) to the JPA for all grants for which (Agency Name) is eligible.

BE IT FURTHER RESOLVED that this authorization is effective from MONTH, DAY, 2011 through MONTH DAY, 2015.

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

PASSED AND ADOPTED at a regular meeting of the (Agency Name) held on this ___th day of _____, 2011, by the following vote:


EXHIBIT F

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

SAMPLE

Applicant Authority / Jurisdiction

<u>Name</u> CITY OF BELVEDERE	
<u>Mailing Address</u> 450 SAN RAFAEL AVE. BELVEDERE, CA 94920	
<u>Primary Contact Name</u> (As Authorized in Resolution) JOHN GORDON	<u>Title</u> PUBLIC WORKS MANAGER
<u>Telephone No.</u> 415. 499. 1234	<u>Email Address</u> JGORDON@CITYOFBELVEDERE.GOV
<u>Signature</u> 	<u>Date</u> 12 MAR 2011

Jurisdictional Fund Allowance
\$ 6,995.21

Requested Grant Amount
\$ 6,995.21

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

ALL PRIMARY WRP'S AS INDICATED IN FY 2010/2011
ZERO WASTE GRANT GUIDELINES

SAMPLE

2. Project Description

Provide a description of the project as use of the requested funds.

CITY OF BELVEDERE WILL DEVELOP AND ADOPT THE
PRIMARY WRP-1 USING THE MODEL ORDINANCES AND
RESOLUTIONS PROVIDED BY THE JPA.

EXHIBIT G

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Final Report Form

SAMPLE

Grantee

Name

CITY OF BELVEDERE

Mailing Address:

450 SAN RAFAEL AVE. BELVEDERE, CA 94920

Email Address

JGORDAN@CITYOFBELVEDERE.

1. Grant Fund Use:

(Identify the Waste Reduction Program the funds were used for)

ALL PRIMARY WRP'S AS INDICATED IN FY 2010/2011
ZERO WASTE GRANT GUIDELINES

2. Project Description

(Provide a brief description of the project as a whole in 3-5 Sentences)

USING GRANT FUNDS IN CONJUNCTION WITH CITY OF BELVEDERE
GENERAL FUNDS, DEVELOPED AND IMPLIMENTED ALL PRIMARY WRP'S
AS INDICATED IN FY 2010/2011 ZERO WASTE GRANT GUIDELINES

3. Please Provide a brief explanation of each project. (Identify major partners, contractors, consultants or vendors where applicable. Comment on objectives and if they were or were not achieved. If not, why not. What 'Best Practices' might be shared with other jurisdictions)

WORKING WITH THE CITY ATTORNEY STAFF, AND A PRIVATE GRAPHIC
ARTS DESIGNER, PUBLIC WORKS STAFF DEVELOPED THE NESSISARY
RESOLUTIONS, ORDINANCES AND SUPPLEMENTARY DOCUMENTS TO
IMPLIMENT THE FOUR PRIMARY WRP'S.

4. Please briefly explain how the grant funds have directly and/or indirectly reduced waste that would have otherwise made its way to the landfill and provide an estimate of waste diverted.

WORKING FROM THE INFORMATION PROVIDED IN THE
JPA ZERO WASTE TOOL KIT, ROUGHLY 75% OF ALL ASPHALT,
CONCRETE, AND ANY REMAINING C+D DEBRIS GENERATED WITHIN
BELVEDERE WILL NOW BE REUSED OR RECYCLED.

5. Please attach any supporting documentation, including approved Toolkit Documents, Resolutions or Ordinances that were generated through the use of Grant fund.

A COPY OF THE RESOLUTIONS AND ORDINANCES APPROVED BY
THE BELVEDERE CITY COUNCIL ARE ATTACHED.

SAMPLE

SAMPLE

Payment Request

Jurisdictional Allowance

\$ 6,995.21

Requested Grant Reimbursement

\$ 6,935.00

Please provide a simple breakdown by unit, hour, category or service rendered by contractor and the associated incurred cost the grant funding has helped cover.

1) Personnel Costs

Please identify staffing costs associated with planning, management and administration of Waste Reduction Program implementation.

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Director Level Staff	8	\$ 82.00	\$ 656.00
Mid-Level Staff	22	\$ 31.00	\$ 682.00
Administrative Staff	70	\$ 26.00	\$ 1,820.00
Graphics Art Contractor	1	\$ 625.00	\$ 625.00
			<u><u>\$ 3,783.00</u></u>

2) Publicity Education Costs

Please identify costs related to development of materials for Waste Reduction Program implementation and provide samples if applicable

Pamphlets + Documents for:

C&D Public Education materials	1,200	\$ 1.18	\$ 1,416.00
Zero Waste Resolution	1000	\$ 0.72	\$ 720.00
Commercial & Multi- Family Recycling Ordinance	800	\$ 0.81	\$ 648.00
Residential Food Scrap Recycling	800	\$ 0.46	\$ 368.00
			<u><u>\$ 3,152.00</u></u>

Certification

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous and Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X John Gordon
Signature

21 MAY 2012
Date

John Gordon
Print Name

PUBLIC WORKS MGR
Print Title

SAMPLE