

August 2004

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
INTEGRATED WASTE MANAGEMENT BOARD

WASTE TIRE AMNESTY DAY 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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Appendix A

GRANT PROGRAM INFORMATION

Background

The California Integrated Waste Management Board (CIWMB) provides a Waste Tire Amnesty Day Grant Program to help divert waste tires from landfill disposal, prevent illegal tire dumping, and educate the public about waste tire recycling and proper tire maintenance. An Amnesty Day Event allows private citizens to take waste tires, in non-commercial quantities, to a specific location established by the local government administering the grant program. Amnesty Day Events are not intended to be offered more than twice per month per location. This is a competitive grant program.

Purpose

The ultimate purpose of the Waste Tire Amnesty Day Grant Program is to mitigate the adverse environmental impacts created by unlawful disposal and storage of waste tires. Removing waste tires from local neighborhoods not only promotes public health and safety, but improves aesthetics as well. Furthermore, educating consumers about proper tire maintenance helps to prolong the useful life of the tires; thereby reducing the number of tires entering the waste stream each year.

Hauling Guidelines

Public Resources Code (PRC) § 42951(a) states, "Every person who engages in the transportation of waste or used tires shall hold a valid waste and used tire hauler registration, unless exempt as specified in Section 42954." The exemption in PRC § 42954(a)(7) says, "A person who hauls waste or used tires is exempt from registration under this chapter if at least one of the following conditions is met... The person, who is not a waste tire generating business, is transporting waste or used tires to an amnesty day event or to a location as defined in subdivision (b) of Section 42951, and has received written authorization, which includes specific conditions and dates, from the local enforcement agency. The local enforcement agency shall provide copies of any written authorizations to the board within 30 days of their issuance." CIWMB recommends that not more than 20 waste tires be allowed per vehicle load, nor more than one trip per vehicle, during an Amnesty Day Event. If more than 20 waste tires are allowed from each vehicle load, the jurisdiction must require the completion of a manifest form (CIWMB 647). Event coordinators should inform the local enforcement agency, the Highway Patrol, and the local sheriff and/or city police that these events are occurring. Amnesty Day Grant Program coordinators must ensure that the entity hauling waste tires from collection points is a registered Waste Tire Hauler, or that the entity meets the criteria for exemptions from the Waste Tire Hauler registration requirements in PRC section 42954(a).

Grant Funding

A total of \$500,000 is available for fiscal year 2004/2005, contingent upon availability of funds appropriated under the State Budget Act. Each applicant may apply for up to \$20,000. If two or more jurisdictions join together under a Joint Powers Authority ("JPA") or Memorandum of Understanding ("MOU"), they may apply for \$25,000 per jurisdiction up to a maximum of \$100,000. CIWMB reserves the right to fund an amount less than the amount requested.

Applicant Eligibility

California jurisdictions including: cities, counties, special districts, other political subdivisions and jurisdictions joined together by JPAs or MOUs, as well as Qualifying California Indian Tribes are eligible to apply for these grants. Only one application may be submitted per jurisdiction or group of jurisdictions joined together by a JPA or MOU.

An applicant must:

- Certify compliance with the principles of Environmental Justice.
- 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 Recycled-Content Certification (CIWMB 74G). <http://www.ciwmb.ca.gov/Grants/Forms/CIWMB074GTire.doc>
- Guarantee to lawfully remove the collected used and waste tires according to provisions in the Public Resource Code (PRC 42951) and CIWMB waste tire management regulations (Title 14, CCR 17350).
- Apply for projects that include both an education component and a plan for at least one Amnesty Day event.

Eligible Projects

Projects must include two components to be eligible for funding: 1) an Amnesty Day Event, which allows citizens to bring waste tires to convenient locations for proper management; and 2) an educational component, which promotes tire recycling and proper tire maintenance. The educational component should address the requirements for proper tire disposal of used and waste tires and ways to properly care for tires. The education may be in the form of brochures, public service announcements, and other printed or electronic means of sharing information. CIWMB encourages applicants to provide a plan that includes educational information in other languages as well as in English. The education component may include information on recycled-content waste tire products, and on health and safety and environmental issues of waste tires. The Amnesty Day component includes an amnesty event(s) for the public to deal with nuisance tires on their property. Applicants are encouraged to enter into partnerships with local businesses, local conservation corps, or other entities to maximize the scope of the program.

Note: Applicants can receive five points for translating educational and outreach materials into the appropriate languages for their jurisdictions' demographics.

Eligible Costs

Eligible costs are those direct costs associated with administering Amnesty Day events and educating the public, which are incurred after receiving the Notice to Proceed and by the end of the grant term.

Ineligible Costs

Any costs not directly related to the Amnesty Day Grant project are ineligible for grant or matching funds. Ineligible costs using grant or matching funds including, but are not limited to:

- Costs not identified in the Work Plan or approved Budget, unless approved in writing by the CIWMB Grant Manager prior to the costs being incurred;
- Costs currently covered by another CIWMB grant, contract or loan;
- Expenses incurred for meetings, workshops, training not associated with the project, food or beverages;
- Overhead expenses such as costs for utilities, office supplies, and other miscellaneous costs incurred during the project;
- Purchasing or leasing of vehicles by non-governmental entities;
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation), unless approved in writing by the CIWMB Grant Manager prior to the costs being incurred.
- Any personnel costs not directly related to salaries and/or benefits;
- Any personnel costs incurred as a result of any employee assigned to the project funded by the grant who does not actually work on the project (i.e., use of accrued sick leave, vacation, etc.)
- 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, unless approved in writing by the CIWMB Grant Manager prior to the costs being incurred;
- Cameras, cell phones, electronic personal data devices and/or pagers;
- Costs connected with contractor claims against the grantee; and
- Any costs not deemed appropriate by the CIWMB Grant Manager.

Matching Funds

All applicants must agree to contribute a minimum matching fund equal to or greater than 25% of the grant amount requested. 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, billable personnel hours, 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. At the end of the grant term, the ten percent (10%) withheld will be reimbursed after the CIWMB Grant Manager receives and approves the final payment request and final report.

Grant Term

The term of the grant is from the time the grantee receives a Notice to Proceed through April 30, 2007. All costs must be incurred during this term. The draft final report is due by March 30, 2007, and the final report and final request for payment are due by April 30, 2007. Failure to submit the Final Report and Payment Request, with appropriate documentation, by **April 30, 2007**, may result in rejection of the Payment request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

WASTE TIRE AMNESTY DAY GRANT PROGRAM MILESTONES

Activity	Date
Application Period (no program-specific questions accepted by phone)	August 2004 – October 15, 2004
Question-and-Answer Period	August 2004 – September 24, 2004
Questions and answers distributed to applicants and posted on the Tire Grant Program website.	October 1, 2004
Application Deadline (no extensions allowed)	October 15, 2004
Review and Ranking of Applications	November 2004 – December 2004
Resolution must be received	November 19, 2004
Board Approves Grant Awards (tentative)	February 2005
Grant Performance Period (tentative)	March 2005 - April 30, 2007
Draft Final Report Due	March 30, 2007
Close of Grant Term — request for final payment and final report due	April 30, 2007

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, 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. The applications will be evaluated based on the answers to the scoring criteria in the application (see Appendix I – Scoring Criteria). Applicants must score seventy percent (70%) (70 of 100 points) 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 business meeting in December 2004 (tentative). All applicants will be notified of these recommendations by mail. In the event the Board awards only a portion of an applicant's grant request, staff will incorporate additional conditions or changes in the final grant agreement.

Appendix C

QUESTION-AND-ANSWER PROCESS

Because this is a competitive grant program, CIWMB staff cannot answer any questions about your project or the application except through the Question and Answer Process. Therefore, if you have questions, you must submit them in writing to the CIWMB by **September 24, 2004**. No program-specific questions will be answered after September 24, 2004. 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 tentatively be posted the week of October 1, 2004, 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
Waste Tire Amnesty Day 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)
Pre-Event Planning Phase				
1.	Develop & Advertise Contractor Bid Package	Graphic Designer, Tire Hauler, etc.	Staff	April 2005 – May 2005
Education & Outreach Phase				
2.	Develop Education Materials	Flyers, Brochures, Ads	Contractor	June 2005
3.	Advertise Event(s)	Advertisements	Staff	July 2005
Amnesty Day Event Phase				
4.	Hold Amnesty Day Event(s)	Amnesty Day Event	Contractor / Staff	July 2005 – Dec. 2006
5.	Monitor Event	Event Success	Staff	
Post-Event Phase				
6.	Evaluate Event and Project	Project Evaluation	Staff	Jan. 2006
7.	Develop Final Report	Final Report	Contractor / Staff	Feb. 2006

**Appendix E
BUDGET ITEMIZATION FORM**

EXAMPLE

Pre-Event Planning Phase

Task #	Category	Description	Match \$	Grant \$	Total
	Personnel	\$13.00/Hr. X 30 Hours; Develop Bid Package	\$390		\$390
	Contractor Bid				
	Consultants/Contractors				
	Materials & Supplies				
<i>Sub-Total</i>			\$390		\$390

Education & Outreach Phase

Task #	Category	Description	Match \$	Grant \$	Total
	Personnel	\$20.00/Hr. X 6 Hours; Review Material	\$120		\$120
	Consultants/Contractors	\$60/Hr. X 22 Hours; Graphic Designer		\$1,320	\$1,320
	Services	Printer	\$500		\$500
	Materials & Supplies	Paper, etc.	\$75		\$75
<i>Sub-Total</i>			\$695	\$1,320	\$2,015

Amnesty Day Event Phase

Task #	Category	Description	Match \$	Grant \$	Total
	Personnel	\$20/Hr. X 50 Hours; Overseeing Event	\$1,000		\$1,000
	Consultants/Contractors	Operator, Maintenance, and Laborer		\$7,000	\$7,000
	Hauling	Hauling Services		\$6,500	\$6,500
	Equipment	Trucks & Loader		\$625	\$625
	Materials & Supplies	Containers	\$657		\$657
<i>Sub-Total</i>			\$1,657	\$14,125	\$15,782

Post-Event Phase

Task #	Category	Description	Match \$	Grant \$	Total
	Personnel	\$20/Hr. X 56 Hours; Evaluation & Report	\$1,120		\$1,120
	Consultants/Contractors				
<i>Sub-Total</i>			\$1,120		\$1,120

<i>Sub-Total</i>	\$3,862	\$15,445	\$19,307
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<i>Total Project Cost</i>	\$19,307
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Appendix F

RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE

Example #1 Jurisdiction Recycled-Content Purchasing Policy

Purpose

The jurisdiction 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 jurisdiction departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- All jurisdiction 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 jurisdiction shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- The jurisdiction 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 jurisdiction 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 product 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; city/county 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 Jurisdiction 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 jurisdiction 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 jurisdictional facilities is wasteful of natural resources, energy, and money. It is also a function of the jurisdiction to set an example of stewardship of our natural resources.

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

- The jurisdiction will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
- The jurisdiction 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 jurisdiction 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 jurisdiction, they will participate by appropriately separating and allowing recovery of recyclable waste products.
- The jurisdiction will purchase, where financially viable, recycled products. The jurisdiction will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- Representatives of the jurisdiction will actively advocate where appropriate for resource conservation practices to be adopted at the local, regional, and state levels.

Appendix G RESOLUTION INFORMATION AND EXAMPLE

The grant application package must include an approved resolution from the applicants' governing body authorizing submittal of an application to CIWMB. The resolution must identify the position title of the official authorized to execute any agreements, contracts, and requests for payment. In the event the applicant cannot obtain a resolution prior to submission of the application, the application must state when the resolution will be approved. Upon approval, the resolution must be mailed to the CIWMB by November 19, 2004, at the address provided in these instructions.

Cooperative Projects

An eligible applicant may request up to \$20,000. If two or more jurisdictions join together under a Joint Power Authority (JPA) agreement or a Memorandum of Understanding (MOU) then the maximum grant amount that can be requested is increased from \$20,000 to \$25,000 per jurisdiction, up to a maximum of \$100,000. In addition to the resolution for the lead applicant described above, applications for cooperative projects must also include one of the following:

Joint Powers Authority (JPA)—a copy of a JPA agreement and a letter from each jurisdiction's manager/administrator authorizing one jurisdiction to act on their behalf as both applicant and grant administrator; or

Memorandum Of Understanding (MOU)—a copy of an MOU specifically for this grant proposal from each jurisdiction authorizing the lead applicant to act on their behalf as both applicant and administrator.

RESOLUTION EXAMPLE

The following language is presented for sample purposes only. Please consult with your attorney.

WHEREAS, Senate Bill 876 (Escutia, Statutes of 2000, Chapter 838) authorizes the California Integrated Waste Management Board to establish a grant program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and to promote markets for recycled-content waste tire products; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by California cities, counties, city and county, special districts or political subdivisions thereof, and Federally recognized California Indian tribes; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the State; and

WHEREAS, if awarded a grant, the applicant will enter into an agreement with the State of California for development of the project.

* NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the California Integrated Waste Management Board for a FY 2004/2005 Waste Tire Amnesty Day Grant. The (Title of Official) of the (Name of Jurisdiction) is hereby authorized and empowered to execute in the name of the (Name of Jurisdiction) all necessary applications, contracts, agreements, amendments and payment requests hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the (Title of Governing Body) day of (Date). Effective on (Date).

ATTEST:

<i>Signature (as authorized in Resolution)</i>	<i>Date</i>

* Note: The wording in this paragraph is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Joint Powers Authority agreement: NOW, THEREFORE, BE IT RESOLVED that the (Lead Applicant) authorizes the submittal of a regional application on behalf of (Member Jurisdictions) to the California Integrated Waste Management Board for a Waste Tire Amnesty Day Grant. The (Title of Official), or designee, is hereby authorized and empowered to execute in the name of the above named entities all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the (Title of Official) of (Name of Jurisdiction) authorizes the (Title of Lead Jurisdiction Official) of (Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Waste Tire Amnesty Grant on its behalf. The (Title of Official) of (Lead Jurisdiction) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Appendix H DEFINITIONS

Amnesty Day Event—a special event held by a jurisdiction to collect waste tires from local residents, but not from businesses.

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

Authorized Signature—the signature of the person authorized (by title) by the applicant's governing body to execute in the name of the jurisdiction 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 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.

Environment 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 the CIWMB.

Grant Agreement—legal, binding document that includes a cover sheet, terms and conditions, procedures and requirements, work statement, 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 the CIWMB to complete the proposed project.

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

JPA (Joint Powers Authority)—an agreement between two or more agencies or jurisdictions, which specifies the responsibilities of each agency or jurisdiction in implementing the project.

Jurisdiction—for the purposes of this application, jurisdiction means California cities, counties, special districts or political subdivisions thereof, and qualifying California Indian tribes.

Materials/Supplies—the items or apparatus needed to make or complete a project.

Manifest Form—means the form developed by CIWMB that tracks waste tires from the point of origin to the processing, collection, storage, or disposal facilities.

MOU (Memorandum of Understanding)—a formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project.

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

Need—a lack of something wanted or deemed necessary.

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.

Practicable—sufficient in performance and available at a reasonable price within a reasonable time period.

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.

Personnel Services—may include salaries, wages, and benefits for personnel who are employed by the applicant and who will work directly on the project.

Project Cost—all allowable costs, incurred by the recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.

Qualifying California Indian Tribe—"Qualifying California Indian Tribe" means an Indian tribe, band, nation, or other organized group or community, residing within the borders of California, which: 1) is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians; or 2) which can establish that it is a governmental entity and which meets the criteria of the grant program.

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 jurisdiction 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.

Tasks—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.

Underserved Area—populations of jurisdictions that have disproportionately high adverse human health and environmental effects.

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 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 subdivision (Public Resources Code Section (PRC). 42950 (k)).

Waste Tire Hauler—means any person engaged in the transportation of ten (10) or more waste tires. (See 14 CCR 18450(b)(28)

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

Appendix I SCORING CRITERIA

WASTE TIRE AMNESTY DAY GRANT PROGRAM GRANT SCORING CRITERIA FOR FISCAL YEAR 2004/2005	
Applicants must score 70% (70 points) of 100 points to be considered for funding.	
Points	Description
GENERAL CRITERIA	
20	<p>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"> • Describe and document your community or regional need for a waste tire amnesty day project. • Include data from environmental impacts, surveys, maintenance and safety reports, studies, accident reports, etc. • Describe the enforcement activities you will undertake to prevent waste tires from being illegal disposed of in the future. • Discuss how your community or region will benefit environmentally and financially if you receive grant funding.
5	<p>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"> • List the goals and objectives for your waste tire amnesty day project. • Describe the desired outcome of your waste tire amnesty day project. • Include reasonable measures, target dates, and the overall timelines for your waste tire amnesty day project
5	<p>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 your Work Plan addresses local or regional needs and the project's goals and objectives. • Include in your Work Plan how you will meet your obligations within the term of the grant agreement.
5	<p>EVALUATION— Measures the outcome of the applicants project.</p> <ul style="list-style-type: none"> • Explain how you will measure that your project has met its goals and objectives. • Describe how you will evaluate interim progress and make adjustments to 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.
10	<p>BUDGET— Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> • Itemize costs for each activity, task or subtask identified in your Work Plan. • Provide any quotes, estimates, or other documents to support the costs you are claiming. • List any cost savings derived from in-kind services, recycling options, use of existing promotional materials, etc.

5	<p>APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.— Is the proposal clearly presented and complete:</p> <ul style="list-style-type: none"> • Make sure your application is clearly presented and complete. • Check to assure that all required attachments, forms, signatures, and initials are included. • Discuss any relevant experience of personnel assigned to your project and include current resumes, endorsements, references, etc. • Provide letters of support for your grant project from local governments, board members, board of supervisors, etc. (Do not include letters from people directly involved in your project.)
15	<p>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.
65	TOTAL POSSIBLE GENERAL CRITERIA POINTS
PROGRAM CRITERIA	
5	<p>RECYCLING AND SUSTAINABLE PRACTICES PROGRAM—</p> <ul style="list-style-type: none"> • Describe how your recycling program diverts materials from the waste stream. Include how your organization incorporates waste prevention and recycling into your workplace and special events. [PRC § 42874 (d)]
10	<p>TIRE DISPOSITION—</p> <ul style="list-style-type: none"> • List where you intend to send tires collected from amnesty day events: up to 10 points for reuse or recycling options; up to 5 points for other options if you can justify why reuse and recycling options are not currently available. [PRC § 40051]
10	<p>COST PER TIRE—</p> <ul style="list-style-type: none"> • Based on the amount of grant funding requested, include the estimated cost per tire for collection and ultimate disposition. To derive the cost per tire for collection and disposition, the following formula will be included: the grant amount plus the match minus public education and development costs. The least cost per tire will receive the most points. [PRC § 42874 (b)]
5	<p>MULTI-LINGUAL OUTREACH—</p> <ul style="list-style-type: none"> • Describe how you intend to reach out to diverse populations within your jurisdiction. Show that educational and outreach materials will be translated into the appropriate languages for your jurisdictions' demographics.
5	<p>NO PREVIOUS GRANT FUNDING—</p> <ul style="list-style-type: none"> • Indicate if you have not received a Waste Tire Amnesty Day Grant during FY 02/03 and/or FY 03/04.
35	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
100	TOTAL POSSIBLE SCORE (Total of General Criteria and Program Criteria Points)