

**RUBBERIZED PAVEMENT GRANT PROGRAM
APPLICATION GUIDELINES & INSTRUCTIONS**

Fiscal Year (FY) 2014/15



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GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online, and information about grant administration. The application can be accessed on the [Grant Management System \(GMS\) webpage](http://www.calrecycle.ca.gov/Grants/GMS/default.htm) (<http://www.calrecycle.ca.gov/Grants/GMS/default.htm>).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Rubberized Pavement (Pavement) Grant Program pursuant to Sections 42872, 42872.1, and 42873 of the Public Resources Code.

The purpose of the grant is to promote markets for Rubberized Asphalt Concrete (RAC) products with crumb rubber derived from only California-generated waste tires. The program is designed to encourage first-time or limited users of rubberized pavement in two project types – RAC Hot-Mix and Rubberized Chip Seal.

RAC Hot-Mix (Hot-Mix) Project(s): Grant awards are based on a base rate of \$10 per ton of RAC hot mix and are adjusted depending on the number of previous Rubberized Pavement grants. See *Available Funds* section for specific categories and reimbursement rates.

Rubberized Chip Seal (Chip Seal) Project(s): Grant awards are based on a flat rate of \$0.50 per square yard of rubberized chip seal material proposed.

TIMELINE FOR RUBBERIZED PAVEMENT GRANT PROGRAM, FY 2014/15

Date	Activity
October 23, 2014	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
October 30, 2014	<ul style="list-style-type: none"> • All answers will be posted (tentative)
November 13, 2014	<p>Application Due Date</p> <ul style="list-style-type: none"> • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
December 16, 2014	<p>Secondary Due Date</p> <p>If Resolution not submitted with the application:</p> <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date <p>If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application:</p> <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMS by this date
January 2015	<p>Grants Awarded</p> <ul style="list-style-type: none"> • CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
April 1, 2017	<p>Grant Term</p> <ul style="list-style-type: none"> • Date indicated in the Notice to Proceed to this date <p>Final Progress Report and final Payment Request due</p>

ELIGIBLE APPLICANTS

- Local Governments (cities, counties, and cities and counties) as defined in Public Resources Code section 48617.
- Other local governmental agencies (including regional park districts, special districts, and Joint Powers Authorities [where all JPA members are also otherwise eligible applicants]).
- State agencies (including offices, departments, bureaus, and boards). State agencies are only eligible for projects for Class 1 bikeways, greenways, and disability access at parks – see *Eligible Projects* for specific limitations.
- Qualifying Indian Tribes. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
 - (1) is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 - (2) can establish that it is a government entity and which meets the criteria of the grant program.
- California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Applicants that have been awarded Pavement Grants are not eligible to apply in the following fiscal year (i.e., if you received a grant using FY 2013/14 funds, you are not eligible to apply in FY 2014/15). If you have received six total grants under the Targeted RAC Incentive Grant Program, RAC Use Grant Program, and/or Pavement Grant Program for hot-mix projects, you are no longer eligible to receive grants for hot-mix projects, but may be eligible for grants to fund chip seal projects. If you have received six total grants under the Chip Seal Grant Program and/or Pavement grants for chip seal projects, you are no longer eligible to receive grants for chip seal projects, but you may still be eligible for grants to fund hot-mix projects. If you have reached the limit for both types of grant projects, you are no longer eligible to receive Pavement grants from CalRecycle.

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all participating jurisdictions. The Regional Lead Participant is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead Participant. If a jurisdiction is a participant in a regional application, it may not apply individually.

CalRecycle understands that it may be beneficial for two (or more) jurisdictions to combine road pavement projects in order to achieve economies of scale and a lower overall cost to taxpayers. Accordingly, an eligible applicant may apply as a Regional applicant for a hot-mix and/or chip seal project(s) to perform work in its own (Lead) jurisdiction as well as one or more additional eligible (Participating) jurisdiction(s) if:

- The work is performed subject to a written agreement (Memorandum of Understanding – MOU) between the Lead and Participating jurisdiction(s) (an executed copy of the MOU and authorizing Resolution (if applicable) must be provided to CalRecycle);
- The Participating jurisdiction(s) must provide a Letter(s) of Authorization from the City Manager (or other authorized individual) to participate in the project(s) subject to the MOU;
- The Participating jurisdiction(s) is/are encouraged, but not required, to have in place (or adopt, as appropriate) an Environmentally Preferable Purchasing and Practices Policy;
- The Lead jurisdiction is responsible for compliance with all terms and conditions of the grant, including but not limited to construction/paving activities within the Participating jurisdiction(s); and
- Grant reimbursement will be made (based on reimbursement per ton for hot-mix project(s) and/or per square yard for chip seal projects) to the Lead jurisdiction and shall not be greater than if the Lead and Participating jurisdiction(s) applied separately.

JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS

A Joint Powers Authority (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over transportation infrastructure or parks, listing all member entities, and containing the signature of all members.

ELIGIBLE PROJECTS

An application may include rubberized pavement (hot-mix and chip seal) projects for roadways, Class 1 bikeways (as defined in Streets and Highways Code section 890.4(a)), greenways, and disability access at parks. A greenway is a travel corridor for pedestrians, bicycles, non-motorized vehicle transportation, recreation, or a combination thereof, located along natural landscape features, such as an urban watercourse. Projects must be owned and maintained by the applicant and accessible to the general public.

State agencies are eligible **only** for projects for Class 1 bikeways, greenways, and disability access at parks.

All projects are subject to the following requirements:

- Only California-generated waste tires, processed in California, shall be used in the crumb rubber portion of the project(s).
- The project(s) must be located in California.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).
- Construction of the RAC portion of any project must commence on or after the date indicated in the Notice to Proceed and be completed by April 1, 2017.

- The binder material must contain a minimum of 300 pounds (equivalent to 15 percent by weight) of the tire-derived crumb rubber per ton of rubberized binder. The binder may be either asphalt rubber/field blend or terminal blend.

Additionally, the following are project requirements specific to the project type indicated:

- Hot-Mix Project: Project(s) must use a minimum of 3,500 tons of RAC hot-mix.
- Chip Seal Project: Project(s) must use a minimum area of 40,000 square yards of chip seal material.

Because of the amount of paving material used, local government and Qualifying Indian tribe applicants may combine projects for Class 1 bikeways, greenways, and disability access at parks with eligible roadway projects in order to satisfy Program minimums.

If a majority of the request is for a greenway project(s) AND the applicant entity has a median household income 80 percent or less of the statewide median household income, please indicate such in the project summary.

AVAILABLE FUNDS

- A total up to \$8,000,000 is available for this grant solicitation, Fiscal Year (FY) 2014/15, subject to funding availability.

The funding of project(s) is based on the amount of RAC material proposed and number of previous CalRecycle RAC/Pavement grants received. The maximum grant award for hot-mix and/or chip seal project(s) is \$250,000.

The maximum grant award, if applying as a Regional Applicant, shall not be greater than the maximum grant award for an individual applicant. Applicants that have been awarded Pavement Grants are not eligible to apply in the following fiscal year. Accordingly, those who received FY 2013/14 funding under the Pavement Grant Program cannot apply until FY 2015/16.

Reimbursement and eligibility will be based on the following:

Grant Category ¹	Number of Previous RAC ² Grants	Grant Award Basis
RAC - 1	0 - 1	Total grant award is based on 100% of the \$10 per ton base rate (\$10 per ton)
RAC - 2	2 - 3	Total grant award is based on 70% of the \$10 per ton base rate (\$7 per ton)
RAC - 3	4 - 5	Total grant award is based on 40% of the \$10 per ton base rate (\$4 per ton)
Grant Category ¹	Number of Previous Chip Seal ³ Grants	Grant Award Basis
Chip Seal	0 - 5	\$0.50 per square yard

¹ To prioritize funding decisions, if an applicant requests funding for both hot-mix and chip seal projects, the material type used which represents the greatest dollar amount shall determine the grant category. If amounts are equal, the application will be considered in the appropriate RAC category.

² RAC Grants include grant numbers beginning with RAC, TRI, and/or TRP.

³ Chip Seal Grants include grant numbers beginning with TCS and/or TRP.

GRANT TERM

The Grant Term starts on the date indicated in the Notice to Proceed (NTP) from CalRecycle and ends on April 1, 2017. The Final Progress Report and final Payment Request are due to CalRecycle no later than April 1, 2017.

Grant-eligible program expenditures may start no earlier than the date indicated in the NTP. Eligible program costs must be incurred no later than April 1, 2017.

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term, which starts on the date indicated in the NTP from CalRecycle and ends on April 1, 2017. Costs incurred prior to the date indicated in the NTP and/or after April 1, 2017, are not eligible for reimbursement.

Eligible costs include expenditures incurred during the Grant Term that are directly related to the project's rubberized paving material and its installation.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred for projects that start construction of the RAC paving prior to the date indicated in the NTP, or end construction or after April 1, 2017;
- Projects utilizing crumb rubber material that is not made from only California-generated waste tires processed in California;
- Projects using less than the required amount of crumb rubber, as specified in Eligible Projects;
- Binder material not meeting the minimum 300 pounds (equivalent to 15 percent by weight) of tire-derived crumb rubber per ton of rubberized binder;
- Slurry Seal and/or Cape Seal materials/applications (whether or not they contain rubber);
- Testing Costs;
- Personnel costs, including fringe benefits;
- Overhead and/or indirect costs; and
- Any other costs deemed unreasonable or unrelated to the purpose of the grant by the Grant Manager.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY REQUIREMENT

Consistent with CalRecycle's core values, all applicants are required to develop, adopt, and implement an EPPP Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the application. Applicants that do not have an EPPP Policy must adopt one by the secondary due date or the application will be disqualified.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies, open the EPPP Information document located in the Resource Document section on the Summary Tab of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to grants@calrecycle.ca.gov. Questions must be received by October 23, 2014, or they will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or reworded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site](https://secure.calrecycle.ca.gov/WebPass) (<https://secure.calrecycle.ca.gov/WebPass/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Cycle Name: Rubberized Pavement Grant; Cycle Code: TRP5 and select "Apply." The application opens to the Summary Tab.

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below. Please be sure to complete the entire section of the tab you are currently working prior to exiting. Otherwise, you will lose data in that section.

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radial button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."
- For Regional or Collaborative Applications, add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radial button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. To determine amount, complete the Project Summary & Calculation document, found on the Summary tab, in the Application Documents section. Do not exceed the maximum grant award amount of \$250,000. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the “Ctrl” key while selecting the numbers.
- Enter the applicant’s department name, e.g. “General Services.” If the applicant does not have a department the applicant’s name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: Provide a brief description of the proposed project(s), proposed construction date, and the amount of crumb rubber, hot-mix and/or chip seal materials, as applicable, that will be used.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
- Select the appropriate answer for Program Questions.

Contacts Tab

The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact’s detail screen. The contact will be able to log into GMS using his/her own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the grant manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the grant manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Select the Materials budget category and enter a dollar amount. The Total must equal the Grant Funds Requested amount shown on the Detail tab. This Total is calculated in the Project Summary & Calculation document, located on the Summary tab, in the Application Documents section.

Documents Tab

See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority, scan the document, upload it, and retain the original hard copy document.

APPLICATION SUBMITTAL and DEADLINE

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on **November 13, 2014**. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab, in the Application Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list of the documents.

Project Summary & Calculation Information **- for all applicants**

This is a required document, detailing project summaries and determining the grant funds requested based on grant category and proposed amount of hot-mix and/or chip seal material. Utilizing a document form other than the official CalRecycle versions (without prior CalRecycle approval), tampering with the CalRecycle version, or otherwise circumventing imposed character limits will subject the applicant to disqualification from the grant program.

Enter applicant's name. See Applicant/Participant tab of GMS for appropriate name format.

The document contains four sections. Within each section, fill out white areas only, as appropriate.

Grant Category is based on your jurisdiction's number of previous grants. To determine this number, please visit our web site under the [CalRecycle Grants Database Reports](http://www.calrecycle.ca.gov/Grants/Reports/ByCountySearch.aspx) (<http://www.calrecycle.ca.gov/Grants/Reports/ByCountySearch.aspx>) and select your county and "Tire Recycling Grants" in the Grant Category menu. Please note that the list includes withdrawn grants. Refer to a [grant specific contact](http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm) (<http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm>), if you have questions as to whether a previous grant was withdrawn and/or if you are unsure of your jurisdiction's number of previous grants. This number will help you complete section 1 of the document. See table in the Available Funds section for determining Grant Category.

- If applying for hot-mix project(s) only, complete sections 1a, 2, and 3 only.
- If applying for chip seal project(s) only, complete sections 1b, 2, and 4 only.
- If applying for hot-mix and chip seal projects, complete all sections (1a, 1b, 2, 3, and 4).

Save and upload the completed document as an Excel file. Do not save as a PDF file. Additional instructions can also be found within the document.

Project Summary & Calculation Examples

For your convenience, samples of completed spreadsheets have been provided on the last two tabs of the document. Various options are displayed showing different ways to enter street names and group data for easy-to-follow calculations.

Calculation for Grant Funds Requested (Information and Example)

The document is designed to automatically calculate the grant amount based on required entries (e.g. for hot-mix project: grant category and amount of RAC material; for chip seal project: amount of chip seal material). The examples below are for informational purposes only.

Hot-Mix Project

The example calculation below is to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual total RAC tonnage used for all projects multiplied by the reimbursement rate of ten dollars per ton (\$10/ton) for category “RAC – 1”; seven dollars per ton (\$7/ton) for category “RAC – 2”; or four dollars per ton (\$4/ton) for category “RAC – 3”, not to exceed the grant award amount.

Table 1: Calculation for Grant Funds Requested Example: (A * B) = C

	A		B		C
Grant Category	Amount of RAC Hot-Mix (Tons)	X	Reimbursement Rate (\$/Ton)	=	Total
RAC - 1	25,000	X	\$10.00	=	\$250,000
RAC - 2	32,500	X	\$7.00	=	\$227,500
RAC - 3	55,000	X	\$4.00	=	\$220,000

Chip Seal Project

The example calculation below is to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual total RAC chip seal square footage used for all projects multiplied by the reimbursement rate of fifty cents per square yard (\$.50/yd²), not to exceed the actual grant award.

Table 2: Calculation for Grant Funds Requested Example: (A * B) = C

	A		B		C
Grant Category	Amount of Rubberized Chip Seal (yd ²)	X	Reimbursement Rate (\$/yd ²)	=	Total
Chip Seal	230,000	X	\$0.50	=	\$115,000
Chip Seal	500,000	X	\$0.50	=	\$250,000

Environmentally Preferable Purchasing and Practices Policy Notification

Any applicant who does not have an EPPP Policy in place when it submits its application must adopt one and upload the EPPP Notification by the secondary due date or the application will be disqualified. **Do not upload a copy of the policy.**

APPLICANT'S DOCUMENTS

Below is a list of documents that the applicant is responsible for obtaining and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a

required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional lead applications. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements:

1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
2. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution submitted to CalRecycle does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

Regional Lead Application Requirements:

1. The Regional Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
3. Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Rubberized Pavement Grant Program application on behalf of applicant.
- Designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).

- Authorize the Signature Authority to delegate this authority (*not required but encouraged*).

Letter of Designation

A Letter of Designation is required ONLY when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded prior to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2014, then the Letter of Designation may not be effective beyond December 31, 2014). If a time period is not identified then the letter will follow the same time frame as the Resolution.
- It must be signed by the Signature Authority.

Letter of Authorization

A Letter of Authorization is used for grants that allow for Regional applications. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Regional Lead Participant must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Regional Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the Regional Lead to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

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

Applicants may request funding for multiple projects in a single application. Movement from one priority category to the next is based on the number of CalRecycle-funded grants, not necessarily the number of individual projects.

If CalRecycle receives more requests for funding than provided for with available monies (i.e., if the program is oversubscribed), staff will use the following process to prioritize funding recommendations for eligible applicants:

- a. Applicants that did not receive funding in FY 2012/13
- b. Applicants that propose to use the greatest amount of crumb rubber material in their project(s)

Applicants that were awarded any rubberized asphalt concrete grants in the previous three FYs, but either withdrew their grant or used less than 50% of their grant award, will be considered only after all other eligible applicants have been awarded.

Note: Applicants with a median household income less than 80% of the statewide median household income and who's grant request seeks a majority of funding (>50%) for a greenway shall be given priority funding, regardless of the above.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle Staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for January 2015. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

GRANT AWARDS CONDITIONS

When awarded, this grant will be subject to two conditions:

- 1) The recommended grantee's Signature Authority (or where delegation is authorized, his/her Designee) must sign and return the Grant Agreement to CalRecycle within 60 days of the date of mailing by CalRecycle.
- 2) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the grant.

Failure to comply with either condition will nullify the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- Award letter
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C – Grantee's approved application with revisions, if any, and any amendments.
- Attachment – Forms Guide: CalRecycle forms to be used throughout the Grant Term.

Note: See [CalRecycle Grant Forms Website](http://www.calrecycle.ca.gov/Grants/Forms/) (<http://www.calrecycle.ca.gov/Grants/Forms/>) to download the forms.

REPORTING PROCESS

Grantees are required to report on the progress of their grant:

- A Progress Report is due April 1, 2016.
- A Final Report is due April 1, 2017.

Detailed reporting information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress Report, the final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements or failure to receive the Grant Manager's approval of these documents by April 1, 2017, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.