



December 2010

**DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY  
(CalRecycle)**

**TIRE-DERIVED PRODUCT (TDP) GRANT PROGRAM  
APPLICATION GUIDELINES & INSTRUCTIONS**

10<sup>th</sup> Cycle (TDP10) – Fiscal Year (FY) 2010/11



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**If you are awarded a Tire Derived Product Grant, this document will be incorporated by reference into the Grant Agreement.**

**BEFORE PREPARING THE APPLICATION, PLEASE READ THIS DOCUMENT.**

**GRANT PROGRAM OVERVIEW**

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Product (TDP) Grant Program, pursuant to Sections 42872 and 42889 of the Public Resources Code, to promote markets for recycled-content products derived from California-generated waste tires and to decrease the adverse environmental impacts created by the unlawful disposal and stockpiling of waste tires.

**ELIGIBLE APPLICANTS**

Eligible applicants for the TDP Grant Program are:

Public entities which include: California cities, counties, public school districts, public colleges and universities, special districts, park districts, public recreational facilities, and state agencies (including offices, departments, bureaus, and boards).

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.

**ELIGIBLE COSTS**

Eligible costs are limited to the actual cost of the tire-derived material of the product, tax, and shipping up to a maximum of five dollars (\$5) per passenger tire equivalent (PTE). This cost is exclusive of truck tire buffing.\* Truck tire buffing may be used in the product, but they are not an eligible cost.

*\* Truck tire buffings are derived from the truck tire retreading process. Specifically, the buffing process removes the worn tread from an old truck tire and the particles of rubber that are produced are referred to as "buffings" or "buffing dust."*

A total of \$3,400,000 is proposed for this grant cycle, Fiscal Year (FY) 2010/11, subject to funding availability.



Cost/funding levels are determined based on the following calculation, not to exceed the maximum award amount of \$150,000.

<b>Product Weight in lbs.</b> (CA Waste Tires)	/	<b>Passenger Tire Equivalent (PTE)</b> (Use 12 lbs. or 20 lbs.)	=	<b>Number of Tires Diverted</b> (In PTEs)	×	<b>Cost Per Tire</b> (CalRecycle will reimburse up to \$5 per tire diverted – may include shipping & tax, not to exceed \$5)	=	<b>Material Cost</b>
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*Passenger tire equivalent is the weight of waste tires or parts of waste tires equivalent to the average weight of one waste passenger tire. If a TDP contains less than 30% (by weight) of the original fiber and steel that was in the whole tire, then use 12 lbs. to calculate the number of PTEs. If a TDP contains 30% or more (by weight) of the original fiber and steel that was in the whole tire, then use 20 lbs. to calculate the number of PTEs.*

## **INELIGIBLE COSTS**

Ineligible costs include, but are not limited to:

- Any cost other than the actual cost of the tire-derived material of the product (exclusive of truck tire buffing), tax, and shipping up to a maximum of five dollars (\$5) per passenger tire equivalent (PTE).
- Costs that exceed the cap of \$5 per PTE.
- Any costs incurred prior to the receipt by the grantee of the Notice to Proceed or after March 31, 2013.
- Materials made from non-California waste tires or from truck tire buffings.
- Equipment, installation, signage, playground inspection costs and labor costs.

*For additional information regarding costs and payments see Exhibit B – Procedures & Requirements of the Grant Agreement. See <http://www.calrecycle.ca.gov/Tires/Grants/Product/FY201011/default.htm> to download a draft of the Procedures & Requirements.*

## **ELIGIBLE PROJECTS**

Only one Application per qualifying entity will be accepted and only for projects within California. Tire-derived products must be made from 100% recycled California waste tires. A minimum of 2,500 California waste tires must be diverted per application. Multiple products/projects may be combined to achieve this minimum. Project(s) must not have previously received CalRecycle grant funds.

## **ELIGIBLE PRODUCTS**

For the purposes of this grant program, tire-derived products generally fall into three categories: agriculture/landscape, recreation, and transportation. Eligible products include, but are not limited to:

mulch, bark, weed abatement coverings, tree care products, horse stall mats, arenas, playgrounds,\* tracks, sidewalks/pathways, sport surfacing, guard rails or components, railroad ties, sound barriers and traffic safety products.

*\*Note: Additional requirements and costs, including unfunded inspection costs, apply to playground projects. Playground is defined as an improved outdoor area designed, equipped, and set aside for children's play that is not intended for use as an athletic playing field or athletic court, and shall include any playground equipment, fall zones, surface materials, access ramps, and all areas within and including the designated enclosure and barriers.*

As of January 1, 2008, changes in California law require that replacement of equipment or modification of components inside existing playgrounds shall conform to the playground-related standards set forth by the American Society for Testing and Materials and the playground-related guidelines set forth by the United States Consumer Product Safety Commission. Therefore, after installation, the TDP product must be inspected and found in compliance by a certified playground inspector. The Grantee must submit documentation of playground compliance before CalRecycle can approve Grantee's Payment Request(s). Please visit the California Department of Public Health website for information regarding playground safety and standards at:

<http://www.cdph.ca.gov/HealthInfo/injviosaf/Pages/CaliforniaPlaygroundSafetyRegulations.aspx>

**CalRecycle makes no warranty, express or implied, and assumes no liability for any tire-derived product(s) funded by this Grant. It is the Applicant's responsibility to determine the appropriateness of the product(s) for its purpose(s).**

## **APPLICATION CERTIFICATION, PROJECT DESCRIPTION AND PROPOSED WORK PLAN**

### **ENVIRONMENTAL JUSTICE CERTIFICATION**

CalRecycle Grantees must comply with the principles of Environmental Justice. See the Application for the definition of Environmental Justice.

### **FUNDING CERTIFICATION**

It is the Applicant's responsibility to research all costs related to completing the TDP project prior to submitting the Application. Some TDP projects may require costs in excess of the amount funded by the grant. It is the Applicant's responsibility to pay for any excess costs prior to the end of the grant term. Applicant must certify and acknowledge that it has or will have any additional funds needed to complete the project by the end of the grant term.

### **ACCEPTANCE OF GRANT PROVISIONS**

Grant Agreement provisions are not negotiable. Submittal of an Application constitutes acceptance of the provisions, including audit requirements and waiver of personal/tribal jurisdiction. The Grant Agreement will consist of the approved Application, the Application Guidelines and Instructions, Terms and Conditions, and Procedures and Requirements. See **GRANT AGREEMENT PACKAGE** for links to the Terms and Conditions and Procedures and Requirements.

### **RESOLUTION OR LETTER OR COMMITMENT REQUIREMENT AND LETTER OF DESIGNATION**

Depending on the type of Applicant, one of these documents must be submitted to show authorization to apply for the grant and to identify the person authorized to sign the Application (Signature Authority) and all other grant documents. See **RESOLUTION AND LETTER OF COMMITMENT INFORMATION AND EXAMPLES**.

The Signature Authority, if authorized in the Resolution or Letter of Commitment, may delegate his/her authority to another if certain requirements are met. This is encouraged although not required. See **LETTER OF DESIGNATION INFORMATION AND EXAMPLE**.

### **ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY REQUIREMENT**

Applicants who have an EPPP Policy in place when they submit their Application need only to certify to that fact. Applicants who do not have an EPPP Policy in place when they submit their Application must certify that they will adopt one and send notification of adoption to CalRecycle. CalRecycle must receive this notification no later than March 4, 2011, or the Application will be disqualified. See **ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY INFORMATION AND EXAMPLE**.

### **APPLICATION CERTIFICATION**

The individual authorized by the submitted Resolution or Letter of Commitment, as applicable, must sign and date the Application Certification.

### **PROJECT DESCRIPTION**

Provide a brief description of the proposed project.

### **PROPOSED WORK PLAN**

Identify in phases each activity, task, subtask and timelines necessary to complete the proposed project(s). Note, the project must be completed by March 31, 2013. See **PROPOSED WORK PLAN EXAMPLE**.

The following is for example purposes only.

## PROPOSED WORK PLAN EXAMPLE

List the individual activities, tasks or subtasks, and timelines necessary to complete the project(s).

*Note: If additional space is needed, the Work Plan Task Form may be reproduced as necessary.*

### Pre-Installation Phase

Task #	Task Description	Product or Results	Timeframe (use dates)
1.	Develop & Advertise Contractor Bid Package	Playground Designer Secured	May-June 2011
2.	Design Project Site	Project Site Designed	

### Installation Phase

Task #	Task Description	Product or Results	Timeframe (use dates)
3.	Site Preparation	Demolition & Curbing	August 2011
4.	Install Surfacing	Surfacing Installed	September 2011
5.	Monitor Project	Project Success	October 2011– May 2012

### Post-Installation Phase

Task #	Task Description	Product or Results	Timeframe (use dates)
6.	Hire Playground Inspector	Playground tested	October 2011
7.	Purchase & Install Signage	Signage Installed	October 2011
8.	Evaluate Project	Project Evaluation	February 2013
9.	Develop Final Report	Final Report	March 2013

**TIRE DERIVED PRODUCT CERTIFICATION**

The TDP Certification (CalRecycle 227) provides a check box to indicate whether the TDP Certification is used to: a) provide a price quote and evaluate the Application or b) reflect the actual rubber material used and cost in support of a Payment Request.

Application Price Quote: The TDP Certification provides a calculation table for computing the eligible material cost on which your proposed grant cost (quote) is based. The quote is considered proprietary bid information of the manufacturer, product supplier/vendor or contractor, therefore, on the TDP Certification, the Applicant must sign the acknowledgement that as a condition to applying for this Grant, the Applicant and its representatives will treat the quote and related information as confidential. Applicant must certify that the TDP Certification document is completed, signed and submitted with the Application.

Payment Request: The TDP Certification document requires the product manufacturer, product supplier/vendor or the contractor to certify that the product is made from 100% California waste tires and to submit supporting documentation, such as a Certificate of Origin (completed by the Processor), Bill of Lading, or Manifest, that verifies the origin of the waste tires. There may be other acceptable forms of supporting documentation, if you have any question(s) about whether another document is sufficient, please submit a written question(s) as discussed in **QUESTION-AND-ANSWER PROCESS**.

**GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS DOCUMENT**

Applicant must complete and sign this document, which identifies all required permits, licenses and filings necessary for the proper completion of the Grant Project. Completion of this form requires Applicant to check with all entities whose approval is necessary for the proposed project.

**APPLICATION FORMAT AND SUBMITTAL**

Submit one copy with the Application showing an original signature (blue ink preferred). The Application must be on 8 1/2 X 11, printed double sided, single spaced, 100% post consumer fiber paper. Staple upper left-hand corner; do not bind document. The font must be comparable to 12 pt. Times New Roman.

**QUESTION-AND-ANSWER PROCESS**

If you have any questions regarding the TDP Grant, including but not limited to, questions about the Application, Applicant and Project/Product eligibility, and the Grant Agreement and its requirements, the Applicant must submit the question(s) by email or mail, no later than January 17, 2011:

via email at:  grants@calrecycle.ca.gov	or mail to:  CalRecycle, FiRM Branch TDP Grant Program, Attn: Angela Gilliam P.O. Box 4025 Sacramento, CA 95812-4025
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Questions received by any method other than email or mail, or received after January 17, 2011 will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&A website <http://www.calrecycle.ca.gov/Tires/Grants/Product/FY201011/Apply/QandA.htm>. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&As will be posted on or about January 21, 2011. It is the Applicant’s responsibility to check this website for the latest information regarding this grant.

**PROPOSED TIMELINE FOR THE TIRE-DERIVED PRODUCT GRANT TDP10, FY 2010/11**

<b>Date</b>	<b>Activity</b>
Application release date to January 17, 2011	<b>Question and Answer Period</b> <ul style="list-style-type: none"> <li>• Questions submitted in writing, answers posted continuously.</li> <li>• All answers posted (tentative).</li> </ul>
January 21, 2011	
Wednesday, February 2, 2011 @ 3:00 P.M.	<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 CalRecycle staff or its agent by this date and time.</li> </ul>
Friday, March 4, 2011 - 3:00 P.M.	<b>Resolution and Environmentally Preferable Purchases And Practices Policy Requirements</b> <ul style="list-style-type: none"> <li>• Resolution must be received by CalRecycle.</li> <li>• Environmentally Preferable Purchases and Practices Policy must be adopted and CalRecycle receive notification by this date.</li> </ul>
March/April 2011	<b>Random Selection Process</b> <ul style="list-style-type: none"> <li>• Selection/order of proposed grantees.</li> </ul>
April/May 2011	<ul style="list-style-type: none"> <li>• Consideration of grant awards.</li> </ul>
May/June 2011	<ul style="list-style-type: none"> <li>• Grant Agreement packages mailed to grantees.</li> </ul>
Receipt of Notice to Proceed (NTP) - March 31, 2013	<b>Grant Performance Period</b> <ul style="list-style-type: none"> <li>• Grantee may incur costs during this period.</li> <li>• Deadline for: Final Report, Final Payment Request, and Request for 10 Percent Withhold.</li> </ul>

**GRANT APPLICATION DEADLINE & SUBMITTAL**

Mailed Applications must be postmarked no later than **February 2, 2011**. Hand delivered Applications must be received and date stamped by CalRecycle staff by **3:00 p.m.** on **February 2, 2011**. For hand-delivered Applications, Applicants are encouraged to obtain a signed and dated receipt to verify a timely submitted hand-delivered Application.

Faxed or emailed applications will not be accepted. Late applications will be disqualified and will not be considered for grant funding.

U.S. Postal Service:

CalRecycle, FiRM Branch  
TDP Grant Program, Attn: Donnell Duclou  
P.O. Box 4025  
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building  
CalRecycle, FiRM Branch  
TDP Grant Program, Attn: Donnell Duclou  
1001 I Street  
Sacramento, CA 95812

Applications sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides an addressed and dated receipt for verification of delivery. 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.

With the exception of the TDP Certification submitted with the Application, do not submit confidential information. Applications become the property of CalRecycle and are subject to disclosure under the Public Records Act.

## **GRANT AGREEMENT PACKAGE**

The Grant Agreement will consist of the following documents:

- Grant Agreement Form (CalRecycle 110).
- Exhibit A—Terms and Conditions: contains draft CalRecycle’s standard legal requirements for grants.  
*Note: See <http://www.calrecycle.ca.gov/Tires/Grants/Product/FY201011/default.htm> to download the Terms & Conditions.*
- Exhibit B—Procedures and Requirements: contains draft specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.  
*Note: See <http://www.calrecycle.ca.gov/Tires/Grants/Product/FY201011/default.htm> to download a draft of the Procedures & Requirements.*
- The Grant Application as approved by CalRecycle.
- These Application Guidelines and Instructions.
- Attachment I—Forms: CalRecycle forms to be used throughout the grant performance period.  
*Note: See <http://www.calrecycle.ca.gov/Grants/Forms/> to download the forms.*
- Attachment II—Signage: contains an example of the required signage to be posted at the project site.  
*Note: See <http://www.calrecycle.ca.gov/Tires/Grants/Resources/> for signage example.*

## **ADMINISTRATIVE MATTERS**

### **GRANT APPLICATION REVIEW PROCESS**

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

### **GRANT AWARD PROCESS AND FUNDING**

Based on past grant cycles, it is expected that more grant funds will be requested than are available, therefore, a random selection process will be conducted and CalRecycle will allocate grant funds by lottery in rank order.

For proposed Grantees’ Applications, CalRecycle staff will develop funding recommendations for the CalRecycle Executive Team for consideration and conditional approval during its monthly public meeting tentatively scheduled for April/May 2011. Funding amounts will be determined pursuant to the calculation set forth in **ELIGIBLE COSTS**. CalRecycle reserves the right with the Applicant’s prior approval to partially fund or to fund individual phases of selected proposals, or to fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under this cycle. Award of funding is contingent on the availability of funding.

## **GRANT APPLICATION REQUIRED DOCUMENTS**

The following information and examples are designed to aid your completion of these documents.

### **RESOLUTION INFORMATION AND EXAMPLE**

*(For Applicants subject to a governing body, e.g., City Council, Board of Directors)*

The Grant Application requires an approved Resolution, dated and attested to/certified, which:

1. Authorizes submittal of a grant application(s) for the TDP Grant, or for all CalRecycle grants for which applicant is eligible;
2. Designates the job title of the individual authorized to sign all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority);
3. The time period during which the authorizations are effective (not to exceed five years);
4. Authorizes the Signature Authority (identified in item 2 above) to delegate this authority to another (this provision is optional but encouraged).

A copy of the authorizing Resolution is a required Application document. However, if the Applicant needs additional time to obtain the Resolution, it must be received by CalRecycle no later than

**March 4, 2011.** If not received by this date the Application will be disqualified.

Resolutions sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides an addressed and dated receipt for verification of delivery. Failure to do so is at the risk of the Applicant and if delivery is delayed or the Resolution is lost by the Post Office or delivery service, the burden is on the Applicant to demonstrate timely mailing or delivery of the Resolution.

*The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for your Application.*

#### RESOLUTION EXAMPLE

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, to administer various Grant Programs (grants) in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the (**Title of Governing Body**) authorizes the submittal of application(s) to CalRecycle for (choose one of the following options) 1) (names(s) of specific grants) or 2) all grants for which (**Name of Applicant**) is eligible. [Note: this provision is either/or; do not include both options]; and

BE IT FURTHER RESOLVED that the (**Job Title**), or his/her designee is hereby authorized and empowered to execute in the name of the (**Name of Applicant**) 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; and

BE IT FURTHER RESOLVED that these authorizations are effective for (*choose one of the following options*) 1) five (5) years from the date of adoption of this resolution **or** 2) for a period less than five years (**insert Time Period: from Month, Day, Year through Month, Day, Year**). [Note: this provision is either/or; do not include both options.]

## LETTER OF COMMITMENT INFORMATION AND EXAMPLE

*(For Applicants not subject to a governing body)*

Applicants, who are not subject to a governing body, must submit with the Application, a letter on Applicant's letterhead, dated, and signed by a person with authority to contractually bind the Applicant, which:

1. Authorizes submittal of the TDP Application on behalf of Applicant;
2. Designates the job title of the person authorized to sign all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority); and
3. Authorizes the Signature Authority to delegate this authority (*not required but encouraged*).

*The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the Application.*

### LETTER OF COMMITMENT EXAMPLE

I am **(job title)** of **(name of Applicant)**. I am authorized to contractually bind **(name of Applicant)**. Pursuant to this authority, I hereby 1) authorize the submittal of an Application for the **(Grant name)**; 2) authorize **(job title)** as our Signature Authority to execute all grant documents necessary to secure grant funds and implement the approved grant project; documents include, but are not limited to, applications, agreements, amendments and requests for payment; and, 3) authorize our Signature Authority to delegate this authority. The following information more specifically identifies our Signature Authority:

Name & Job Title  
Mailing Address  
City, State, Zip Code  
Telephone Number

## LETTER OF DESIGNATION INFORMATION AND EXAMPLE

*(For Applicants who authorize their Signature Authority to delegate his/her authority)*

This letter to CalRecycle is not an Application requirement; however, it is required prior to the Designee's exercise of his/her designation authority. The letter must be on the Applicant's letterhead, dated within the last 12 months, and signed by the Signature Authority. The letter must:

1. identify the job title of the Designee; and
2. identify the scope of the Designee's authority.

*The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the Application.*

### LETTER OF DESIGNATION EXAMPLE

I am the designated Signature Authority for **(name of Applicant/Grantee)**. I am authorized to execute on behalf of **(name of Applicant/Grantee)** 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. I am authorized to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**, who is specifically identified below.

Name & Job Title  
Mailing Address  
City, State, Zip Code  
Telephone Number

## ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY INFORMATION

Consistent with CalRecycle's core values, all grant applicants are required to have an existing or to develop and implement Environmentally Preferable Purchasing and Practices (EPPP) Policies for their organization. An Applicant must have an EPPP Policy in place by **March 4, 2011**. Any Applicant who adopts an EPPP Policy prior to submitting its Application must certify to this fact in its Application.

Any Applicant who does not have an EPPP Policy in place when it submits its Application may certify in its Application that it will adopt one and send the EPPP Policy – Secondary Deadline Notification (Notification) to CalRecycle. CalRecycle must receive the Notification by **March 4, 2011** or the Application will be disqualified.

The list below contains concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies. To see examples of existing Environmentally Preferable Purchasing and Practices Policies, visit: [www.responsiblepurchasing.org/purchasing\\_guides/all/policies/](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/).

<b>Producer Responsibility and Source Reduction</b>
1. Products have an environmental standard issued by a third-party or government agency where available. (See <a href="http://www.green.ca.gov/EPP/Introduction/default.htm">www.green.ca.gov/EPP/Introduction/default.htm</a> for product-specific information).
2. Vendors or manufacturers agree to take back old product or packaging or cover the cost of recycling/disposal.
<b>Recycled Content</b>
3. Products contain recycled content that meet or exceed the California <a href="#">State Agency Buy Recycled Campaign requirements</a>
4. Products contain recycled content that meet or exceed the guidelines in the <a href="#">US EPA's Comprehensive Procurement Guidelines</a> , if higher than SABRC requirements
5. Products contain recycled content as recommended in the <a href="#">California Environmentally Preferable Purchasing Best Practices Manual</a>
<b>Energy and Water Savings</b>
6. Products are Energy Star certified, if a US EPA Energy Star certification is available, or products are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
7. Products are Water Sense certified, if a US EPA Water Sense certification is available.
<b>Toxicity and Pollution</b>
8. Materials used in products are non-hazardous to the extent feasible.
9. Products do not emit harmful air emissions or volatile organic compounds to the extent feasible.
10. Products are readily bio-degradable and non-persistent in the environment after use, where practicable.
<b>Buildings and Grounds</b>
11. All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the LEED TM Rating System.
<b>Habitat Preservation</b>
12. Raw materials used in products are sustainably harvested or contain recycled content, to the extent feasible.
13. Raw materials used in products are renewable resources (e.g., not based on a fossil fuel), to the extent feasible.
<b>Continual Improvement</b>
14. Training is provided to new and existing employees
15. Organization regularly evaluates and/or improves implementation of EPP policy

**EPPP POLICY – SECONDARY DEADLINE NOTIFICATION**

Applicants who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one by **March 4, 2011** and will send the Notification (below) to the CalRecycle. CalRecycle must receive the Notification by **March 4, 2011** or the Application will be disqualified.

**IMPORTANT!** Notification sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides for verification of delivery. Failure to do so is at the risk of the applicant and if delivery is delayed or the Notification is lost by the Post Office or delivery service, the burden is on the applicant to demonstrate timely delivery and receipt by the CalRecycle of Notification.

<b>APPLICANT INFORMATION</b>	
GRANT PROGRAM NAME:	
APPLICANT / ORGANIZATION NAME:	
PRIMARY CONTACT NAME:	TITLE:
TELEPHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	
Check box	
<input type="checkbox"/>	Yes, our entire organization has an Environmentally Preferable Purchases and Practices Policy.
	DATE ADOPTED: _____ BY: (E.G., GOVERNING BODY NAME, EXECUTIVE OFFICER, ETC.) _____
<b><i>Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and correct to the best of my knowledge.</i></b>	
X	
<i>Signature Authority - as authorized in Resolution or Letter of Commitment; or Authorized Designee - as authorized in submitted Letter of Designation</i>	
<i>Date</i>	
<i>Print Name</i>	
<i>Print Title</i>	

Submit notification to:

Department of Resources Recycling and Recovery  
 TDP Grant Program – EPPP  
 P.O. Box 4025  
 Sacramento, CA 95812-4025  
 (916) 341-5062 - phone