

January 2005

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
INTEGRATED WASTE MANAGEMENT BOARD**

**TIRE PRODUCT COMMERCIALIZATION GRANT
PROGRAM**

**APPENDICES
FISCAL YEAR 2004/2005**



The appendix accompanies the application, which contains grant program information, processes, examples, definitions, and scoring criteria.

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**Waste Tire Grant Programs
(916) 341-6441**

Appendix A

GRANT PROGRAM INFORMATION

Background

The California Integrated Waste Management Board (CIWMB) receives an annual appropriation from the California Tire Recycling Management Fund (Tire Fund) to administer the Tire Recycling Act (Act) (Senate Bill 937, Vuich, Statutes of 1990, Chapter 35) and related legislation. As part of the Act, CIWMB is offering the Tire Product Commercialization grants which are intended to fund businesses that will produce new tire-derived product lines or expand existing tire-derived product lines and promote markets for tire-derived products; thereby reducing waste tire disposal and illegal dumping. CIWMB will award these grants on a competitive basis.

Applicant Eligibility

Tire Product Commercialization Grants are available to businesses located in California. Companies from out-of-state may apply for a Tire Product Commercialization Grant; however, the project site must be located in California. Additionally, the applicant must use California generated waste tires until the end of the grant term, and must secure all the required business permits, licenses and filings for the California location. Only one application may be submitted per business or per business in which the applicant or any of its officers or directors owns more than 20% of another company that has applies for a Tire Product Commercialization Grant for the 2004/2005 fiscal year. Any applicants deemed not eligible will be disqualified and their application will be returned un-scored.

An applicant must:

- Certify compliance with the principles of Environmental Justice.
- Certify compliance with the five (5) year reporting requirement after the term of the grant.
- Certify to the non-occurrence of certain events within a three (3) year period as stated in the application.
- Certify that the applicant has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license, and permit requirements. Grantees must complete the General Checklist of Business Permits, Licenses, and Filings (CWIMB 669). <http://www.ciwmb.ca.gov/Grants/Forms/CIWMB669.doc>
- Certify that any contractors hired for the project are reliable. Grantees must complete the Reliable Contractor Declaration (CIWMB 168). <http://www.ciwmb.ca.gov/Grants/Forms/CIWMB168.doc>
- Certify products purchased/used with grant funds contain recycled-content material. Grantees must complete a Recycled-Content Certification (CIWMB 74G). <http://www.ciwmb.ca.gov/Grants/Forms/CIWMB074GTire.doc>
- Certify that one-hundred percent (100%) California Waste Tires are used in the project.
- Include with its application a copy of the label from the paper package(s) used to print and/or copy the application and any attachments, indicating that it was printed and/or copied on paper containing 100% recycled content (unless 100% recycled-content paper is not appropriate, such as where many full color photographs will be used, then paper with a minimum of fifty percent (50%) recycled-content may be used).

Ineligible Applicants

For the purposes of the Tire Product Commercialization Grant cycle, an applicant will be rejected for a grant award when: 1) the applicant does not plan to site the project in California; 2) the applicant has applied for a Tire Product Commercialization Grant under a different name for the 2004/2005 fiscal year; 3) the applicant has any partner, member of any Limited Liability Company, officer, director, responsible managing officer, or responsible managing employee of another company that has applied for a Tire Product Commercialization Grant for the 2004/2005 fiscal year; 4) the applicant uses the same buildings, offices, or property as another grant applicant applying for a Tire Product Commercialization Grant for the 2004/2005 fiscal year; 5) the applicant, or any of its officers or director, owns more than 20% of another company that has applied for a Tire Product Commercialization Grant for the 2004/2005 fiscal year.; and/or 6) the applicant has had a final administrative decision for penalties, permit revocations, suspensions, hauler penalties, suspensions or revocations against them in the last two years. A “final administrative decision” is one from which all appeals have either been exhausted or the applicant chose not to pursue an appeal and the time to file an appeal has expired.

Eligible Projects

- Projects must be located and produced in California, and be able to consume a minimum of 200,000 passenger tire equivalents (PTE) annually as indicated in Criterion # 9 (Capacity).
- Eligible projects may produce tire shreds, chips, crumb rubber, or final tire-derived products.
- Projects using devulcanization are eligible. The records for the grant must be located in California with the project and must be retained for a minimum of three (3) years after the end of the grant term.
- Equipment purchased with grant funds must remain in California during the term of the grant and for a minimum of five (5) years after the end of the grant term.
- The applicant must agree to submit annual reports about the project to the CIWMB for a minimum of five (5) years after the end of the grant term.
- Any tire-derived feedstock purchased in whole or in part with grant funds or processed through equipment purchased in whole or in part with grant funds, must be generated from California waste tires.
- All projects must comply with all applicable local, state, and federal laws and incorporate the principles of environmental justice.

Ineligible Projects

Under this grant program, the following are not eligible for funding:

- Projects that do not consume California generated waste tires;
- Projects not located within California and grant-funded products not produced in California;
- Projects that are linked to other proposed projects under this grant program;
- Any project that provides financial or other support that promotes, or provides for research for the incineration of tires; and
- Any project that uses Pyrolysis, Gasification, or Liquefaction technologies.

Eligible Costs

Eligible costs are those direct costs associated with administering the Tire Product Commercialization Grant that are approved by the Grant Manager and which occur within the term of the grant after receiving the Notice to Proceed from CIWMB. To be eligible, the budget that includes match and grant funds must demonstrate that it is reasonable for the work proposed and it must clearly itemize all expenses. The budget must be realistic for the work proposed and the project must be conducted in the most cost-effective manner. Only reasonable costs incurred during the grant agreement term are eligible for grant funding. Applicants should carefully check the accuracy of all budget itemization totals. Dollar amounts should be rounded to the nearest whole dollar. Descriptions of the each category in the Budget Itemization Form are as follows:

- Personnel Services – this may include salaries, wages, and benefits for personnel who are employed by the grantee and who will work directly on the project.
- Materials/Supplies - this may include costs of materials and/or supplies directly related to completion of the project (i.e. raw materials, such as feedstock, advertising materials, etc.).
- Equipment - Enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. Provide copies of estimates and/or quotes if actual dollar amounts are not known.
- Services/Contracts - Includes contracts for purchased services, such as engineering.
- Other costs – identify costs not included in the above categories and not listed as ineligible.
- Cost Savings - Include information on cost savings, e.g., volunteer labor, in-kind services, re-use, recycling options, etc.

Ineligible Costs

Ineligible costs are any costs not directly related to the approved Tire Product Commercialization Grant project. Ineligible costs include, but are not limited to, the following grant funds or match monies. Ineligible costs include, but are not limited to, the following:

- Costs incurred prior to the date on the Notice to Proceed or after April 13, 2007;

- Costs not identified in the approved Budget;
- Costs currently covered by another CIWMB grant, contract, or loan;
- Costs related to recycling non-California waste or used tires;
- All costs associated with obtaining permits and/or licenses;
- Maintenance costs;
- Costs associated with patents, such as patent searches;
- Expenses incurred for meetings, workshops, training, food, or beverages;
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and other miscellaneous costs incurred during the project;
- Purchasing or leasing of vehicles by non-governmental agencies or businesses;
- Overtime costs;
- Out-of-state travel;
- Any food or beverages (e.g., as a part of meetings, workshops, training, or events);
- Profit or mark-up by grantee;
- Any personnel costs not directly related to salaries, wages, and/or benefits earned for work on the grant project;
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Interest charges or payments on bonds or indebtedness required to finance project costs;
- Fines or penalties, due to violation of federal, state or local laws, ordinances, or regulations;
- Personnel travel or per diem costs;
- Cell phone, pager, electronic personal assistance device, camera's, etc.;
- Costs connected with contractor claims/liens against the grantee;
- Permit, inspection and use fees;
- Bonus payments for early completion of work;
- Fines or penalties due to violation of federal state or local laws, ordinances or regulations;
- All cost attributable to county or state building licensing and permit fees, sewer/utility use or unit fees/or other building inspection fees; and
- Any other costs not deemed reasonable by the Grant Manager.

Grant Funding and Matching Funds

CIWMB receives an annual appropriation from the Tire Fund to administer the Act, Public Resources Code sections 42860 et seq.

The maximum amount for each grant is proposed to be \$250,000 with a required fifty percent (50%) minimum match of the grant amount. If an applicant requests more than \$250,000 or proposes less than the fifty percent (50%) match on the signed application form, the application will be returned un-scored and the applicant will be disqualified. The requirement that the applicant demonstrate an ability to provide matching resources equal to or greater than fifty percent (50%) of the amount of the requested grant will be evaluated through the Budget Scoring Criterion. All applicants must contribute a minimum match. The match requirement must be fulfilled after receiving the Notice to Proceed and by the end of the grant term.

Payment of Grant Funds

Grant funds are paid on a reimbursement basis for the actual eligible costs directly related to the implementation of the project as approved in the Grant Agreement. All payment requests must include an itemization with documentation of claimed expenses (e.g., itemized receipts, proof of payment invoices, etc.). Ten percent (10%) of the requested reimbursement amount from each payment request will be retained until completion of the grantee's obligations under the Grant Agreement. The ten percent (10%) retention may be reimbursed after the CIWMB Grant Manager reviews the final payment request and final report, at the end of the grant term.

Grant Term

The grant term is from the time the grantee receives a Notice to Proceed through April 13, 2007. All costs must be incurred during this term. The Final Report and Final Payment Request are due by April 13, 2007. Failure to submit the Final Report and Final Payment Request, with all required documentation, by April 13,

2007, may result in rejection of the Final Payment Request and the Grantee may forfeit reimbursement of otherwise eligible costs.

TIRE PRODUCT COMMERCIALIZATION GRANT PROGRAM MILESTONES

Table: Tentative Timeline FY 2004-2005

DATE	ACTIVITY
December 14 - 15, 2004	Board adopts scoring criteria/evaluation process.
January 2005	Staff mails Notice of Funds Available and posts it on CIWMB's website.
January 2005	Applications mailed and posted on CIWMB's website.
January 13 - 25, 2005	Question and Answer Period.
February 1, 2005	Question and Answer Posting.
February 16, 2005 (3:00 p.m.)	Applications must be received by this date and time as specified in the application.
May 10 - 11, 2005	Board considers funding recommendations.
July – August 2005	Grant agreements mailed for signature.
June 1, 2005-April 13, 2007	Grant term.

Audit Requirements

All grantees are required to comply with the following provisions:

1. **Audit/Records Access.** The grantee agrees that the CIWMB, 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 CIWMB 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.

Appendix B

GRANT EVALUATION AND AWARD PROCESS

Evaluation

After the close of the application period, staff will review and score the grant applications. Information provided by the applicant in the application will be evaluated based on the scoring criteria (see Appendix I – Scoring Criteria). Applicants must score at least seventy percent (70%) to be considered for funding. All applications will be scored consistently and ranked by the total number of points received.

Awarding of Grants

Staff will develop funding recommendations for the Board's consideration during its monthly Board meeting in May 2005 (tentative). Grants will be awarded to applicants with a passing score, in order of highest ranking score, from FY 2004/2005 Tire Product Commercialization Grant funding until exhausted, and remaining passing applications may, in order of highest ranking score, be awarded grants if funds become available. CIWMB reserves the right to fund an amount less than the amount requested.

Post Grant Award Site Visit

Prior to recommending Grant Awards to the Board, staff will visit the grant applicant's project site that may be recommended for funding. During the visit, staff will verify information contained in the application.

Appendix C

QUESTION-AND-ANSWER PROCESS

CIWMB staff cannot answer any questions about your project or the application except through the Question and Answer Process because this is a competitive grant program. Therefore, if you have questions, you must submit them in writing to the CIWMB by **January 25, 2005**. No program-specific questions will be answered after January 25, 2005. Similar or related questions may be reworded for clarity and responded to as one question. Questions and answers will be compiled and posted on CIWMB's web site, or can be mailed or emailed upon request. The questions and answers will be posted on or about February 1, 2005 and are subject to updates.

Web site address: www.ciwmb.ca.gov/Tires/Grants/

Email address: tiregrants@ciwmb.ca.gov

Mailing address for questions:

California Integrated Waste Management Board
Tire Product Commercialization Grant Program
Special Waste Division - MS 22
1001 "I" Street
P.O. Box 4025
Sacramento, CA 95812-4025

**Appendix D
WORK PLAN TASK FORM**

EXAMPLE

Task #	Task Description	Product or Results	Staff/Contractor	Timeframe (use dates)
1.	Develop & Solicit Contractor Bid	Project Site Designed	Staff	August 2005 – October 2005
2.	Award Bid		Contractor	
3.	Install Equipment	Train Staff; Prepare and arrange for proper permitting, licensing, etc. Project Success	Staff	December 2005
4.	Install Electrical Panel		Staff	January 2006 – May 2006
5.	Monitor Project			
6.	Develop customers for product produced	Contracts agreements with customers	Staff	May 2006 and ongoing
7.	Evaluate Ongoing Project Process		Staff	Ongoing 2006- 2007
8.	Develop Progress Reports for CIWMB	Project Evaluation	Staff	January 2007
9.	Develop Final Report for CIWMB	Final Report	Staff	March 2007

Appendix E Budget Itemization Form - Example

Task #	Category	Expenditure Details	Grant Funds	Match Funds	Total Funds
1 Plan and Design Equipment	E and P Staff	\$90 /hr. 55 Hours; Supervising Engineer	\$	\$4,950	\$
	E and P Staff	\$55 /hr. 100 Hours; Staff Engineer	\$5,500	\$	\$
	materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL			\$5,500	\$4,950
Task 2	E and P Staff	\$35 /hr. 125 Hours; advertise	\$	\$4,375	\$4,375
	E and P Staff	\$35 /hr. 80 Hours review and award	\$2,800	\$	\$2,800
Solicit Bids	Equipment	Equipment Conveyor /Screens	125,000\$	\$75,000	\$200,000
Award Bids	Equipment	Equipment – Press	\$30,000	\$	\$30,000
Task 3	Purchase and Install Equipment	Equipment -Mixer	\$25,000	\$	\$25,000
	other costs		\$	\$	\$
	TOTAL		\$182,800	\$79,375	\$262,175
	E and P Staff	\$35 /hr. 100 Hours installation	\$3,500	\$	\$3,500
	Managerial Costs	\$90/hr 100 hours (in-kind)	\$0	\$0	\$0
Install	Administrative Cost	\$45/hr 100 hours (in-kind)	\$0	\$0	\$0
	E and P Staff	2@ \$55 /hr. 150 Hours; Electricians	\$16,500	\$	\$16,500
Test	E and P Staff	3@35/hr50hrs startup evaluation	\$	\$5,250	\$5,250
	Equipment		\$	\$	\$
	services/contracts		\$	\$	\$

Task 6	Material	California Waste Tire Material	\$41,700	\$35,425	\$77,125
Task 5, Task 6, & Task 7	Evaluation	Evaluate Ongoing Project Process, CIWMB Progress Reports, CIWMB Final Reports - In Kind	\$0	\$0	\$0
	TOTAL		\$61,700	\$40,675	\$102,375
TOTAL GRANT FUNDS (Not more than \$250,000)			\$250,000		
TOTAL MATCH FUNDS (must equal at least 50% of grant funds)				\$125,000	
TOTAL PROJECT FUNDS					\$375,000

Cost (dollar figure) associated with activities necessary to complete the project. For example:

- Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable;
- Quotes, estimates, or other documentation to support the costs claimed are provided;
- All program tasks described in the Work Plan and narrative are itemized in the budget;
- No errors are in the budget; and
- Re-use and recycling options are indicated

Appendix F

RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE

Example #1 Recycled-Content Purchasing Policy

Purpose

The business provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

General Policies

- All business areas shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- All business departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- The business shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- The business shall promote the use of recycled products publicizing its procurement policy whenever practicable.

Responsibilities of (title of person assigned to coordinate the policy)

The (title of the person assigned to coordinate the policy) shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all business departments whenever practicable and will develop the mechanism for maintenance, additions and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new products along with a list of suggested uses. The (title of the person assigned to coordinate the policy) will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled-product availability, recycled content, and competition. To the extent such information is known; company staff shall identify to the (title of the person assigned to coordinate the policy), products available with recycled content and vendors from whom such products are available. The (title of the person assigned to coordinate the policy) will also be responsible for information and dissemination of that information to all departments and for annual policy review.

Responsibilities of All Other Business Departments

- Each department shall purchase recycled products whenever practicable.
- Evaluate recycled products on the established list.

Example #2 Waste Reduction and Recycling Directive

Purpose

The business will act to make resource conservation an integral part of the physical operation of the waste reduction and recycling programs. The practice of discarding materials used in business facilities is wasteful of natural resources, energy, and money. It is also a function of the business to set an example of stewardship of our natural resources.

It will be the policy of the business to implement the following actions:

- The business will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
- The business will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products wherever possible.
- The business will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for the recovering of waste and recycling are developed within the business, they will participate by appropriately separating and allowing recovery of recyclable waste products.
- The business will purchase, where financially viable, recycled products. The business will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- Representatives of the business will actively advocate where appropriate for resource conservation practices to be adopted at the local, regional, and state levels.

Appendix G

AUTHORIZING DOCUMENT INFORMATION AND EXAMPLE

The grant application package must include an authorizing document from the applicants' governing body, owner, or chief executive, authorizing submittal of an application for the Tire Product Commercialization Grant and identifying the title(s) of the individual(s) authorized to execute all grant-related documents, including the Grant Agreement, and Requests for Payment (see sample authorizing document below).

Please select the authorized representative carefully because this will be the only person whose signature will be accepted by CIWMB on the Grant Agreement and Payment Requests.

The authorizing document must identify the position title of the official authorized to execute any agreements, contracts, and requests for payment.

Authorizing Document Example

Sample Authorizing Document (Private entity -- provided as an example, only. Do not submit this sample.)

[Letterhead – applicant's address should also be shown in letter]

Date

California Integrated Waste Mgmt. Board
Tire Product Commercialization Grant Program
P.O. Box 4025, MS#10
Sacramento, CA 95812-4025

To Whom It May Concern:

Enclosed is an application for \$ _____ (dollar amount being applied for) for the Fiscal Year (FY) 2004/2005 Tire Product Commercialization Grant Program. The (name of company) is a (type of entity) based in (City, State) that (describe main products or services provided).

By submitting this application for the FY 2004/2005 Tire Product Commercialization Grant Program, I am making a commitment to complete the proposed project as described in the enclosed application. I certify that this document and all attachments were prepared under my direction, and hereby certify under the penalty of perjury under the laws of the State of California that the information submitted is true and accurate to the best of my knowledge and belief.

I have authority to execute a binding agreement on behalf of (name of company). In addition to myself, I authorize the following individual(s) to sign payment requests and other official correspondence relating to this project:

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

Sincerely,

John Doe
Title
Name of Company

Appendix H DEFINITIONS

Applicant—the jurisdiction submitting an application and requesting grant funds.

Authorized Signature—the signature of the person authorized (by position title) by the applicant's governing body owner or chief executive to execute in the name of the jurisdiction or company all necessary applications, contracts, agreements, amendments, and payment requests for the purpose of securing grant funds and to implement and carry out the purposes specified in the grant application.

Board—refers to the six-member governing body of CIWMB.

Budget Itemization—a detailed list of all eligible costs relating to the project.

CIWMB—refers to the California Integrated Waste Management Board, staff, programs, projects, etc.

Competitive Grant—an award of money for which applicants compete.

Contingency—an unforeseen event. Contingent expenses are those used for unexpected conditions.

Criterion—a rule for evaluating; a standard of judgment.

Cost Savings—in-kind services, re-use and recycling options, and use of pre-existing promotional materials, etc.

Endorsement—written approval or sanction.

Environmental Justice—"The fair treatment of people of all races, cultures, and income with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies" {Government Code § 6540.12(c)}.

Estimate—a written statement of the approximate charge for the work to be done, submitted by a person, or company ready to undertake the work.

Evaluation—to determine the significance or quality of; to assess methods used to measure the success of the project.

Goal—an object or end one tries to attain.

Grantee—the term used to refer to the jurisdiction after it has a signed Grant Agreement with CIWMB.

Grant Agreement—legal, binding document that includes a cover sheet, terms and conditions, procedures and requirements, work plan, budget, attachments, and is signed by both the grantee (with designated signature authority) and CIWMB's Executive Director or his designated signatory.

Grant Award—amount of money awarded by CIWMB to complete the proposed project.

Grant Request—the amount of grant money requested by the applicant.

Match Funds—funds that are provided by the grantee.

Notice to Proceed—the formal letter from CIWMB notifying the grantee to start its grant project.

Need—a condition requiring supply or relief.

Objective—a measurable target that must be met on the way to attaining a goal.

Other Costs—eligible costs not included in the listed categories of the budget.

Post-Consumer Material—as defined in the Public Contract Code (PCC) 12200 (b) "...a finished material that would have been disposed of as a solid waste, having completed its life cycle as a consumer item." It does not include manufacturing wastes. Post consumer material is generally a product that was bought by the consumer, used, and then recycled into another product.

Pre-Consumer—materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to; obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting, and other converting operations.

Primary Contact—the main person with whom the CIWMB Grant Manager will communicate regarding questions, requests, and clarifications.

Quote—to provide in writing, the current or market price of a service, supply, materials, or piece of equipment.

Recipient—the jurisdiction receiving a grant award from CIWMB to complete a project.

Recycle—to treat or process used or waste material so as to make it suitable for re-use or a new use.

Recycled-Content Material (Recycled Product)—as defined in PCC, Section 12200(a)(1). All materials, goods, and supplies, no less than fifty (50) percent of the total weight of which consists of secondary and post-consumer material with not less than ten (10) percent of its total weight consisting of post-consumer material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

Recycled-Content Purchasing Directive—an administrative order, policy, or memo instructing the purchase of recycled-content products.

Recycled-Content Purchasing Policy—a policy of a business specifically to purchase recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable.

Recycling Program—a plan of action to accomplish recycling and/or to create awareness of the importance of recycling.

Reference—a formal statement regarding a person's or organization's character or experience.

Resolution—a formal authorization of opinion, support or intention made, usually after voting by a formal organization.

Resume—a brief written account of personal, educational, and professional qualifications and experience.

Secondary Contact—the alternate person (if the primary contact is not available) with whom the CIWMB Grant Manager will communicate regarding questions, requests, and clarifications.

Secondary Material—as defined in PCC 12200(c) "...fragments of unfinished products or finished products of a manufacturing process that has converted a resource into a commodity of real economic value, and includes post-consumer material, but does not include excess virgin resources of the manufacturing process." The material (product) did not get to the consumer before being recycled.

Task—the specific activities conducted to complete a project.

Timeframe—a period of time during which something has taken or will take place; the project beginning and ending date required to complete the project or task.

Total Grant Request—the amount of the grant funds requested.

Unmet Need—a lack of service, equipment, funding, or facility to fulfill the project.

Used Tire—means a tire that meets all of the following requirements:

1. The tire is no longer mounted on a vehicle but is still suitable for use as a vehicle tire;
2. The tire meets the application requirements of the Vehicle Code and Title 13 of the California Code of Regulations; and
3. The used tire is stored by size in a rack or a stack, but not in a pile, in a manner approved by the local fire marshal and vector control authorities and in accordance with the state minimum standards. The used tire shall be stored in a manner to allow inspection of each individual tire.

Volunteer Labor—work produced by a person or persons willingly and without pay or compensation.

Waste Tire—a tire that is no longer mounted on a vehicle and is no longer suitable for use as a vehicle tire due to wear, damage, or deviation from the manufacturer's original specifications. A waste tire includes a repairable tire, scrap tire, and altered waste tire, but does not include a tire derived product, crumb rubber, or a used tire that is organized for inspection and resale by size in a rack or a stack in accordance with Public Resources Code Section 42950(k).

Work Plan—the detailed listing of all tasks (and sub-tasks) necessary to complete the proposed project.

Appendix I SCORING CRITERIA

GRANT SCORING CRITERIA FY 2004/2005 FOR THE TIRE PRODUCT COMMERCIALIZATION GRANT PROGRAM

Applicants must score 70% (70 points) of 100 points to be considered for funding.

Points	Description
GENERAL CRITERIA	
Up To 30	<p>1. NEED--Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).</p> <ul style="list-style-type: none"> • Provide convincing reasons why the applicant's project should be funded (include community benefits, end-products, and how the project will be cost-effective). Document that the technology is beyond the research stage and that a demonstration process has indicated the proposed project is technically feasible. If this is a new process, indicate where and when these demonstrations have occurred and include appropriate descriptive information. The narrative should include whether there are similar products/projects already in existence and why the applicant's project will prosper in the current marketplace. • Provide a detailed response that demonstrates the benefit of increasing market demand for waste tire processed materials. This narrative should include a discussion of existing similar products and how use of waste tire processed materials will help to create sustainable markets. • Describe the problems you hope to address by completing your project. Include an explanation of the economic climate and conditions both within your industry and in other industries and areas that affect your business. • Indicate where you will obtain a supply of California generated waste tires to attain the goals and objectives of your grant project (provide letters of commitment from suppliers). Also, provide documentation that if awarded the grant the applicant has viable markets for the proposed product. Indicate the method and complete calculations used to estimate the amount of finished end-products produced. This information should show a direct relationship to the response given in criterion #9 Capacity.
Up To 5	<p>2. GOALS AND OBJECTIVES--Describe what you wish to accomplish by completing this grant project. Measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> • Goals and objectives are based on the identified need; • Describes specific and measurable objectives; • Demonstrates that objectives can be achieved within indicated time frame; • Describe the desired outcome of your Tire Product Commercialization project. Include reasonable measures, target dates, and the overall timeline. (This desired outcome should correlate to the PTE requirement indicated in Criterion #9 – Capacity.)
Up To 5	<p>3. WORK PLAN-- Specific list of all grant eligible procedures or tasks used to complete your project.</p> <ul style="list-style-type: none"> • Explain your overall Work Plan and include how you will report progress. • Include how you will address local or regional needs and how it ties in with the project's goals and objectives. • Include how you will meet your obligations within the term of the grant agreement. • List all tasks necessary to complete your project on the Work Plan Form.

Up To 5	<p>4. EVALUATION – Measures the outcome of your project.</p> <ul style="list-style-type: none"> • Explain how you will measure that your project has met its goals and objectives. Include specific types of data collection or project measurement methods that will be used to track project accomplishments. • Describe how you will evaluate interim progress and adjust tasks, objectives, or goals. • Describe how you will address any problems or the challenges you may encounter implementing your project. • List who will be responsible for measuring and reporting your interim progress and your final project evaluation.
Up To 10	<p>5. BUDGET-- Cost (dollar figure) associated with activities necessary to complete the project. For example:</p> <ul style="list-style-type: none"> • Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable; • Quotes, estimates, or other documentation to support the costs claimed are provided; • All program tasks described in the Work Plan and narrative are itemized in the budget; • No errors are in the budget; and • Re-use and recycling options are indicated.
Up To 5	<p>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.-- Is the proposal clearly presented and complete? Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs, to carry out the proposed project. For example, proposal:</p> <ul style="list-style-type: none"> • Includes 2 letters of commitment or intent to purchase product; • Addresses ability of the applicant to coordinate contracted activities, if applicable; • Includes resumes, endorsements, references, etc.; and • Describes grant management experience.
Up To 10	<p>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE</p> <ul style="list-style-type: none"> • Complete the Recycled-Content Purchasing Policy or Directive form included in the application packet.
70	TOTAL POSSIBLE GENERAL CRITERIA POINTS
PROGRAM CRITERIA	
5	<p>8. LOCATION OF PRINCIPAL PLACE OF BUSINESS AND LENGTH OF TIME BUSINESS QUALIFIED TO OPERATE IN CALIFORNIA</p> <p><input type="checkbox"/> (5 pts.) The business that will perform this project has its principal place of business in California;</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> (5 pts.) The business that will perform this project, whose principal place of business is outside California, has been qualified to do business in California for at least two years prior to the application deadline as evidenced by a filing with the Secretary of State and/or having been issued a seller’s permit by the State Board of Equalization;</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> (0 pts.) The business that will perform this project, whose principal place of business is outside California, has not been qualified to do business in California for at least two years prior to the application deadline as evidenced by a filing with the Secretary of State and/or having been issued a seller’s permit by the State Board of Equalization.</p>

<p>Up To 20</p>	<p>9. CAPACITY <i>(A minimum increase of 200,000 Passenger Tire Equivalent (PTEs) per year using California waste tires)</i></p> <p>Indicate how many California generated waste tires the applicant will process annually at the completion of your grant project, by checking the appropriate box below:</p> <p><input type="checkbox"/> (Up to 10 pts.) We will process between 200,000 and 249,999 PTEs per year. <input type="checkbox"/> (Up to 15 pts.) We will process 250,000 up to 499,999 PTEs per year. <input type="checkbox"/> (Up to 20 pts.) We will process at or over 500,000 PTEs per year.</p> <p style="text-align: center;">OR</p> <p>Indicate how many California generated waste tires the applicant will bring from an applied technology to a commercial phase by the completion of your grant project.</p> <p><input type="checkbox"/> (Up to 10 pts.) Applicant will process between 200,000 and 249,999 PTEs per year. <input type="checkbox"/> (Up to 15 pts.) Applicant will process between 250,000 and 499,999 PTEs per year. <input type="checkbox"/> (Up to 20 pts.) Applicant will process at or over 500,000 PTEs per year.</p> <p><i>Important Notice Concerning the Source of California generated waste tires and Equipment Purchased with Grant Funds. CIWMB will require the applicant to provide documentation supporting your claim of the number of California generated waste tires processed using equipment purchased with grant funds at any time during the term of the grant. Further, any equipment purchased with grant funds must remain in California during the term of the grant and five years after the end of the grant term.</i></p>
<p>5</p>	<p>10a. PREVIOUS BOARD GRANTS</p> <p>Indicate below if you or any officers, principals, or members of your business or organization have been awarded and received funding from a CIWMB Tire Product Commercialization grant within the last three fiscal years 2001/2002, 2002/2003, or 2003/2004. (A fiscal year is July 1 through June 30.)</p> <p><input type="checkbox"/> (5 pts.) The applicant's business or organization has not received funding from a CIWMB Tire Product Commercialization grant within the last three fiscal years 2001/2002, 2002/2003, or 2003/2004.</p> <p><input type="checkbox"/> (0 pts.) The applicant's business or organization has received funding from a CIWMB Tire Product Commercialization grant within the last three fiscal years 2001/2002, 2002/2003, or 2003/2004.</p> <p style="text-align: center;">OR</p> <p>10b. LOCATED IN A RECYCLING MARKET DEVELOPMENT ZONE</p> <p><input type="checkbox"/> (5 pts.) The project is located within a Recycling Market Development Zone.</p> <p><input type="checkbox"/> (0 pts.) The project is not located within a Recycling Market Development Zone.</p>
<p>30</p>	<p>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</p>
<p>100</p>	<p>TOTAL POSSIBLE SCORE (Total of General Criteria and Program Criteria Points)</p>