



December 2007

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY**  
*Integrated Waste Management Board (CIWMB)*

**WASTE TIRE ENFORCEMENT GRANT PROGRAM APPLICATION**

15<sup>th</sup> Cycle – FISCAL YEAR (FY) 2007/08

**ELIGIBLE APPLICANTS**

An applicant must have 50 or more waste tire sites with Tire Program Identification (TPID) Numbers in their jurisdiction, and must be one of the following:

- A Local Enforcement Agency (LEA);
- An Environmental Health Agency;
- A Code Enforcement Agency; or,
- An existing Waste Tire Enforcement Grantee that was determined to be eligible under the eligibility requirements of previous Grant cycles, received Grant funding, and has demonstrated satisfactory performance as determined by CIWMB staff (also referred to as "grand-fathered Grantees").

**Existing Joint Applicants**—Applying city and county agencies that are under the jurisdiction of an existing Waste Tire Enforcement Grantee or an LEA applying simultaneously for this Grant are not eligible unless the city/county agency:

- (1) Meets the eligibility requirements of this Grant;
- (2) Notifies the existing Grantee and the CIWMB of its intent to apply;
- (3) Meets with the existing Grantee and the CIWMB; and,
- (4) Demonstrates complementary services are needed in their jurisdictions.

Based on the information provided by the applying agency, the CIWMB will determine whether the applicant will qualify as an eligible Grant recipient.

**Joint Applicants**—Cities or counties may submit a regional Application with authorization from other cities and/or counties participating in the regional Application. A regional lead jurisdiction must be designated for regional programs to act on behalf of all participating jurisdictions. Each jurisdiction may submit only one Grant Application. Therefore, if a jurisdiction submits an Application as part of a regional program, it cannot apply individually or as part of another regional program.

**ELIGIBLE ACTIVITIES**

Eligible activities include investigating illegal tire disposal activities; performing inspections of waste tire facilities; and, surveying tire dealers, auto dismantlers, tire haulers, and other points of waste tire generation to ensure compliance with all applicable laws and regulations, including the new manifest system. Inspections are to be followed up with appropriate compliance actions to ensure that operators are complying with all tire facility regulations, including, but not limited to, storage standards, use of registered tire haulers, and manifest requirements.

**Program Changes and New Program Elements:** (1) Conditionally allows Grantees to charge an hourly rate that includes all operating costs and administrative overhead if an approved Cost Allocation Plan which supports the hourly rate is submitted with the Grant Application; (2) Increases the cap for allowable enforcement costs from 50% to 75% of inspections costs; and, (3) Conditionally allows for clean-ups of waste tire sites with less than 500 tires per site.

**AVAILABLE FUNDS**

There is \$6.75 million available for FY 2007/08. Also, the maximum Grants available for jurisdictions with population in excess of 900,000 have been increased.

- Jurisdictions with populations equal to or less than 900,000 are eligible to receive up to \$300,000;
- Jurisdictions with populations of 900,001 to 1,999,999 are eligible to receive up to \$450,000; and,
- Jurisdictions with populations of 2,000,000 or more are eligible to receive up to \$600,000.

**Program Change and New Program Elements:** Removal of the 10% cap on administrative overhead costs, an increase in enforcement cost cap and a conditional allowance for clean-up of waste tire sites with less than 500 tires per site. Please see Waste Tire Enforcement Grant Application Instruction, Section 1, Grant Program Overview and Guidelines, for a description of eligible and ineligible costs.

## GRANT TERM

The term of the Grant begins when a Grantee receives formal notification from the CIWMB, referred to as the "Notice to Proceed", indicating that it may incur funds and begin spending Grant funds on eligible activities. The beginning date will be no earlier than June 30, 2008, and may be later based upon when the signed Grant Agreement is returned. In all cases, all eligible expenditures must be completed by June 30, 2009.

## APPLICATION DEADLINE & SUBMITTAL

Mailed Applications must be postmarked, if sent by U.S. Postal Service or commercial carrier, no later than January 31, 2008. Hand delivered Applications must be received at the address listed below by 3:00 p.m. on January 31, 2008. Faxed, e-mailed, and/or late Applications will not be accepted or considered for funding.

### U.S. Postal Service:

California Integrated Waste Management Board  
ATTN: Tire Enforcement Assistance Grant Program  
Financial Assistance Division, 9th Floor  
Post Office Box 4025  
Sacramento, CA 95812-4025

### Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building  
California Integrated Waste Management Board  
ATTN: Tire Enforcement Assistance Grant Program  
Financial Assistance Division, 9th Floor  
1001 "I" Street  
Sacramento, CA 95814

*Applications 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.*

## QUESTION-AND-ANSWER PROCESS

All questions must be received in writing by January 18, 2008, via e-mail to [afernand@ciwmb.ca.gov](mailto:afernand@ciwmb.ca.gov), or via mail to:

California Integrated Waste Management Board  
Attention: Waste Tire Enforcement Grant Program  
Financial Assistance Division, 9th Floor  
Post Office Box 4025  
Sacramento, CA 95812-4025

Questions and Answers (Q&A) will be posted periodically during the Q&A period on <http://www.ciwmb.ca.gov/Tires/Grants/Enforcement>. It is the applicant's responsibility to check the website regularly to ensure they are aware of all Program details. Similar or related questions may be grouped together or reworded for clarity and responded to as one question. All questions and answers will be posted on or about January 25, 2008, and are subject to updates.

## Timeline for 15<sup>th</sup> Cycle (FY 2007/08)

Date	Activity
December 2007	<b>Application Materials Released</b> <ul style="list-style-type: none"><li>• Notice of Funds Available, Application, and Application Instructions mailed and posted on the CIWMB web site.</li></ul>
January 18, 2008	<b>Question and Answer Period</b> <ul style="list-style-type: none"><li>• Questions must be submitted in writing no later than this date.</li></ul>
January 25, 2008	<ul style="list-style-type: none"><li>• All answers will be posted no later than this date.</li></ul>
<b>January 31, 2008 - 3:00 P.M.</b>	<b>Application Deadline</b> <ul style="list-style-type: none"><li>• Mailed Applications must be postmarked by this date.</li><li>• Hand delivered Applications must be received and date stamped by the CIWMB or its agent by this date and time.</li></ul>
approximately April 2008	<b>Cycle Awarded</b> <ul style="list-style-type: none"><li>• Board considers funding recommendations and, if approved, awards Grants.</li></ul>
approximately May or June 2008	<b>Cycle Begins</b> <ul style="list-style-type: none"><li>• Grant Agreement Packages sent to Grantees.</li></ul>
June 30, 2008 – June 30, 2009	<b>Grant Term</b>
August 15, 2009	<b>Final Report &amp; Final Payment Request Deadline</b>
<b><u>Program and Application Submittal Questions?</u></b>	
Amalia Fernandez <a href="mailto:afernand@ciwmb.ca.gov">afernand@ciwmb.ca.gov</a> (916) 341-6869 - phone      (916) 319-7465 - fax	

**WASTE TIRE ENFORCEMENT GRANT PROGRAM – 15<sup>th</sup> Cycle (FY 2007/08)**

Complete and submit all sections.

<b>APPLICANT / ORGANIZATION INFORMATION</b>			
APPLICANT / ORGANIZATION NAME (LIST LEAD AGENCY, IF A REGIONAL PROGRAM):		<b>REQUESTED GRANT AMOUNT:</b> <i>(ROUND AMOUNTS TO THE NEAREST WHOLE DOLLAR)</i>	
PARTICIPATING JURISDICTIONS (FOR REGIONAL PROGRAMS ONLY):			
MAILING ADDRESS:		PROJECT ADDRESS:	
CITY:		CITY:	
COUNTY:	ZIP CODE:	COUNTY:	ZIP CODE:
PRIMARY CONTACT NAME:	SIGNATURE AUTHORITY NAME: <i>(AS AUTHORIZED IN RESOLUTION OR LETTER OF COMMITMENT)</i>	AUTHORIZED DESIGNEE NAME: <i>(IF APPLICABLE, AS AUTHORIZED IN LETTER OF AUTHORIZATION-LOA, SEE APPENDIX A FOR MORE INFO.)</i>	
TITLE:	TITLE:	TITLE:	
TELEPHONE NUMBER:	TELEPHONE NUMBER:	TELEPHONE NUMBER:	
FAX NUMBER:	FAX NUMBER:	FAX NUMBER:	
EMAIL ADDRESS:	EMAIL ADDRESS:	EMAIL ADDRESS:	
INDICATE WHICH TYPE OF ENTITY YOU ARE (CHECK ONLY ONE):			
<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY & COUNTY			
LEGISLATIVE DISTRICT NUMBERS (TO FIND YOUR DISTRICT, USE MAILING ADDRESS ABOVE AND GO TO <a href="http://www.ciwmb.ca.gov/Profiles/Juris/">www.ciwmb.ca.gov/Profiles/Juris/</a> )		FEDERAL TAX IDENTIFICATION NUMBER:	
ASSEMBLY:	SENATE:		

**ENVIRONMENTAL JUSTICE CERTIFICATION**

*Entities that receive Grant funding from CIWMB must comply with the principles of Environmental Justice, which is defined as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies.” (Govt. Code §65040.12(e)). Public Resources Code §71110(a) broadly requires all boards, departments and offices of the California Environmental Protection Agency to conduct their activities “that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state.”*

<b>Must check</b>	
<input type="checkbox"/>	Our organization will comply with these principles of Environmental Justice.

<b>RESOLUTION REQUIREMENT</b>	
<p><b>Submit either an approved Resolution, valid up to five years. or letter of commitment with your Application or the following acknowledgement.</b> <i>(If applicable, submit a current Letter of Authorization (LOA) for signature designee)</i></p>	
Must check one	
_____	An approved Resolution and, if applicable, LOA designating an additional authorized signatory is enclosed in the Application.
_____	We acknowledge that our approved Resolution must be received by the CIWMB no later than February 29, 2008. We further acknowledge that if our Resolution is received after this date, our Application will be disqualified.

*Note: See Application Instructions–Appendix A for Resolution and Letter of Authorization (LOA) information and example.*

<b>STAFF CONTACT INFORMATION</b>			
List field staff, program supervisors, and managers information here.			
Name	Title	Phone Number	Email Address

<b>WASTE TIRE FACILITIES, HAULERS, GENERATORS (TIRE DEALERS, AUTO DISMANTLERS, END USERS, ETC.), AND ILLEGAL TIRE SITE INFORMATION</b>	
<p>Submit a new or updated list of Waste Tire Facilities, Haulers, Generators (<i>Tire Dealers, Auto Dismantlers, End Users, etc.</i>), and Illegal Tire Sites in your jurisdiction. To obtain this information, visit <a href="http://www.ciwmb.ca.gov/Tires/TPID/Search.asp">http://www.ciwmb.ca.gov/Tires/TPID/Search.asp</a></p>	
Must check	
_____	A completed list is attached to the Application.

### WORK PLAN

List the goals, objectives, tasks, task descriptions, responsible person (staff or contractor, including name and title), and timeframe for the task necessary to complete eligible activities. The Work Plan tasks should match the tasks identified in the Budget Worksheet *and must be consistent with the tasks listed in the Work Plan Guidelines contained in Appendix B. The Work Plan and Budget Worksheet will become Exhibits on your Grant Agreement.*

<b>GOAL</b>			
<b>OBJECTIVE</b>			
<b>TASK #</b>	<b>TASK DESCRIPTION</b>	<b>RESPONSIBLE PERSON</b> (contractor or staff, including name & title)	<b>TIMEFRAME</b> (mo/yr-mo/yr)

**COST ALLOCATION PLAN & BUDGET WORKSHEET – see *Excel Spreadsheet***

**Submit a completed Cost Allocation Plan to explain and justify hourly rate, which includes operating costs and administrative overhead; and Budget Worksheet to identify how the Grant funds will be used.**

Must check both	
_____	A Cost Allocation Plan is attached to the Application.
_____	A completed Budget Worksheet (Excel spreadsheet) is attached to the Application.

*Note: See Application Instructions–Appendix C for Cost Allocation Plan and Budget Worksheet Guidelines.*

**LEAD APPLICANT / PARTICIPATING JURISDICTION INFORMATION**

**Regional programs have 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.**

*Note: The inclusion of the participants’ names in the lead applicant’s resolution does not take the place of the authorization document.*

Must check one	
_____	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) is attached to the Application.
_____	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 is attached to the Application.
_____	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 is attached to the Application.

**APPLICATION CERTIFICATION**

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

**X**

\_\_\_\_\_  
*Signature Authority / Authorized Designee*  
*(as authorized in Resolution, Letter of Commitment, or Letter of Authorization-LOA)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Title*

## APPLICATION CHECKLIST

The Application Checklist is provided for your convenience. You are responsible for completing and submitting all forms, including any additional forms and information required by the Waste Tire Enforcement Grant Program, by the applicable due date.

<b>Grant Application Form (CIWMB 243-TEA)</b>	
—	Appropriate boxes are completed on the Grant Application Form (CIWMB 243-TEA).
—	Signed, printed name, title, and dated by Signature Authority / Authorized Designee (as authorized in your Resolution, Letter of Commitment, or Letter of Authorization–LOA).
<b>Environmental Justice Certification</b>	
—	Box is checked.
<b>Resolution Requirement</b> — <i>See Appendix A for Resolution and Letter of Authorization-LOA information and example</i>	
—	Submit either an approved Resolution, valid up to 5 years, or Letter of Commitment with your Application or acknowledge one will be sent by February 29, 2008.
—	If applicable, also submit a Letter of Authorization (LOA) for signature designee.
—	Check appropriate box.
<b>Staff Contact Information</b>	
—	List of all field staff contacts, program supervisors and managers, along with individual telephone numbers and e-mail addresses.
<b>Waste Tire Facilities, Haulers, Generators, and Illegal Tire Site Information</b>	
—	Submit a new or updated list of waste tire facilities, haulers, generators (tire dealers, auto dismantlers, end users, etc.), and illegal tire sites in your jurisdiction. (To obtain this information, visit <a href="http://www.ciwmb.ca.gov/Tires/TPID/Search.asp">http://www.ciwmb.ca.gov/Tires/TPID/Search.asp</a> ) Provide a list of sites in the categories listed and include company names and addresses for businesses and nearest locations for illegal tire disposal sites.
—	Box is checked.
<b>Work Plan</b> — <i>See Appendix B for Work Plan Guidelines</i>	
—	Appropriate boxes are completed on the Work Plan.
<b>Cost Allocation Plan &amp; Budget Worksheet</b> — <i>See Excel spreadsheet and Appendix C for Cost Allocation Plan &amp; Budget Worksheet Guidelines</i>	
—	Attached is a completed Cost Allocation Plan (Excel spreadsheet).
—	Attached is a completed Budget Worksheet (Excel spreadsheet).
—	Boxes are checked.
<b>Lead Applicant / Participating Jurisdiction Information</b> — <i>See Appendix D for information</i>	
—	Submit appropriate Lead Applicant / Participating Jurisdiction information.
—	Check appropriate box.
<b>Application Format &amp; Submittal</b>	
—	Copies: One Application with <b>original</b> signature ( <b>blue ink preferred</b> ), and <b>three (3) copies</b> .
—	Paper: 8½ X 11, printed double-sided, single spaced, on 100% post consumer fiber, and numbered consecutively.
—	Stapled, not bound: upper left-hand corner.
—	Font: Comparable to 12 pt. Times New Roman.
—	Addressed to the appropriate mailing address of the CIWMB.