



August 2011

Department of Resources Recycling and Recovery (CalRecycle)

TIRE-DERIVED PRODUCT GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

11th Cycle (TDP11) – Fiscal Year (FY) 2011/12

Table of Contents

- Grant Cycle Overview..... 2
 - Eligible Applicants 2
 - Eligible Projects/Products 2
 - Eligible Products 2
 - Available Funds..... 3
 - Grant Performance Period and Grant Term..... 3
 - Eligible Costs 3
 - Ineligible Costs..... 3
 - Question-and-Answer Process..... 4
 - Timeline for TDP Grant Program TDP 11th Cycle, FY 2011/12..... 4
 - Question And Answer Period..... 4
 - Application Deadline..... 4
- Application Instructions..... 5
 - Application Access..... 5
 - Application Contents and Instructions 5
 - Application Deadline..... 8
- Application Documents..... 9
 - Calrecycle Documents..... 9
 - Tire-Derived Product Certification..... 9
 - Proposed Work Plan..... 12
 - Proposed Work Plan Example..... 12
 - Applicant’s Documents 13
 - Resolution, Letter of Commitment, and Letter of Designation Information and Examples 13
 - Letter of Commitment Information 15
 - Letter of Designation for Delegation Information..... 15
 - Environmentally Preferable Purchases And Practices Policy Information..... 16
 - EPPP Policy – Secondary Deadline Notification 17
- Grant Review and Award Process..... 18
 - Grant Application Review Process..... 18
 - Grant Award Process and Funding..... 18
 - Grant Awards Conditions 18
- Grant Program Administration 19
 - Grant Agreement Package..... 19
 - Reporting Process..... 19
 - Payment Request Process 19
 - Grant Agreement Provisions; 19

GRANT CYCLE OVERVIEW

This resource document provides applicants a cycle overview, instruction about how to access and complete the application online, and information about grant administration. The online application, Grant Management System Web (GMSWeb), can be found at:

<http://www.calrecycle.ca.gov/Grants/GMS/default.htm>

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Product (TDP) Grant program pursuant to Sections 42872, 42873, and 42889 of the Public Resources Code. The purpose of the grant is 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

Public entities which include: California cities, counties, public school districts, public colleges and universities, special districts, park or recreational districts, 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 PROJECTS/PRODUCTS

Only one application per qualifying entity will be accepted and only for projects within California. Tire-derived products must be made from 100% California-generated waste tires. A minimum of 2,500 California-generated waste tires must be used 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).

AVAILABLE FUNDS

- A total of \$3,400,000 is available for this grant cycle, Fiscal Year (FY) 2011/12, subject to funding availability.
- \$150,000 is the maximum available for individual grant awards.

GRANT PERFORMANCE PERIOD AND GRANT TERM

Eligible costs may be incurred only during the “Grant Performance Period” which starts when the Grantee receives a “Notice to Proceed” from CalRecycle and ends on April 1, 2014. The Notice to Proceed, which is issued after the Grantee and CalRecycle have both executed the Grant Agreement, is a formal notification from CalRecycle that authorizes the Grantee to begin the Grant Project and incur costs.

The Grant Term starts on the same date as the Grant Performance Period and ends on April 1, 2014, the date the Final Report and Payment Request are due to CalRecycle.

ELIGIBLE COSTS

Eligible costs may be incurred only during the “Grant Performance Period” which starts when the Grantee receives a “Notice to Proceed” from CalRecycle and ends on April 1, 2014 (*see “Grant Performance Period and Grant Term” for additional information*).

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 buffings. *Truck tire buffings 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."*

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

Product Weight in lbs. (CA Waste Tires)	/	Passenger Tire Equivalent (PTE) (Use 12 lbs. or 20 lbs.)	=	Number of Tires Diverted (In PTEs)	×	Cost Per Tire (CalRecycle will reimburse up to \$5 per tire diverted – may include shipping & tax, not to exceed \$5)	=	Material Cost
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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 buffings), tax, and shipping up to a maximum of five dollars (\$5) per 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 April 1, 2014.
- Materials made from non-California-generated 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/FY201112/default.htm> to download a draft of the Procedures & Requirements.

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 to grants@calrecycle.ca.gov, no later than September 13, 2011. Questions received by any other method or after September 13, 2011, will not be accepted.

Periodically during the Question and Answer (Q&A) period, Qs&As will be posted at: <http://www.calrecycle.ca.gov/Tires/Grants/Product/FY201112/Apply/QandA.htm>. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Qs&As will be posted approximately one week after the deadline and are subject to updates. It is the applicant’s responsibility to check this website for the latest information.

TIMELINE FOR TDP GRANT PROGRAM TDP11th Cycle, FY 2011/12

Date	Activity
Application release date to – September 13, 2011 ----- September 21, 2011	Question and Answer Period <ul style="list-style-type: none"> • Questions must be submitted by email • All answers will be posted (tentative)
September 28, 2011	Application Deadline <ul style="list-style-type: none"> • Applications must be submitted in GMSWeb by this date • Technical assistance will only be available until 5:00 p.m. on this date
October 28, 2011	If Resolution or Letter of Commitment is not submitted with the application <ul style="list-style-type: none"> • Approved Resolution or Letter of Commitment must be uploaded in GMSWeb by this date If applicant does not have an EPPP policy at time of application <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMSWeb by this date
January 2012	Grants Awarded <ul style="list-style-type: none"> • CalRecycle considers funding recommendations, and if approved, awards grants (tentative)
Notice to Proceed – April 1, 2014	Grant Term
Notice to Proceed – April 1, 2014	Grant Performance Period—may incur program or project costs
April 1, 2014	Final Report, Final Payment Request, and Request for 10% withhold Deadline

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMSWeb). Access to GMSWeb 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 <https://secure.calrecycle.ca.gov/WebPass/>.

After logging into GMSWeb at <https://secure.calrecycle.ca.gov/Grants/SignIn>, select "Create a new grant application" from the cycle search. Open grant cycles are displayed in a table. Find Tire-Derived Product Grant Program, 11th Cycle and select "Apply."

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To complete an application, click on each tab and fill out the sections in each tab as required. General directions are on the top of each tab and detailed information about requirements for each tab is listed below.

Summary

This tab provides a summary of the application, directions, and resources. In addition, it contains several checklists to assist applicants with completing the application:

- Application Checklist
- Required Document(s) By Application Due Date
- Other Supporting Document(s) as applicable for your Application/Project
- Required Document(s) By Secondary Due Date

The checklists are provided for the applicant's convenience and are not intended to be all inclusive. It is the applicant's responsibility to ensure that all required documents, based on an individual's grant application/project, are submitted by the appropriate due date.

Applicant/Participant

The applicant's name is entered in this tab. The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded.

- Department or unit names are not included in the applicant 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."
- Every application must have a lead applicant even if it is an individual application with no participating jurisdictions. Setting the lead applicant is a separate step. See GMSWeb instructions for more information.

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

Detail

This tab contains several required elements of an application.

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$150,000. 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 District and Senate District for the lead applicant. Only one Assembly District and Senate District can be selected for each application. If the applicant's jurisdiction covers more than one district, select the district of the applicant's headquarters office.
- Project Summary/Statement of Use: Provide a brief description (3-5 sentences) of the proposed project.

- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.

Contacts

The application must include 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 GMSWeb using their individual 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 CalRecycle Grant Manager will communicate.
Secondary Contact	A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the CalRecycle Grant Manager will communicate. (Not required)
Signature Authority	The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable). <i>Please see Applicant’s Documents section for more information about documentation for Signature Authorities.</i>
Consultant	A professional who provides advice in a particular area of expertise. The consultants may manage the grant for the grantee or only conduct specific activities based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget

Enter a dollar amount in each applicable budget category. Total budgeted amount must equal the Grant Funds Requested amount. In addition, the budget cannot exceed the total material cost from the Tire Derived Product Certification form (CalRecycle 227).

See Grant Cycle Overview section for “Eligible Costs” information.

Address

All applications must contain a payment address. The following information must be entered in each field under the Address tab:

- Enter the **department name only** (do not include the applicant name in this field).
- Choose Payment Address as the Address/Site Type.
- Enter the complete address.
- The budget amount or summary fields are not required for the payment address entry.

See Example below:

* **Department/Site Name:** Public Works Department

* **Address/Site Type:** Payment Address

Address Line 1: 1234 5th Street

Address Line 2: Mailstop 1A

City: Sacramento

State: CA

Zip Code: 95812

* **County:** Sacramento

Budget Amount:

Summary:

Please note, this tab will serve dual purposes for you to also enter Project Site information as indicated below:

Site(s)

Applicants who have multiple project sites are required to enter an entry for each project site(s) under the Site tab. The following information must be entered in each field under the Site tab:

- Enter the Site Name(s).
- Select the appropriate Site Type; either Agricultural/Landscape, Recreation, or Transportation.
- Provide complete address information for each project site that will be paid for utilizing grant funds.
- Under the Budget Amount tab, enter the amount for each individual project. If you have multiple project sites, the total for all projects should equal the total grant award amount.
- Under the Summary tab, provide a brief summary of each project site that will be funded utilizing grant funds.

See example below:

* **Department/Site Name:** Park Name

* **Address/Site Type:** Recreation

Address Line 1: 1234 X street

Address Line 2:

City: City Name

State: CA

Zip Code: 95814

* **County:** Sacramento

Budget Amount: 5000

Summary: Replace dirt track with rubberized track made from California waste tires. Track is estimated to divert 500 tires.

See Grant Cycle Overview section for "Eligible Projects" information.

Documents

Application documents must be uploaded to the Documents tab in order to complete the application. When uploading a document, enter a unique 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,”

See the “Application Documents” section for more information about document requirements.

APPLICATION DEADLINE

Applications must be submitted in GMSWeb no later than September 28, 2011. Technical assistance will only be available until 5:00 p.m. on the application due date. Do not mail your application.

APPLICATION DOCUMENTS

Each applicant must upload certain documents in addition to completing the application.

CALRECYCLE DOCUMENTS

You can locate copies of the CalRecycle documents on the Summary tab, in the Resource Documents section. To access the document, you must 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 and examples of some of those documents.

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 need assistance in determining if another document is sufficient, please submit a written question(s) as discussed in the *Question and Answer Process* section.

TDP CERTIFICATION FORM 227

State of California
 Department of Resources Recycling and Recovery (CalRecycle)
 CalRecycle 227 (Revised 3/11)
 Tire-Derived Product (TDP) Certification

Applicant/Grantee Name:	
Grant # (if applicable):	
Price Quote <input type="checkbox"/>	Payment Request <input type="checkbox"/>

This Certification must be completed and submitted with the Grant Application, Modification and Payment Request(s).

By signing this form, the signatory for the product manufacturer, product supplier/vendor, or contractor certifies, under penalty of perjury, that the information provided below is true and accurate.

PLEASE CHECK APPROPRIATE BOX:	<input type="checkbox"/> MANUFACTURER	<input type="checkbox"/> PRODUCT SUPPLIER/ VENDOR	<input type="checkbox"/> CONTRACTOR
MANUFACTURER, PRODUCT SUPPLIER/VENDOR, OR CONTRACTOR NAME:	EMAIL:	WEBSITE:	
CONTACT NAME:	PHONE:	FAX:	
ADDRESS:	<input type="checkbox"/> ATTACH CERTIFICATE OF ORIGIN, BILL OF LADING, MANIFEST OR OTHER ACCEPTABLE SUPPORTING DOCUMENTATION – SEE INSTRUCTIONS ON NEXT PAGE.		

Specify Product Description and Material Type	Product Weight in lbs. (CA Waste Tires)	/ (divide)	Passenger Tire Equivalent (PTE) (Use 12 lbs. or 20 lbs.*)	=	Number of Tires Diverted (In PTEs)	X	Cost Per Tire	=	Material Cost
Mulch – Rubber	115,500 lbs.	EXAMPLE	12 lbs. = 1 tire	=	9,625 PTEs	X	\$ 3.79	=	\$ 36,478
		/		=		X	\$	=	\$
		/		=		X	\$	=	\$
Totals:		/		=		X	\$	=	\$

I certify, under penalty of perjury, that the Product described above and, if applicable, sold to the above named Applicant/Grantee is manufactured from 100% California waste tires and that the Material Cost excludes the cost of truck tire buffing, if any. I understand that if it cannot be verified that the source of the material is from 100% California-generated waste tires, that the CalRecycle may deny reimbursement or require the Grantee to return all grant funds previously paid under this grant, and that the Grantee may seek reimbursement from the above-named manufacturer, product supplier/vendor, and/or contractor.

Signature of Product Manufacturer, Supplier/Vendor, or Contractor:	Print Name:	Title:	Date:
Signature Authority for Applicant acknowledges that as a condition to applying for this Grant, the Applicant and its representatives will treat the quote and related information contained in the document as confidential to protect the proprietary bid information.			
Signature of Signature Authority for Applicant:	Print Name:	Title:	Date:

Instructions:

1. Applicant/Grantee Name: **Complete full legal name as it appears on the TDP Application or Grant Agreement Cover Sheet.**

2. Grant Number: **Enter assigned grant number for the TDP program, if applicable.**
3. Price Quote or Payment Request: **Check the appropriate box depending on whether this Certification is for purposes of an Application Price Quote, Modification or Payment Request(s).**
4. Product Manufacturer/Supplier/Vendor/Contractor: **This section must be completed by the Product Manufacturer, Supplier/Vendor or Contractor from whom the Grantee received the price quote or purchased the product. Complete and submit the form, with original signature, to the Applicant/Grantee. Provide the contact's name, business address, and all other information required by this section.**
5. Supporting Documentation Requirement: **Product Manufacturer, Supplier/Vendor or Contractor must supply the Grantee with supporting documentation that verifies that the product was made of 100% CA waste tires. Acceptable forms of supporting documentation include: Certificate of Origin (completed by the Processor), Bill of Lading, and Manifest documentation.**
6. Number of tires diverted: **Provide the total number of tires diverted in Passenger Tire Equivalents for this project. Passenger Tire Equivalent (PTEs): 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.**
7. Cost Per Tire: **CalRecycle will reimburse up to \$5 per tire diverted. The total cost can include shipping and tax not to exceed the \$5 cap.**
8. Material Cost: **Use the formula to calculate the product material cost eligible for grant funding. Truck tire buffings may be used in the product/project but the cost associated with the buffings will not be reimbursed.**
9. Signature of Product Manufacturer/Supplier/Vendor/Contractor: **This form must be signed by a representative from the Manufacturer, Product Supplier/Vendor or Contractor certifying that the information provided is true and accurate and the materials are manufactured from 100% California waste tires.**

Signature of Signature Authority for Applicant: **This section is required only when applying for the grant. It is not applicable to Grantees.** The individual signing this section must be the designated Signature Authority or designee as authorized in the Resolution, Letter of Commitment or Letter of Designation to sign all grant-related documents. Upon signing the Signature Authority **acknowledges that as a condition to applying for this grant, the Applicant and its representatives will treat the quote and related information contained in the document as confidential to protect the proprietary bid information.**

PROPOSED WORK PLAN

Identify in phases each activity, task, subtask and timelines necessary to complete the proposed project(s). The project must be completed by April 1, 2014. See **PROPOSED WORK PLAN EXAMPLE**--for example purposes only.

PROPOSED WORK PLAN EXAMPLE			
List the individual activities, tasks or subtasks, and timelines necessary to complete the project(s). The timeframe must be within the grant term.			
<i>Note: If additional space is needed, the Work Plan Task Form may be reproduced as necessary.</i>			
Pre-Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use dates)
1.	Develop & Advertise Contractor Bid Package	Playground Designer Secured	January-April 2012
2.	Design Project Site	Project Site Designed	March 2012
Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use dates)
3.	Site Preparation	Demolition & Curbing	June 2012
4.	Install Surfacing	Surfacing Installed	July 2012
5.	Monitor Project	Project Success	September 2012– April 2013
Post-Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use dates)
6.	Hire Playground Inspector	Playground tested	August 2012
7.	Purchase & Install Signage	Signage Installed	September 2012
8.	Evaluate Project	Project Evaluation	March 2013
9.	Develop Final Report	Final Report	March/April 2014

APPLICANT'S DOCUMENTS

The following provides information and examples of documents that you, as the applicant, must provide. It is the applicant's responsibility to ensure that the documents necessary to complete its application are uploaded to the Documents tab of GMSWeb.

RESOLUTION, LETTER OF COMMITMENT, AND LETTER OF DESIGNATION INFORMATION AND EXAMPLES

RESOLUTION INFORMATION

-for applicants subject to a governing body, e.g., City Council, Board of Directors

A copy of the authorizing Resolution is a required application document. To ensure that your final Resolution meets all application requirements, CalRecycle staff will review a draft Resolution if you upload it with submittal of your application. Draft Resolutions must be submitted for review no later than September 28, 2011.

To provide additional time for applicants to obtain a final Resolution, applicants may submit their Resolutions up to but no later than the secondary due date of October 28, 2011. Failure to meet this due date will result in disqualification of your application.

Applicants that are subject to a governing body must submit a Resolution that specifically authorizes certain grant-related matters. The following identifies the required Resolution provisions.

- 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.
- The Resolution must identify the period of time, up to 5 years, during which the authorizations are valid. Five years is encouraged; however, periods of less than 5 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.
- 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.

RESOLUTION EXAMPLE

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

RESOLUTION OF THE **(Name Of The Governing Body)** APPROVING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH **(Name Of Applicant)** IS ELIGIBLE

The following "Whereas" provisions are applicable to all CalRecycle grants; however, they are not required.

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), 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

-for applicants not subject to a governing body

Applicants, who are not subject to a governing body, must upload with the application, a letter on applicant's letterhead, dated, and signed by a person with authority to contractually bind the applicant. However, if the applicant needs additional time to obtain the Letter of Commitment, it must be uploaded no later than the secondary due date of October 28, 2011, or the application will be disqualified. The document with the original signature must be maintained in applicant/grantee grant file. This letter must:

- authorize submittal of the (name of this Grant Program) application on behalf of applicant; and
- 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); and
- authorize 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 FOR DELEGATION INFORMATION

-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 authority**. The letter must be on the applicant's letterhead, dated within the last 12 months, and signed by the Signature Authority. The document with the original signature must be maintained in applicant/grantee grant file. The letter must:

- identify the job title of the Designee; and
- 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 for the **Tire-Derived Product Grant Program**. 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) Policy for their organization. An applicant must have an EPPP Policy in place by the secondary due date of **October 28, 2011**. Any applicant who adopts an EPPP Policy prior to submitting its application must certify to this fact in the EPPP document located in the Resource Documents section on the Summary tab of the 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 upload the EPPP Policy – Secondary Deadline Notification (Notification) to CalRecycle. CalRecycle must receive the Notification by the secondary due date 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/.

Producer Responsibility and Source Reduction
1. Products have an environmental standard issued by a third-party or government agency where available. (See http://www.dgs.ca.gov/buyinggreen/Home/BuyersMain.aspx for product-specific information).
2. Vendors or manufacturers agree to take back old product or packaging or cover the cost of recycling/disposal.
Recycled Content
3. Products contain recycled content that meet or exceed the California State Agency Buy Recycled Campaign requirements .
4. Products contain recycled content that meet or exceed the guidelines in the US EPA’s Comprehensive Procurement Guidelines , if higher than SABRC requirements.
5. Products contain recycled content as recommended in the California Environmentally Preferable Purchasing Best Practices Manual .
Energy and Water Savings
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.
Toxicity and Pollution
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.
Buildings and Grounds
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.
Habitat Preservation
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.
Continual Improvement
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 the secondary due date of October 28, 2011, and will upload the Notification (below) in the GMSWeb application. CalRecycle must receive the Notification by the secondary due date of October 28, 2011, or the application will be disqualified.

APPLICANT INFORMATION	
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.) _____
<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>	
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>	

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 will be considered for award.

GRANT AWARD PROCESS AND FUNDING

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or his designee; this is tentatively scheduled for January 2012. Funding amounts will be determined pursuant to the calculation set forth in ***ELIGIBLE COSTS*** section. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and with the applicant's prior approval, CalRecycle may fund an amount less than requested.

Based on past grant cycles, it is expected that more grant funds will be requested than are available, therefore, an application ranking order has been implemented. Those applicants who were previously awarded a TDP Grant in the previous three fiscal years, but either withdrew their grant or used less than 50 percent, will be considered only after all other eligible applicants have been awarded. Additionally, the random selection process will be conducted and CalRecycle will allocate grant funds by lottery in rank order.

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

GRANT AWARDS CONDITIONS

CalRecycle awards this Grant 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 90 days from the date of mailing by CalRecycle; and 2) the recommended Grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 90 days from the date CalRecycle conditionally awarded the Grant.

Failure to comply with either requirement will disqualify applicant from receiving the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT PACKAGE

Following CalRecycle's conditional approval of the Grant awards, grantees will be mailed a Grant Agreement Package that contains the following:

- Award cover letter
- Grant Agreement Cover Sheet (CalRecycle 110)
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
Note: See <http://www.calrecycle.ca.gov/Tires/Grants/Product/FY201112/default.htm> to download the Terms & Conditions
- Exhibit B – Procedures and Requirements: contain 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/FY201112/default.htm> to download a draft of the Procedures & Requirements
- Attachment I–Forms Guide: 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 (if applicable)

The Grant Agreement consists of the following items, some of which are incorporated by reference as shown on the Grant Agreement Cover Sheet:

- Grant Agreement Cover Sheet (CalRecycle 110)
- Exhibit A – Terms and Conditions
- Exhibit B – Procedures and Requirements
- Exhibit C – Work Plan
- Exhibit D – Budget

REPORTING PROCESS

Grantees are required to report on the progress of their Grant on an annual basis. The Final Report is due on April 1, 2014. Detailed reporting information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the CalRecycle Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) of each approved Payment Request amount will be retained by CalRecycle until the CalRecycle Grant Manager approves the Final 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 CalRecycle Grant Manager's approval of these documents by April 1, 2014, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

GRANT AGREEMENT PROVISIONS;

INCLUDING AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

As with all Grant Agreement provisions, the following provisions are non-negotiable. Submittal of an Application constitutes acceptance of the provisions.

1. Audit/Records Access. The Grantee agrees that CalRecycle, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and Resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such

records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

2. **Waiver of Personal Jurisdiction:** Should CalRecycle seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.