

TIRE-DERIVED AGGREGATE GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

1st Cycle (TDA1) – Fiscal Year (FY) 2011/12



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GRANT CYCLE OVERVIEW

This resource document provides applicants a cycle overview, instructions 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 Aggregate (TDA) Grant Program pursuant to Public Resources Code (PRC) Section 42872 and 42873.

The purpose of the grant is to promote the use of TDA to increase recycling of California-generated waste tires. The TDA Grant Program provides assistance to civil engineers in solving a variety of engineering challenges. TDA, which is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional lightweight aggregates.

ELIGIBLE APPLICANTS

- “Local governments” (cities and counties) as defined in PRC Section 30109
- Special districts (including transportation districts)
- 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

Eligible projects generally fall into one of four categories (see <http://www.calrecycle.ca.gov/Tires/TDA/default.htm> for more complete descriptions):

- Category 1: Lightweight fill (slope stabilization, embankment fill, and landslide repair)
- Category 2: Landfill application (leachate and gas collection systems, drainage layers, leachate injection)
- Category 3: Retaining wall backfill (where lightweight material is required)
- Category 4: Vibration mitigation (under rail lines)

All projects are subject to the following requirements:

- One hundred percent (100%) California-generated waste tires must be used in the TDA portion of the project(s).
- The project(s) must be located in California.
- A minimum of 750 tons of TDA must be used in the project(s).
- All projects must comply with CalRecycle’s *TDA Project Guidance Manual*, which will be available on the TDA Grant website at a later date.
- Plans and specifications must be reviewed by CalRecycle staff and/or its contractor(s) prior to commencement of work. The project design plans must be at a minimum 50% design at the time of application submission and 100% design prior to the start of the project. The design plans must include: project costs (preliminary cost submitted with the application), the location of TDA placement, the type and quantity of TDA (initial estimate submitted with the application), and any analysis necessary to validate the design.
- Each project must incorporate technical assistance/training that will be provided by CalRecycle contractors and/or staff.

- Applicant must obtain written access to the project site(s) from the legal owner, or his/her authorized agent, and any other party whose authorization is necessary for CalRecycle staff and/or its designated contractors during the term of the grant.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).
- Construction of the TDA portion of any project must commence on or after the date indicated in CalRecycle's written Notice to Proceed and be completed by April 1, 2014.

Additionally, the following project requirement is specific to the individual project as indicated:

- Landfill projects must not use more than 0.75 cubic yards (0.5 tons) of TDA per lineal foot of landfill gas collection or leachate injection line.

AVAILABLE FUNDS

- A total of \$1,500,000 is available for this grant cycle, Fiscal Year (FY) 2011/12, subject to funding availability.
- \$350,000 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 written "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 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 written "Notice to Proceed" from CalRecycle and ends on April 1, 2014 (*see "Grant Performance Period and Grant Term" for additional information*).

Eligible costs include expenditures incurred during the grant term that directly related to the purchase and transportation of the TDA material, and the installation, testing, and engineering/design work for the project. One or more projects may be combined into a single grant. Testing costs are subject to a maximum of \$5,000 per project. Engineering/design costs are subject to a maximum of ten percent of the grant amount, not to exceed \$35,000.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred for projects that start construction prior to the Notice to Proceed date, or end construction after April 1, 2014;
- TDA material that is not made from 100% California-generated waste tires;
- Other project-related cost, including planning, permitting, environmental studies, and site preparation;
- 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 CalRecycle Grant Manager.

Detailed cost information is included in Exhibit B – Procedures & Requirements of the Grant Agreement. See <http://www.calrecycle.ca.gov/Tires/Grants/TDA/FY201112/default.htm> to download a draft of the Procedures & Requirements.

QUESTION AND ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and received by October 19, 2011, via email at: grants@calrecycle.ca.gov;

Questions received by any other method or after October 19, 2011, will not be accepted.

Periodically during the Question and Answer (Q&A) period, Qs&As will be posted on the Qs&As website <http://www.calrecycle.ca.gov/Tires/Grants/TDA/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 two weeks after the deadline and are subject to updates. It is the applicant’s responsibility to check this website for the latest information.

TIMELINE FOR TIRE-DERIVED AGGREGATE GRANT PROGRAM TDA1, FY 2011/12

Date	Activity
Application release date to October 19, 2011	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions must be submitted by email
October 26, 2011	<ul style="list-style-type: none"> • All answers will be posted (tentative)
November 16, 2011	<p>Application Deadline</p> <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
December 16, 2011 (Secondary Deadline)	<p>If Resolution or Letter of Commitment is not submitted with the application</p> <p>Approved Resolution or Letter of Commitment must be uploaded in GMSWeb by this date</p> <p>If applicant does not have an EPPP policy at time of application</p> <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMSWeb by this date
January/February 2012	<p>Grants Awarded</p> <ul style="list-style-type: none"> • CalRecycle considers funding recommendations, and if approved, awards grants (tentative)
Notice to Proceed to April 1, 2014	<p>Grant Performance Period—may incur program or project costs</p>
April 1, 2014	<p>Final Report, Final Payment Request, and Request for 10% withhold Deadline</p>

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.aspx>, select "Create a new grant application from the cycle search." Open grant cycles are displayed in a table. Find Cycle Name: Tire-Derived Aggregate Grant; Cycle Code: TDA1 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. To determine amount, complete the Project Summary & Calculation document, found on the Summary tab, in the Resource Documents section. Do not exceed the maximum grant award amount of \$350,000. 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 of the proposed TDA project(s), proposed construction date, and the amount of TDA material that will be used.
- 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 his/her 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 the Materials budget category. Total budgeted amount must equal the Grant Funds Requested amount, which is calculated in the Project Summary & Calculation document, located on the Summary tab, in the Resource Documents section.

See Grant Cycle Overview section for “Eligible Costs” information

Address/Site(s)

All applications must contain a payment address. Enter the **department name only** (do not include the applicant name in this field), choose Payment Address as the Address/Site Type and enter the complete address. The budget amount or summary fields are not required for the payment address entry.

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.” Documents’ file size must not exceed 10 megabytes per upload.

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

APPLICATION DEADLINE

Applications must be submitted in GMSWeb no later than November 16, 2011. Technical assistance will only be available until 5:00 p.m. on the application due date.

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 electronically, save it to your computer, and then upload it to the Documents tab. Below is a list and examples of some of those documents.

PROGRAM REQUIREMENTS, PROJECT SUMMARY & CALCULATION INFORMATION AND EXAMPLE

Program Requirements Information

- for all applicants

This is a required document, detailing additional program requirements. Complete all sections.

Project Summary & Calculation Information

- for all applicants

This is a required document, detailing project summaries and determining the requested grant amount. Complete sections, as appropriate.

The document contains five tabs. There is a Main tab and four Category tabs. Within each tab, fill out white areas only, as appropriate.

- An applicant can apply for more than one project category.
 - Complete section one. Check all that apply.
- For each category selected (in section one), provide project (section two) and budget cost information (section three) by navigating to the appropriate category tab.
 - Category tabs are located on the bottom left corner of the document.
- Transfer amount calculated in section four onto the “Grant Funds Requested” field in the Detail tab of GMSWeb.

See Eligible Projects/Products section for “Project Category.”

More instructions can also be found within the document.

Calculation for Requested Grant Amount (Information and Example)

This document is designed to automatically calculate the grant amount based on required entries (e.g. length, width, height, delivered cost, and the cost for engineering and testing). Below is for informational purposes only.

The sample calculations below are to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual project cost, not to exceed the grant award amount. For calculation purposes, historical, estimated, and/or actual bid costs can be used.

Table 1: Fill Volume: $A*B*C = D$

A		B		C		D
Length (feet)	X	Width (feet)	X	Height (feet)	=	Volume ¹ (feet ³)
500	X	50	X	10	=	250,000

1 - For landfill projects, volume limited to 0.75 ft³ (0.50 tons)/lineal foot of trench

Table 2: Volume Conversion² to cubic yards: $D/27 = E$

D				E
Volume (feet ³)	/	27	=	Volume (yards ³)
250,000	/	27	=	9,259

2 - Conversion Factor: 1 yd³ = 27 ft³

Table 3: Tonnage: $E*0.675 = F$

E				F
Volume (yards ³)	X	Unit Weight ³ (ton/yards ³)	=	Weight ⁴ (tons)
9,259	X	0.675	=	6,250

3 - Typical in place density of 50 lbs/ft³ (0.675 ton/yd³)

4 - A combined minimum of 750 tons of TDA must be used in the project(s)

Table 4: Delivered Cost: $F*G = H$

F		G		H
Weight (tons)	X	Delivered Cost (\$/ton)	=	Material Cost (\$)
6,250	X	40	=	250,000

Table 5: Installation Cost: $F*7.50 = I$

F				I
Weight (tons)	X	Installation Cost ⁵ (\$/ton)	=	Installation Cost (\$)
6,250	X	7.50	=	46,875

5 - Maximum for reimbursement is \$7.50/ton

Table 6: Calculation for Requested Grant Amount Example: $H + I + J + K = L$

H		I		J		K		L
Materials	+	Installation	+	Engineering ⁶	+	Testing ⁷	=	Total
\$250,000	+	\$46,875	+	\$33,542	+	\$5,000	=	\$335,417

6 - Engineering/design costs are subject to a maximum of ten percent of the grant amount, not to exceed \$35,000.

7 - Testing costs cannot exceed \$5,000 per project.

Project Summary & Calculation Example

For your convenience, a sample spreadsheet has been provided on the Summary tab, in the Resource Documents section.

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, LETTER OF DESIGNATION, AND LETTER OF AUTHORIZATION 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. However, if applicant needs additional time to obtain the Resolution, it must be uploaded no later than the secondary due date of **December 16, 2011**, or the application will be disqualified.

Applicants that are subject to a governing body must submit a Resolution. The Resolution must include the following provisions:

- The Resolution must authorize the submittal of an application for this and other 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. 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 Aggregate Grant Program, 1st Cycle**. 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 an 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 **December 16, 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 www.green.ca.gov/EPP/Introduction/default.htm 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 **December 16, 2011**, and will upload their Notification (below) in the GMSWeb application. CalRecycle must receive the Notification on or before the secondary due date of **December 16, 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 can be considered for award.

Applicants may request funding for multiple projects in a single application. For each project, the applicant must provide engineered design plans. The plans must be at a minimum 50% design phase. The document will be used to determine the eligibility of the project from a technical standpoint.

If oversubscribed, CalRecycle will fund one eligible application from each project category using the greatest appropriate amount of TDA material within each category. The remaining applications will be ranked starting with project(s) that use the greatest appropriate amount of TDA material, regardless of category.

GRANT AWARD PROCESS

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/February 2012. CalRecycle reserves the right, with the applicant's prior approval, to partially fund the proposal, or fund individual phases of selected proposals, or fund an amount less than requested.

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

GRANT AWARDS CONDITIONS

CalRecycle awards this Grant subject to two conditions: 1) the proposed 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 proposed 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 sent 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/TDA/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/TDA/FY201112/default.htm> to download a draft of the Procedures & Requirements
- Exhibit C – Project Summary & Calculation
- Attachment – 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.

REPORTING PROCESS

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

- A Progress Report is due April 1, 2013.
- A Final Report is due 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.