

**LOCAL GOVERNMENT WASTE TIRE  
CLEANUP GRANT PROGRAM  
APPLICATION GUIDELINES & INSTRUCTIONS**

14<sup>th</sup> Cycle (TCU14) – Fiscal Year (FY) 2012/13



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## GRANT CYCLE OVERVIEW

This resource document provides applicants a cycle overview, instruction about how to access and complete the application online, and information about grant administration. The online application, Grant Management System Web (GMSWeb), can be found at <http://www.calrecycle.ca.gov/Grants/GMS/default.htm>.

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Government Waste Tire Cleanup Grant Program (Tire Cleanup Grant) pursuant to Section 42889(b)(5) of the Public Resources Code. The purpose of the grant is to pay for the cost of cleanup, abatement, or other remedial actions related to the disposal of California waste tires.

### ELIGIBLE APPLICANTS

California jurisdictions including cities, counties, special districts, other political subdivisions and jurisdictions joined together by formal agreements, as well as Qualifying California Indian Tribes are eligible. 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.

Grants will *not* be awarded to two agencies within the same jurisdiction (example: City of Sacramento Public Works Department and City of Sacramento Health Department).

### ELIGIBLE PROJECTS/PRODUCTS

**Waste tire cleanup projects** include the collection, removal, transportation, recycling, and disposal of California waste tires from illegal tire piles and areas where illegal dumping has occurred along public rights-of-way. Sites can be located on private or public property. Sites located on property zoned agricultural will be considered ineligible for this grant program until applicant first attempts to obtain a grant through CalRecycle’s Farm and Ranch Solid Waste Cleanup and Abatement Grant Program. Tires dumped primarily onto the right of way that spill over onto agriculturally zoned property are potentially eligible. A site where an operating business, including a farm or ranch, buys, sells, or otherwise trades tires, or that is actively stockpiling waste tires is ineligible for grant funding.

The waste tires must be transported by a waste tire hauler who is registered or exempted from registration requirements by CalRecycle pursuant to Public Resources Code section 42954. Additionally, the waste tires must be transported to a CalRecycle approved solid waste facility or a waste tire storage facility or disposal site that is permitted, excluded or exempted by CalRecycle to accept waste tires.

### REGIONAL APPLICATION REQUIREMENTS (*if applicable*)

Local governments may join together in a regional program. A Regional Lead jurisdiction must be designated to act on behalf of all participating jurisdictions (*see “Resolution Information” for specific instructions regarding authorization documentation*). The Regional Lead is the Grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead. If a jurisdiction is a participant in a regional program, it may not apply individually.

### AVAILABLE FUNDS

- For fiscal year (FY) 2012/13, \$ 1,800,000 is available for this grant cycle, subject to funding availability.
- \$100,000 is the maximum available for individual grant awards
- \$250,000 is the maximum available for a regional grant award.

## NOTICE TO PROCEED

The Notice to Proceed is a formal notification from CalRecycle that authorizes the Grantee to begin the Grant Project and incur costs. It is issued after the Grantee and CalRecycle have both executed the Grant Agreement.

## GRANT PERFORMANCE PERIOD, GRANT TERM, AND REPORT PREPARATION PERIOD

- *Grant Performance Period:* Begins with the date on the Notice to Proceed and ends June 30, 2014. All work done on the grant, with the exception of personnel time spent to prepare the final report and payment request, must be completed by June 30, 2014.
- *Grant Term:* Begins with the date on the Notice to Proceed and ends on September 30, 2014, the date the Final Report and Payment Request are due to CalRecycle.
- *Report Preparation Period:* The period between July 1, 2014 and September 30, 2014. **Costs incurred to prepare the Final Report and Final Payment Request are the only costs that are eligible for reimbursement during the Report Preparation Period.**

## ELIGIBLE COSTS

Eligible costs include, but are not limited to:

- The cost of collecting less than 5,000 waste tires on private property where the owner is not responsible;
- The cost of collecting and loading waste tires into transporting vehicles for waste tire cleanup projects;
- The cost of transporting waste tires by a waste tire hauler, registered or exempted by CalRecycle, to a permitted, excluded or exempted waste tire storage facility or other solid waste facility;
- The cost of disposing of waste tires at a permitted, excluded or exempted waste tire storage facility or disposal site;
- Overtime costs for local government staffing (when law or labor contracts require overtime compensation) during specially scheduled evening or weekend events, when preapproved in writing by the CalRecycle Grant Manager;
- Equipment rental;
- Mileage of up to 55.5 cents per mile for tire cleanup related activities;
- The reasonable cost (not greater than 5% of project costs reimbursed by CalRecycle) of fencing, gates, signs and other methods to secure the property where illegal dumping has occurred; and
- Salaries and benefits for personnel who are directly involved in waste tire cleanup project activities.

## INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to the date on the Notice to Proceed letter;
- Personnel time for the preparation of a Tire Cleanup Grant application;
- Total grant project costs exceeding \$8.00 per tire;
- Cleanup of a site on private property with 5,000 or more tires;
- Any costs that are inconsistent with local, state and federal laws, guidelines and regulations;
- Personnel costs incurred while an employee assigned to the Tire Cleanup Grant project is not working on the grant (e.g., use of accrued time such as sick leave, vacation, etc.);
- Costs currently covered by or incurred under another CalRecycle funded loan, grant, grant cycle or contract;
- Purchasing or leasing of land;
- Purchasing or leasing of vehicles;
- Overhead (costs for accounting/budget/finance staff, rental/lease of space, utilities, copying, office supplies, etc.);
- Costs for obtaining permits and licenses;
- Cleanup/removal of waste tires where an operating business is located or where the owner or operator of the property is actively stockpiling tires;
- Costs of collecting waste tires from waste tire generating businesses and/or waste tire haulers;
  - If it is determined that the Grantee has used grant funds for this purpose, and been

reimbursed for this time by CalRecycle, the cost incurred must be returned to CalRecycle.

- Research costs for specific end use projects associated with the site cleanup;
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations;
- Personnel travel or per diem costs;
- Cameras, cell phones, electronic personal data devices, pagers, and other similar personal electronic devices;
- Costs connected with contractor claims against the grantee; and
- Any costs that are unrelated to the grant project or unreasonable as determined by the CalRecycle Grant Manager.

#### QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and received by January 18, 2012 by email at: [Carla.Repucci@CalRecycle.ca.gov](mailto:Carla.Repucci@CalRecycle.ca.gov). Questions received by any other method or after this date will not be accepted.

Questions and Answers (Q&A) will be posted on, or about January 25, 2012 on the Q&A website <http://www.calrecycle.ca.gov/tires/Grants/Cleanup/FY201213/Apply/QandA.htm>. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. It is the applicant's responsibility to check this website for the latest information.

#### TIMELINE FOR LOCAL GOVERNMENT WASTE TIRE CLEAN UP GRANT PROGRAM (TCU14), FY 2012/13

| Date  | Activity  |
|---|---|
| Application Release through January 18, 2012<br>-----<br>January 25, 2012 | <b>Question and Answer Period</b> <ul style="list-style-type: none"> <li>• Questions must be submitted by email</li> <li>• All answers will be posted (tentative)</li> </ul>  |
| February 1, 2012  | <b>Application Due Date</b><br>Applications must be submitted in GMSWeb by this date. <ul style="list-style-type: none"> <li>• Technical assistance will only be available until 5:00 p.m. on this date</li> </ul>  |
| March 1, 2012   | <b>If resolution not submitted with the application</b><br>Approved Resolution must be uploaded in GMSWeb by this secondary due date<br><b>If applicant does not have an EPPP policy at time of application</b> <ul style="list-style-type: none"> <li>• EPPP Policy must be adopted and Notification must be <b>uploaded in GMSWeb</b> by this secondary due date</li> </ul> |
| April 2012  | <b>Grants Awarded</b> <ul style="list-style-type: none"> <li>• CalRecycle considers funding recommendations, and if approved, awards grants (tentative)</li> </ul>  |
| Notice to Proceed – June 30, 2014   | <b>Grant Performance Period</b> – Grantee may incur costs after the issuance of the Notice to Proceed to this date.   |
| July 1, 2014 – September 30, 2014   | <b>Report Preparation Period</b> – may only incur costs for preparation of Final Report and Final Payment Request   |
| Notice to Proceed – September 30, 2014                                    | <b>Grant Term</b> – Includes the Report Preparation Period  |
| September 30, 2014  | <b>Final Payment Request and Progress Report due to CalRecycle</b>  |

## APPLICATION INSTRUCTIONS

### APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMSWeb). Access to GMSWeb is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at <https://secure.calrecycle.ca.gov/WebPass/>.

After logging into GMSWeb at <https://secure.calrecycle.ca.gov/Grants/SignIn>, select "Create a new grant application from the cycle search." Open grant cycles are displayed in a table. Find Waste Tire Cleanup Grant (TCU14) 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".*

#### **For Regional Applications**

Add the name of each eligible participating jurisdiction.

#### **Detail**

This tab contains several required elements of an application.

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$100,000 for an individual applicant, or \$250,000 for a regional applicant. 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.

- Advance/alternative payments are not applicable to this grant. Skip the advance/alternative payment section.
- Project Summary: Provide a general description of the types of areas that the grant funds will remediate, including the proximity to populated areas or sensitive environments, number of tires, proposed method of remediation and end use, indicating if the tires will be recycled or landfilled.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.

### **Contacts**

The application must include only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact's detail screen. The contact will be able to log into GMSWeb using their own 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**

Complete the budget document provided in GMSWeb. Transfer the total of each budget category from the document into the budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the budget tab. Total budgeted amount must equal the Grant Funds Requested amount.

*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,"

*See the "Application Documents" section for more information about document requirements.*

### **APPLICATION DUE DATE**

Applications must be submitted in GMSWeb no later than February 1, 2012. 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

CalRecycle documents can be found on the Summary tab, in the Resource Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list and examples of some of those documents.

#### **Budget**

Waste tire cleanup projects must be performed to achieve maximum cost effectiveness and efficiency. Expenditures within a budget may be reduced if they appear unreasonably high and/or are not supported with cost estimates.

CalRecycle realizes that the budget provided with the grant application is only an estimate, and that costs within a project (such as wages paid to an employee, contract costs, or the amount of mileage reimbursement allowed) can change from the time the grant application is submitted to when the work is to be done. When this occurs, the CalRecycle Grant Manager should be contacted to determine if a budget change is necessary.

#### **Budget Categories:**

*Personnel:* Salaries and benefits for personnel directly involved in waste tire cleanup activities. This includes time spent searching for and picking up waste tires, in-office coordination, the time to prepare payment requests and the final report. Include the salary rate and number of hours each person/classification will work on the grant project.

*Contracts:* This includes all contractor costs associated with the removal, transportation and disposal of the waste tires proposed for cleanup in the grant proposal.

*Materials and Supplies:* Includes the cost of gloves and other supplies applicable to the cleanup as well as fencing, gates and signage to secure the property from future illegal disposal.

Be specific, i.e., 7 pair of work gloves, 36 dust masks, etc. **The total cost of fencing, gates and signage cannot exceed five percent (5%) of the total project costs reimbursed by CalRecycle.**

*Equipment Rental:* The cost of equipment necessary for the cleanup of tires.

Cost per Tire calculation:

Each grantee must calculate the cost per tire for the cleanup project. **The cost per tire must be equal to, or less than \$8.00 per tire or the grant application will be disqualified.**

The California Conservation Corps (CCC) or Local Conservation Corps (LCCC) may be available to assist in the cleanup of waste tires for your grant project. Applicants that utilize the services of the CCC or LCCC can deduct all costs associated with the CCC or LCCC from their cost per tire calculations. This effort has the potential to increase an applicant's possibility of being awarded grant funds by lowering their cost per tire. The CCC and LCCC costs should be included in the final grant award however.

## **Work Plan**

The Work Plan should be a detailed list of the steps necessary to remediate the tires proposed for cleanup, and should include, but not be limited to:

- Beginning and end dates that coincide with the Grant Performance Period
- A description of each task
- The time period when the task will take place
- The staff or contractor who will perform the task

## **Property Access Authorization and Non-Responsibility Affidavit for Private Property (CalRecycle 741)**

For sites on private property with at least 500 tires, but not more than 4,999, a Property Access Authorization and Non-Responsibility Affidavit for Private Property (Affidavit) must be completed by the property owner. The Affidavit may be uploaded with the Grant Application, if it has already been obtained, if not, the Affidavit must be submitted and approved by the CalRecycle Grant Manager prior to site remediation.

The Affidavit includes a declaration signed under penalty of perjury (see Exhibit E) that the owner did not personally bring the tires onto their property, did not profit from the placement of tires on their property, did not direct, authorize, license, permit, lease (legally or illegally) or otherwise provide consent to another to bring the tires on site, nor did they inherit property from relatives that conducted any of these activities. **Sites on private property with 5,000 tires or more are ineligible for cleanup under this grant program.**

**Environmentally Preferable Purchases and Practices Policy Certification and Notification**

Consistent with CalRecycle’s core values, all grant applicants are required to have an existing policy or to develop and implement a new 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 March 1, 2012. 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.

Complete the certification portion, shown below, by the application due date.

|   |   |
|---|---|
| <b>EPPP Certification</b>   |   |
| All applicants must fill out this section and upload in GMSWeb by the application due date. |   |
| <b>Applicant / Organization Name:</b>   |   |
|   |   |
| <b>Must check one box</b>   |   |
| <input type="checkbox"/>  | Yes, our entire organization has an EPPP Policy.  |
|   | Date Adopted:                      By: (e.g., governing body name, executive officer, etc.)   |
| <input type="checkbox"/>  | No, our entire organization does not have an EPPP Policy. We acknowledge that our organization must adopt one by March 1, 2012 and upload this certification again in GMSWeb by the secondary due date; March 1, 2012, or our application will be disqualified. |

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 Notification portion, shown below, in GMSWeb.

**CalRecycle must receive the Notification by the secondary due date or the application will be disqualified.**

|  |   |
|--|---|
| <b>EPPP Notification</b>   |   |
| For applicants who marked no in the above section, must complete this section and upload it in GMSWeb by the secondary due date. CalRecycle must receive this certification by the secondary due date of <b>March 1, 2012</b> or the application will be disqualified. |   |
| <b>Must check box</b>  |   |
| <input type="checkbox"/>   | Yes, our entire organization has an EPPP Policy.  |
|  | Date Adopted:                      By: (e.g., governing body name, executive officer, etc.) |
|  |   |
| <b><i>Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and correct to the best of my knowledge.</i></b>   |   |
| X  |   |
| <b><i>Signature Authority</i></b> - as authorized in Resolution or Letter of Commitment; or <b><i>Authorized Designee</i></b> - as authorized in submitted Letter of Designation   | <b><i>Date</i></b>  |
| <b><i>Print Name</i></b>   | <b><i>Print Title</i></b>   |

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

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

## APPLICANT'S DOCUMENTS

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

### Photos

Upload photographs for each site with more than 500 tires located on private property.

### Invoices/quotes

1. Include a quote from a registered waste tire hauler to justify the estimated cost per tire.
2. For those using the California Conservation Corps (CCC) or Local Conservation Corps (LCCC) provide a quote for services for tire removal.

## 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 **March 1, 2012** or the application will be disqualified.

#### *Existing 5 year resolutions for TCA Grant Program*

- Resolutions that list *Local Government Waste Tire Cleanup and Amnesty Event* as the grant program name is acceptable as long as the authorization period listed is still valid.

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

- The resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
- The resolution must identify the period of time, up to 5 years, during which the authorizations are valid. Five years is encouraged; however, periods of less than 5 years are acceptable. If a resolution submitted to CalRecycle does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
- The resolution must identify the job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

*(Optional but encouraged) The resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.*

#### Regional Applications:

- The lead entity must submit an approved resolution that authorizes it to act as a lead for a regional program. This resolution authorizes submittal of a regional application on behalf of the lead entity and specifically named regional participants, and includes authorization letters with **original signatures** dated within the last 12 months from the participating jurisdictions authorizing the applicant to act on their behalf for this cycle. (see example below)
- If the resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new resolution).

- Regional participants subject to a governing body must provide a letter of authorization, dated within the last 12 months, to the Regional Lead authorizing the lead jurisdiction to act on its behalf for this cycle. Copies of the letters of authorization must be submitted with the application.

## 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 Designation

*- A Letter of Designation is required when the authorized Signature Authority delegates their authority to another person.* The approved Resolution must indicate the ability to delegate or designate his/her authority. This letter must be submitted prior to the Designee’s exercise of his/her authority. If the Designee signs any documents in the application, a letter must be submitted with the application.

The letter must contain the following:

- it must be on the applicant’s letterhead
- it must be dated within the last 12 months
- identify the job title of the Designee
- identify the scope of the Designee’s authority; and
- it must be signed by the Signature Authority.

### Letter of Designation Example

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

Date

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 Waste Tire Cleanup Grant Program (TCU14) . 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

### Letter of Authorization Information

A Letter of Authorization is a letter submitted by a jurisdiction (Regional Participant) to authorize another jurisdiction (Regional Lead) to apply for and to act on its behalf in the implementation and administration of the CalRecycle Grant/Program.

The letter must be on the participating jurisdiction's official letterhead and dated within 12 months prior to the application due date. The letter must authorize the submittal of the regional grant/program application, designate the applicant as the lead agency, and signed by an individual authorized to contractually bind the applicant. The document with the original signature must be maintained in applicant/grantee grant file.

### Letter of Authorization Example

Date

I am **(Job Title)** of **(Name of Regional Participant)**. I am authorized to contractually bind **(Name of Regional Participant)**. Pursuant to this authority, I hereby authorize **(Name of Regional Lead Agency)** to submit a regional application and act as Lead Agency on behalf of **(Name of Regional Participant)**. The **(Name of Regional Lead Agency)** is hereby authorized to execute all documents necessary to implement the grant under the Waste tire Cleanup Grant Program, TCU14.

Signature

Name & Job Title

Mailing Address

City, State, Zip

## 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. The Priority Ranking Criteria is used to rank each grant application.

For FY 2012/13, Waste Tire Cleanup Grant applications will be ranked as follows:

**Disqualified:** Cost per tire greater than \$8.00

**Rank 1 – *Serious threat to public health and safety and the environment***

Projects that propose to remediate waste tire piles within 1,000 feet of residential homes, schools, commercial or industrial centers, recreational areas, airports, waterways, electrical transmission lines, or an environmentally sensitive area

All remaining applications not classified as rank 1 will be ranked according to cost per tire. The application with the lowest cost per tire will be considered first below those considered rank one. Should all eligible applications be considered rank one, cost per tire will be used as a secondary ranking criteria.

### GRANT AWARD PROCESS

For qualifying applications, CalRecycle Staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or his/her designee; this is tentatively scheduled for April 2012. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and with the applicant's prior approval, CalRecycle may fund an amount less than requested.

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 recommended Grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 90 days from the date of mailing by CalRecycle; and 2) the recommended Grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 90 days from the date CalRecycle conditionally awarded the Grant.

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

## GRANT PROGRAM ADMINISTRATION

### GRANT AGREEMENT PACKAGE

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

- Award cover letter
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.  
*Note: See <http://www.calrecycle.ca.gov/tires/Grants/Cleanup/FY201213/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/Cleanup/FY201213/default.htm> to download a draft of the Procedures & Requirements.*
- Exhibit C – Work Plan
- Exhibit D – Budget
- Attachment I–Forms Guide: CalRecycle forms to be used throughout the Grant Performance Period.  
*Note: See <http://www.calrecycle.ca.gov/Grants/Forms/> to download the forms.*

The Grant Agreement consists of the following items:

- Grant Agreement Cover Sheet (CalRecycle 110)
- Items incorporated by reference as specified on the Grant Agreement Cover Sheet
- Exhibit A – Terms and Conditions
- Exhibit B – Procedures and Requirements
- Exhibit C – Work Plan
- Exhibit D – Budget

### REPORTING PROCESS

Grantees are required to report on the progress of their Grant in a Final Report which is due by September 30, 2014. Detailed reporting information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

### PAYMENT REQUEST PROCESS

Each payment request must include an itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices) by budget category, and waste tire manifests showing the pickup location. Ten percent (10%) of each payment request will be retained until the CalRecycle Grant Manager approves the Final Report and the final payment request. Failure to submit these documents by the deadline 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.