

APPLICATION INSTRUCTIONS

Waste Tire Enforcement Grant
Fiscal Year 2004/2005 (11th Cycle)

GRANT BACKGROUND

The California Integrated Waste Management Board (CIWMB or Board) receives an annual appropriation from the California Tire Recycling Management Fund to administer the Tire Recycling Act (Vuich, Statutes of 1990, Chapter 35) and related legislation. This specific grant provides funding to solid waste Local Enforcement Agencies (LEA), Environmental Health and city code enforcement agencies for waste tire enforcement activities.

At its March 20-21, 2001 meeting, the Board adopted the *Five-Year Plan for the Waste Tire Recycling Management Program*. The *Five-Year Plan* allocates **six million dollars (\$6,000,000) for fiscal year (FY) 2004/2005** and each fiscal year, thereafter, to maintain existing and set up additional local enforcement jurisdictions. A \$1.00 fee on new tires sold in California provides funding for the Waste Tire Enforcement Grant Program.

To encourage participation in the program at its August 2002 meeting, the Board approved a transition from a competitive grant application process to a non-competitive process in which participating agencies are ensured of a stable source of funding. At its October 2004 meeting, the Board approved revised applicant eligibility and program criteria, and evaluation process for the FY 2004/2005 Waste Tire Enforcement Grant program.

APPLICANT ELIGIBILITY

California city and county agencies that have the authority and experience in the enforcement of laws and regulations and the protection of public health and safety and the environment ARE ELIGIBLE. The Agency must be one of the following:

- 1) A Local Enforcement Agency (LEA),
- 2) An Environmental Health Agency other than an LEA, having 50 or more Waste Tire Facilities in their jurisdiction, and where there is no current LEA Grantee.
- 3) A Code Enforcement Agency having 50 or more Waste Tire Facilities in their jurisdiction, and where there is no current LEA Grantee,
- 4) An existing Waste Tire Enforcement Grantee that was determined to be eligible under the eligibility requirements of previous grant cycles, received grant funding, and has demonstrated satisfactory performance as determined by CIWMB staff (also referred to as "grand-fathered Grantees").

Satisfactory performance of Grantees is determined by reviewing quarterly and final reports to determine if the Grantee is meeting the terms and conditions of the grant. CIWMB staff considers the following:

- Submittal of on-time and complete progress and final reports.
- Completion of a reasonable number of inspections of sites and a significant amount of other tasks identified in the grant application.
- Inspection forms completed with necessary information.
- Use of a majority of their approved grant funds.
- Complaints and referrals followed up on within required or reasonable timeframes.

- Work cooperatively with CIWMB staff in submitting requested program information.
- Make applicable enforcement referrals to the CIWMB in a timely manner.
- Participation in joint training inspections with state field staff.
- Through joint field inspections, CIWMB field staff's assessment of Grantee's ability to assure that waste tire statutes and regulations are being applied consistently to businesses in their jurisdictions.

Except for grandfathered Grantees, in jurisdictions that are covered by a Grantee that is also an LEA, additional cities may not apply for a grant if that city is already part of the LEA's jurisdiction for solid waste oversight. Agencies that are not an LEA must have a minimum of 50 sites, including generators, end users, haulers and permitted facilities, to be eligible to apply for this grant.

However, cities meeting the applicant eligibility criteria and that are already covered by a Grantee that is the county LEA, may apply if they first demonstrate that their city is not being adequately served by the county LEA Grantee. Before submitting an application for a Tire Enforcement Grant, the city must first notify the county and the CIWMB that the service is not adequate. The notification shall include the high priority sites, illegal dumping areas, complaints and other potential public health and safety and/or environmental threats that are not being addressed by the county LEA Grantee that the city believes it can address more effectively. The city shall meet with the county and CIWMB staff to discuss the situation and the city's intent to apply for a Waste Tire Enforcement Grant.

Cities or counties may submit a regional application with authorization from other cities and/or counties participating in the regional application. A regional lead jurisdiction must be designated for regional programs to act on behalf of all participating jurisdictions. Each jurisdiction may submit only one grant application. Therefore, if a jurisdiction submits an application as part of a regional program, it cannot apply individually or as part of another regional program.

FUNDING

Six million dollars (\$6,000,000) is available for this FY Waste Tire Enforcement Grant program. Eligible applicants may request up to three hundred thousand dollars (\$300,000). Applicants meeting the eligibility requirements will be considered for funding.

All costs to be funded must be directly and clearly related to implementation and operation of this project. Costs must be reasonable and cost-effective. Ineligible costs include, but are not limited to, the following:

- Costs currently covered by another CIWMB loan, grant or contract,
- Purchasing or leasing of land,
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation),
- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Any personnel costs not directly related to salaries and/or benefits,
- Costs associated with the clean-up of illegal waste tire piles or the pick-up of waste or used tires, and
- Any costs incurred while not working on the grant (e.g. personal use of earned personnel time such as sick leave or vacation).

Award of the FY 2004-2005 Waste Tire Enforcement Grant is contingent upon and subject to the availability of funds. The Board reserves the right to fund individual phases of selected proposals, and therefore, may fund an amount less than requested.

POTENTIAL BUDGET CUTS IF GRANT IS OVER-SUBSCRIBED

If the grant program is over-subscribed (total eligible grant requests exceed six million dollars), CIWMB staff will consider a county’s population, total number of priority sites, and any known threats to public health and safety or the environment to modify grant requests as necessary to bring the total recommended awards within the allocated grant funding of six million dollars (\$6,000,000).

CIWMB staff will use the following criteria to assess necessary modifications of a county’s grant request. CIWMB staff will initially consider the overall county population to set a potential base grant award as follows:

<i>Population</i>	<i>Potential Base Grant Award</i>
More than 1 million	\$210,000
500,000 to 1 million	\$130,000
100,000 to 500,000	\$90,000
Less than 100,000	\$70,000

These potential minimum grant awards are based on minimum amounts that could be currently given to each county, based on current grant funds allocated to the program and current county population figures from the California Department of Finance. However, these base amounts and any additional funding must also be supported by the total number of priority sites in the county and additional criteria as described below:

- Total number of sites (generators, haulers, permitted facilities, excluded, and exempt sites)
- A jurisdiction’s need based on CIWMB field staff’s assessment in the following area:
 - Total number of complaints and referrals
 - Incidences of illegal dumping and number of illegal sites identified
 - Enforcement and surveillance activities needed
- An existing Grantee’s performance based on CIWMB staff’s assessment in the following area:
 - Grant funds used and/or unused conducted in the previous grant cycle
 - Number of inspections conducted in the previous cycle
 - Enforcement and surveillance activities conducted in the previous cycle

PROGRAM TASKS

The successful applicants will inspect waste tire facilities, tire dealers, auto dismantlers, tire haulers, and other points of waste tire generation to ensure compliance with all applicable laws and regulations, including the manifest system, and investigate complaints, referrals and illegal tire disposal activities. Inspections are followed up with appropriate compliance and enforcement actions to ensure that operators are following all tire facility regulations, including storage standards, use of registered tire haulers, and manifest requirements.

The Waste Tire Enforcement Grant Program consists of the following activities:

Task 1. Inspections/NOV Compliance/Re-inspections

The core of this grant Program is the inspection component. The central objective of this task is to achieve compliance through oversight and education to the extent possible, and to refer enforcement actions to the CIWMB and, if deemed appropriate, to the District Attorney. In addition, it is important that Grantees provide accurate information for entry into a statewide database. The work under this task includes, but is not limited to, the following activities:

- Identify, educate, and inspect businesses involved in the collection, transportation, and disposal of waste and used tires to determine compliance with all tire standards; including permit requirements, tire storage standards, and hauler registration and manifest system standards. This task includes conducting:
 - Annual routine inspections of permitted, exempt, excluded or illegal waste tire facilities that accept or *store more than 500 waste tires*, for waste tire storage and disposal standards and permit standards, including permit terms and conditions.
 - Annual routine inspections of *all generators and end users* identified in awarded grant application for compliance with the manifest regulations.
 - Annual routine inspections of *waste tire hauler operations* for compliance with registration and manifesting requirements.
- Complete CIWMB provided survey and inspection forms to document all inspections.
- At the time of inspection, issue the CIWMB provided Notice of Violation (NOV) and attached informational sheets when violations are discovered, advising owners/operators of outstanding violation(s), indicating what the violators must do by date certain (compliance deadline date) to satisfy the law. The compliance deadline date will be noted on the inspection report.
- If a violation is not corrected at the time of re-inspection but a good faith effort has been made, the Grantee may extend the compliance deadline date once. The extension shall be noted on the inspection form at the time of re-inspection.
- Conduct no more than a total of three inspections, including routine and re-inspections, per facility, site or hauler per grant cycle (one year grant duration period), unless additional inspections are warranted and pre-approved in writing by the CIWMB Grant Manager.
- Refer violations that are not corrected after one NOV extension or three inspections/re-inspections to the CIWMB for further enforcement actions, including administrative and civil penalty actions.

- Investigate cases referred to the Grantee by the CIWMB within 30 days. Referrals may include public complaints and California Highway Aerial Surveillance evidence.
- Provide training on the waste tire laws and regulations as requested by the CIWMB, when given a 30-day advance notice.
- Distribute educational brochures and information to tire businesses during the inspection process, when appropriate.
- Maintain a database that provides an inventory of sites and tracks results of inspections using CIWMB standardized documentation, including but not limited to inspection forms and NOVs, to ensure consistency and uniformity throughout the state.

Task 2. Surveillance, Enforcement and Case Development

The Grantee's combined surveillance, enforcement and case development costs are **capped at fifty percent (50%) of the budgeted inspection costs.**

The objective of the surveillance task is to prevent the illegal transport, storage and disposal of waste tires through an aggressive patrol and surveillance campaign. By providing a local tire surveillance program, the Grantee will further increase industry awareness of waste tire management and identify and decrease the number of unregistered tire haulers. In addition, this time spent in the field will provide opportunities for Grantees to locate illegal tire piles and commence progressive enforcement activities that will result in clean-up of the sites.

A progressive enforcement program is key to achieving a high level of compliance while minimizing staff effort and time. Activities under this task shall be prioritized to give primacy to situations that pose the greatest risk to public health and safety and the environment. The inspection and compliance of sites that have 500 or more tires should be a priority of the Program. Sites with less than 500 tires may also pose a public nuisance, blight on the community, or a threat to public health and safety and the environment; therefore, this Grant is intended to support the Grantee's authority to deal with these situations through local laws and ordinances.

The Grantee shall have primary responsibility for inspections and issuance of a Notice of Violation(s) [NOVs]. The Grantee will develop case files and refer violations that are not corrected at the NOV stage to the CIWMB for further enforcement actions, including administrative and civil penalty actions. Therefore, it is important that the Grantees provide timely notice and work closely with CIWMB enforcement staff during the inspection and NOV process.

The work performed by the Grantees under the surveillance and enforcement task shall include, but is not limited to, the following:

- Location of illegal tire disposal sites and identification of property owners and/or responsible parties.
- Surveillance and documentation of illegal tire disposal or waste tire transport.
- Working with local law enforcement officers to cite illegal tire haulers.

- As directed by CIWMB, and with the assistance of the CHP investigate aerial surveillance data, establish illegal waste tire hauling checkpoints, and participate in CHP/Local Police checkpoints or stings
- Formal referral of sites to CIWMB enforcement staff when compliance is not achieved at the NOV stage within specified time frames. Referral should be made within 15-days of the last re-inspection and must include evidence collected, including inspection reports, and photographs.
- Assistance to CIWMB staff with the investigation of referrals, complaints and violations, legal records searches, and the procurement of inspection warrants.
- Maintenance of enforcement files and records including inspection reports, correspondence, and evidence.
- Joint investigation and enforcement activities approved by the CIWMB, such as working with local District Attorney, attending administrative, court and/or CIWMB hearings, and supporting case development.
- Reporting of all enforcement actions of the jurisdiction on tire-related cases, including any referrals to the District Attorney's (DA) Office and any actions taken by the District Attorney's Office on waste tire cases.

Task 3. Business and Public Education

The CIWMB finds that most businesses comply with laws and regulations when the reasons for the regulations are clearly explained and the guidelines for compliance are plainly defined. An educational approach to compliance is productive and cost effective and there is no substitute for spending individual time with each business. The Grantee shall make reasonable efforts to perform the following educational activities and others as deemed appropriate:

- Distribute educational outreach materials and general program information to effected businesses and related governmental agencies.
- Develop industry and agency presentation materials.
- Conduct trainings to educate and foster working relationships with the Waste Tire Industry and other agencies responsible for tire enforcement issues.
- Conduct trainings as requested by the CIWMB, when given a 30-day notice.
- Promote sound waste tire management practices throughout the community.

Task 4. Training for Grantees

The CIWMB will provide waste tire enforcement training to Grantees throughout the grant period. Upon execution of the Grant Agreement, Grantee staff is required to attend the first available CIWMB Waste Tire Management Conference and the Local Enforcement Agency Training Conference if waste tire enforcement training is an element. Grantees may be asked to participate in meetings and conferences to share important and unique aspects of their grant programs with other agencies, industry, and interested parties. All training must be related to tires, illegal dumping, surveillance and enforcement, or pertinent health and safety classes.

Task 5. Reporting

Grantees will be required to submit progress reports on a quarterly basis and maintain a database of inspections and inspection results. The Grantee will also be required to prepare and submit an annual report to the CIWMB summarizing the work performed and accomplishments of the program at the end of the grant term.

GRANT TERM

The term of the grant is June 30, 2005 through June 30, 2006.

GRANT SCHEDULE

Please note that this is a tentative schedule and subject to change.

January 14, 2005	Grant application due
March/April 2005	Board considers/approves awards
May 2005	Staff prepares Grant Agreements
June 2005	Grant Agreements executed
June 30, 2005	Grant recipients implement programs
June 30, 2006	Grant Term Ends

DEFINITION OF TERMS

Guidelines for completing the 2004/05 Waste Tire Enforcement Grant Application:

- 1. Applicant** - Name of applying jurisdiction. If a regional program, list all of the participating jurisdictions, with the lead jurisdiction listed first.
- 2. Primary Contact** - The Primary Contact is the person responsible for carrying out the project goals and objectives. This person will be the contact for all matters regarding the grant, including but not limited to: agreement status, program implementation, semi-annual reports, and final report.
- 3. Signature Authority** - The Signature Authority is authorized and empowered, pursuant to Resolution, to execute in the name of the applicant(s) all necessary applications, contracts, payment requests, agreements, and amendments to implement the Grant program. The Signature Authority must be a local government employee. The resolution for the lead jurisdiction of the grant should include the title of the signature authority.
- 4. Total Requested Grant Amount** - Identify the total costs for the activities you plan to implement with the Grant funds.
- 5. Certification** - The signature must be of the person authorized by the resolution to have signature authority.
- 6. Budget and Expenditure Statement** detailing how the grant funds will be used. The approved budget will be incorporated into the Grant Agreement.

7. **Resolution** - An approved resolution from each applicant's governing body authorizing submittal of the application and identifying the title of the individual authorized to execute any agreement and requests for payment, a copy of an existing multi-year resolution adopted within five years or a current single-year resolution that is still in effect for FY 2004/2005, or a draft resolution which will be signed by your governing authority that designates the position title of the person authorized to execute all CIWMB grant-related documents for your jurisdiction, must be submitted with the grant application.

A final signed copy of the resolution is due by **COB Friday, February 18, 2005**. Please select your authorized representative carefully because this will be the only person whose signature will be recognized by the CIWMB. There are two resolution options depending upon the type of application you submit:

- a. Individual Applicant – For a city or county applying alone.
- b. Regional Applicant – For a city or county applying with at least one other jurisdiction.

Sample resolutions are attached, and are also on the CIWMB website. These samples are provided for guidance purposes only. Consult your attorney.

8. **List of waste tire facilities, generators (tire dealers, auto dismantlers, end users), waste tire haulers, and illegal tire disposal sites** in your jurisdiction - Provide a list of sites in the categories listed. Include company names and addresses for businesses and nearest locations for illegal tire disposal sites.

9. **List of all field staff contacts and program supervisors/managers**, along with individual telephone numbers and e-mail addresses.

BUDGET ITEMIZATION

The Project Eligibility describes all tasks that are necessary to conduct the waste tire enforcement program. The budget must estimate for each Task described on pages 3-6 in accordance with the following instructions. Please use the electronic budget format/worksheets provided on the web to itemize and calculate your tasks, including personnel costs and to describe materials, supplies and miscellaneous costs required for the program. The completed budget must be mailed in along with your application and required accompanying documentation. In addition, please **send an electronic copy of the completed budget to Amalia Fernandez at: afernand@ciwmb.ca.gov**.

Personnel Costs. Includes salaries, wages, and benefits for personnel who are employed by or under contract with the Grantee and will work directly on the project. To estimate personnel costs use the following guidelines:

BUDGET WORKSHEET A

Task 1. Inspections/NOV Compliance/Re-inspections

Estimate the time and costs for waste tire facility inspections and generator site inventories based on a minimum of 1 and a maximum of 3 inspections/reinspections per site per year. The Grantee should have a cost allocation plan on file to justify its hourly rate. The maximum hourly rate that may be charged to the grant is \$125/hour. The inspection frequency is one routine inspection per site per year, and up to four hours per inspection or a maximum of \$500 per inspection for sites found in compliance. Calculate costs based on maximum of 4 hours per inspection/site inventory to include travel time, inspection, inspection report preparation, and initial compliance activities. Up to two additional reinspections will be allowed to ensure compliance. A line item of ten percent (10%) of facility inspections is automatically added to your budget for required follow-up on potential referrals/complaints and for conducting any necessary pre-permit inspections.

Task 2. Surveillance, Enforcement and Case Development

Estimate time and costs for surveillance or time in the field patrolling for illegal tire disposal and hauler activities. Estimate time and costs for surveillance and enforcement activities beyond what is encompassed in the above inspection category. These activities may include, but are not limited to, field investigations and follow-up on complaints and referrals, issuing NOVs, participating in CHP/local police checkpoints and stings, attendance at local task force meetings, research for site ownership/access, obtaining necessary warrants, time spent applying for clean up grants and monitoring of remediation activities, developing cases and making enforcement referrals to the CIWMB, etc. **Surveillance, enforcement and case development costs may not exceed a maximum of fifty (50%) of staff inspection time above in Task 1A.**

Task 3. Business and Public Education

Estimate the time spent on business and public education and outreach related to waste tire enforcement issues.

Task 4. Training for Grantees

Estimate the time and costs for staff training. The CIWMB conducts an annual 3-day Waste Tire Management Conference and an annual 3-day LEA Training Conference. Grantees will be required to attend applicable tire training classes at these events. There will be an additional waste tire enforcement training period of approximately 3-days duration. Also, estimate any other training to enhance your waste tire enforcement program.

Task 5. Reporting

Estimate the time and costs for reporting. Grantees will be required to submit progress reports on a quarterly basis. The Grantees will also be responsible for maintaining and submitting with the reports, a database of waste tire sites in their jurisdictions that tracks and captures results of inspections and enforcement activities. The Grantee will also be required to prepare and submit an annual report to the CIWMB summarizing the work performed, accomplishments of the program, and recycled content reporting on equipment, vehicles and materials purchased with grant funds, at the end of the grant term.

BUDGET WORKSHEET B

Task 6. Equipment, Materials/Supplies

Itemize the costs of purchasing and/or leasing field equipment, computers/service & accessories, health and safety gear, and other materials/supplies required for the Waste Tire Enforcement Grant Program. For equipment purchases, itemize the quantity and purchase price. Provide estimates whenever possible. Some examples of necessary field inspection equipment include, but are not limited to, Global Positioning System (GPS) Receiver, measuring device such as a hip chain or tape measurer, clinometer, camera, clipboard, binoculars, calculator, etc.

Task 7. Transportation Costs

Transportation costs including vehicle purchase, leasing, maintenance, insurance and fuel shall not exceed \$25,000. The maximum mileage rate that may be charges is \$.34/mile (State Rate), or the county/city rate, **whichever is less.**
Equipment, materials/supplies, and transportation costs shall not exceed twenty percent (20%) of the combined grant costs for Task 1 – Task 5.

PURCHASE OF VEHICLES

The State of California has implemented a Vehicle Purchase and Lease policy for vehicles purchased by state agencies. The policy is contained in the Management Memo Number MM04-20: http://www.documents.dgs.ca.gov/osp/sam/mmemos/mm04_20.pdf.

If you are planning on purchasing a vehicle using Waste Tire Enforcement Grant money the CIWMB **strongly encourages** you to follow these guidelines. You may find the state program highly beneficial as the vehicles purchased may be of a lesser cost than if purchased through the outside channels. In addition, as these vehicles run either with alternative fuel or under strict emission guidelines, this contributes towards the protection of the environment. If you are interested in purchasing a vehicle through the State of California's Department of General Services, contact the Office of Procurement at: <http://www.pd.dgs.ca.gov/contracts/vehicles.htm>. The Department of General Services charges 1% of the vehicle cost.

The policy can be broken down into three areas:

- Alternative Fuel Vehicles - 75% of the state's light duty vehicles purchases must be powered by alternative fuel. To view a listing of all alternative fuel vehicles available thought the Department of General Services, refer to: <http://www.pd.dgs.ca.gov/contracts/vehicles.htm>. To locate a fueling station for your alternative fuel vehicle, visit the following: <http://www.cleancarmaps.com/home>.

- Gasoline and Hybrid-Electric-Powered Vehicles – requires that all gasoline powered light-duty sedans purchased or leased by state agencies be at a minimum certified to operate under the LEV-II ultra low emission vehicle standards. Light duty pick ups, sedans, and sport utility vehicles must be at a minimum certified under the LEV-I ultra low emission vehicle standards or equivalent (this category includes hybrid vehicles). To view a listing of vehicles meeting the requirements of gasoline and hybrid-electric-powered vehicles visit the following: <http://www.arb.ca.gov/msprog/ccvl/ccvl.htm>.
- Sport Utility Vehicles or Four-Wheel Drive Trucks – The policy requires that any state agency that wants to purchase a sport utility vehicle or a four-wheel drive truck to first obtain authorization. If you are interested in purchasing a sport utility vehicle or a four-wheel drive truck, you would need to first justify the need for these types of vehicles.

Again, we strongly encourage you to follow these guidelines if you are planning on purchasing a vehicle. Remember that by enrolling in this program, you may be able to purchase a vehicle at a lesser cost and at the same time you are contributing to clean air.

Task 8. Miscellaneous Indirect Costs

Describe and estimate other costs not included in the above categories, including contracts and services not included in other categories, administrative overhead, etc.

Indirect costs may not exceed ten percent (10%) of the total costs from Worksheets A and B.

PAYMENTS

Grant funds are paid on a reimbursement basis for the actual costs directly related to the implementation of the program. In order to receive payments, Grantees must:

- 1) Complete and return the Grant Agreement form, including all required authorizing documentation, signed by the authorized signatory (as listed on the resolution) within 90 days of the date of mailing of the agreement package by the CIWMB.
- 2) Complete and return the Grant Payment Request Form signed by the authorized signatory.
- 3) Submit all required reports on time and follow the Procedures and Requirements and Terms and Conditions issued for the Waste Tire Enforcement Grant.

To enable Grantees to pay associated start-up costs, requests for advance payment may be considered if they are submitted to the CIWMB Grant Manager. The request must not exceed 30% of the grant total and demonstrate: 1) the Grantee’s need for advance payment; 2) that the Grantee will incur a specific expenditure before or shortly after payment from the CIWMB; and 3) the Grantee’s ability to expend the funds upon receipt. Advance payment must be reconciled before any further payments are processed. The Grant Manager may partially or fully deny requests for advance payment.

Failure to comply with any of the requirements may result in a jurisdiction not receiving some or all of its grant funding under this and future grant cycles.

APPLICATION SUBMITTAL

Applications must be received by 3:00 p.m., Friday January 14, 2005 at the CIWMB's Sacramento headquarters office.

Applications sent by U.S. Postal Service or a commercial delivery service must be addressed to the appropriate address for the type of delivery service as listed in the application and should be sent by a means that permits tracking by the sender and that guarantees delivery on or before the application deadline. Failure to do so is at the applicant's risk; delayed delivery, loss of an application by the Post Office or a delivery service, or misdelivery due to an incorrect address will not be justification for a late application.

Applicants must submit **one original and three copies** of the application and accompanying documentation to the CIWMB. Your original application and 3 copies **must be received on or before 3:00 p.m. Friday January 14, 2005** at the CIWMB's Sacramento headquarters office.

Late applications will be returned to the applicant and not considered for grant funding. Please direct any application questions during the grant comment period (October 29, 2004 – January 14, 2005) to Amalia Fernandez at 916-341-6869. In addition, please fax **and e-mail your electronic application/budget** to Amalia Fernandez at afernand@ciwmb.ca.gov before the submittal due date. The CIWMB grant review panel will use the electronic application/budget submitted to make any necessary changes.

The following is the U.S. Postal mailing address:

**California Integrated Waste Management Board
Waste Tire Enforcement Program
Grants Administration Unit
Attn: Elizabeth Huerta
PO Box 4025, MS 10
Sacramento, CA 95812-4025**

The following physical address is for applications sent by common carrier or hand-delivered:

**California Integrated Waste Management Board
Waste Tire Enforcement Program
Grants Administration Unit
Attn: Elizabeth Huerta
1001 "T" Street, 19th Floor, MS 10
Sacramento, CA 95814**

RESOLUTIONS - Directions and Samples

INDIVIDUAL APPLICANTS (City or County)

An individual applicant may provide one of the following:

- An approved resolution from the applicant's governing body authorizing submittal of an application for the Waste Tire Enforcement Grant identifying the **title** of the individual authorized to execute any agreements, contracts, and request for payments; OR
- An approved resolution authorizing, for up to five (5) years, the submittal of grant applications to the CIWMB for all available Waste Tire Enforcement Grants, identifying the **title** of the individual authorized to execute any agreements, contracts, and requests for payments. *Note: Benefit of a multiple year/grant resolution is that it can be used for future applications.*

SAMPLE RESOLUTION: Individual Applicants/Jurisdiction (City or County)

RESOLUTION AUTHORIZING SUBMITTAL OF WASTE TIRE ENFORCEMENT GRANT APPLICATION

(Sample/Please Retype)

WHEREAS, funds are allocated and available from the California Integrated Waste Management Board for grants to solid waste Local Enforcement Agencies (LEA) and cities and counties with regulatory authority within the city and county government to perform enforcement/compliance and surveillance activities at waste tire facilities; 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 cities and counties under the program; and

WHEREAS, the applicant demonstrates it has sufficient staff resources, technical expertise, and/or experience with similar projects to carry out the proposed program; and

WHEREAS, the applicant will enter into an agreement with the State of California for implementation of a waste tire enforcement program;

NOW, THEREFORE, be it resolved that the *Title of governing body of the local jurisdiction:* Authorizes the submittal of an application to the California Integrated Waste Management Board for a Waste Tire Enforcement Grant for a period of **(Indicate Time Period – not more than 5 years)**.

BE IT FURTHER RESOLVED that the *Title of official,* or their designee, is hereby authorized and empowered to execute in the name of *Name of jurisdiction* 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 application.

The foregoing resolution was passed by the *Title of governing body of the local jurisdiction*

this _____ day of _____, 20____. Effective _____, 20_____.

Signed:

_____ Date _____
(Name and Title of official authorized to sign)

REGIONAL APPLICANTS

Regional Programs have one lead jurisdiction and at least one participating jurisdiction. In addition to the resolution for the lead applicant, applications must also include ONE of the following authorization documents for each participating jurisdiction. (The inclusion of the participants' names in the lead applicant's resolution does not take the place of the authorization document.)

A resolution from each participating jurisdiction authorizing the lead applicant to act on its behalf as both Applicant and Grant Administrator (entity that implements the grant program); OR

An authorization letter from the County Administrator/City Manager from each participating jurisdiction stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on its behalf as both Applicant and Grant Administrator; OR

A copy of a Memorandum of Understanding specifically for this grant from each participating jurisdiction authorizing the lead applicant to act on behalf of the jurisdiction both as Applicant and Grant Administrator.

SAMPLE RESOLUTION – Lead Applicant of a Regional Program

WHEREAS, funds are allocated and available from the California Integrated Waste Management Board for grants to solid waste Local Enforcement Agencies (LEA) and cities and counties with regulatory authority within the city and county government to perform enforcement/compliance and surveillance activities at waste tire facilities; 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 cities and counties under the program; and

WHEREAS, the applicant for itself and on behalf of the following participating jurisdictions will enter into an agreement with the State of California for implementation of a regional waste tire enforcement program;

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of a regional application on behalf of **(Participating Cities or Counties)** to the California Integrated Waste Management Board for the Waste Tire Enforcement Grant, Fiscal Year 2004/2005.

BE IT FURTHER RESOLVED that the **(Title of Official)**, or its designee, is hereby authorized and empowered to execute in the name of the participating jurisdictions 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.

If the lead applicant does not want to list participants' names in the resolution, the resolution could read:

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of a regional application on behalf of the participating jurisdictions (as shown by the attached authorizing letters) to the California Integrated Waste Management Board for the Waste Tire Enforcement Grant, Fiscal Year 2004/2005.

SAMPLE RESOLUTION – Participant in a Regional Program

WHEREAS, funds are allocated and available from the California Integrated Waste Management Board for grants to solid waste Local Enforcement Agencies (LEA) and cities and counties with regulatory authority within the city and county government to perform enforcement/compliance and surveillance activities at waste tire facilities; 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 cities and counties under the program; and

WHEREAS, **(Name of Lead Jurisdiction)** has agreed to act as lead jurisdiction on behalf of **(Name of Participating Jurisdiction)**;

NOW, THEREFORE, BE IT RESOLVED that the **(Name of Participating Jurisdiction)** authorizes the **(Name of Lead Jurisdiction)** to submit to the California Integrated Waste Management Board a regional application for the Waste Tire Enforcement Grant, Fiscal Year 2004/2005 on its behalf.

BE IT FURTHER RESOLVED that the **(Name 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.

AUTHORIZATION LETTER INFORMATION

Participating cities and counties may submit an authorization letter in lieu of a resolution.

SAMPLE Authorization Letter

Dear CIWMB:

The **(Name of participating jurisdiction)** authorizes **(Name of Lead Jurisdiction)** to submit to the CIWMB a regional application for the Waste Tire Enforcement Grants on its behalf. The **(Name 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.

Sincerely,

City Manager (or County Administrator)