



~~November 2010~~ **December 2010**

California Natural Resources Agency
Department of Resources Recycling and Recovery (CalRecycle)

Waste Tire Enforcement Grant Program Application, Work Plan and Budget 18th Cycle (TEA 18), Fiscal Year (FY) 2010/11

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Mailed Applications must be postmarked no later than ~~January 28, 2011~~ **February 11, 2011**. Hand delivered Applications must be received and date stamped by CalRecycle Staff no later than 3:00 p.m. on ~~January 28, 2011~~ **February 11, 2011**. Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

Please follow instructions in the Application Guidelines and Instructions when completing this Application. The Application Guidelines and Instructions are critical to properly completing and submitting this Application.

Applications become the property of CalRecycle and are subject to disclosure under the Public Records Act. Do not submit confidential information.

Applications sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the Applicant and if delivery is delayed or the Application is lost by the Post Office or delivery service, the burden is on the Applicant to demonstrate timely mailing or delivery of the Application.

Waste Tire Enforcement Grant Program - 18th Cycle, FY 2010/11

Complete and submit all sections. See the Application Guidelines and Instructions for definitions.

Applicant Information			
Applicant Name: (Must be a City, County, or City and County, and must match Resolution)		Requested Grant Amount: <i><u>(must be in whole dollars)</u></i>	
Managing Entity: (Must be an LEA, Code Enforcement Agency, Environmental Health Agency, or other Agency that has inspection or code enforcement authority)			
Participating Collaborative Jurisdictions (attach additional sheets as needed)			
Applicant Mailing Address:			
City		County	
Zip Code:			
Primary Contact Name:	Signature Authority Name: (as authorized in Resolution)	Authorized Designee Name: (if applicable, as authorized in Letter of Designation)	
Title:	Title:	Title:	
Telephone Number:	Telephone Number:	Telephone Number:	
Fax Number:	Fax Number:	Fax Number:	
Email Address:	Email Address:	Email Address:	
Legislative District Number (go to www.calrecycle.ca.gov/profiles/juris/ to find the Applicant's Districts) Assembly: Senate:		Federal Tax Identification Number:	
Staff Contact Information			
List information for all field staff, program supervisors, and managers that will work on the Waste Tire Enforcement Grant Program.			
Name	Title	Phone Number	Email Address

Environmental Justice Certification

Entities that receive Grant funding from CalRecycle must comply with the principles of Environmental Justice, which is defined as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies.” (Govt. Code§65040.12(e)).

Must check box

The Applicant acknowledges that its organization must comply with these principles of Environmental Justice.

Resolution Requirement

See Application Guidelines and Instructions for Resolution and Letter of Designation (LOD) information and examples.

Must check ONE of the following boxes:

An approved Resolution valid for a period of up to 5 years, and, if applicable, a current (dated within the last 12 months) Letter of Designation (LOD) designating an additional authorized signatory, is enclosed with the Application.

A Resolution and LOD, if applicable, will be submitted under separate cover. The Applicant acknowledges that the approved Resolution must be received by CalRecycle no later than ~~February 28, 2011~~ **March 11, 2011**. The Applicant further acknowledges that if the Resolution is received after this date, the Application will be disqualified.

Collaborative Jurisdictions

Collaborative Applications must have a Primary Collaborative Jurisdiction (the Grant Applicant) and at least one Participating Collaborative Jurisdiction. *See Application Guidelines and Instructions for Resolution and Letter of Permission examples.*

Must check appropriate boxes if the Application includes Collaborative Jurisdiction(s)

A Resolution from each Participating Collaborative Jurisdiction authorizing the Applicant to perform waste tire activities on its behalf is attached to the Application.

A Letter of Permission from the County Administrator's Office is attached to the Application if the Participating Collaborative Jurisdiction(s) is/are in the jurisdiction of an active TEA County Grantee and the Primary Collaborative Jurisdiction is a different County or located in a different County.

A Resolution from each Participating Collaborative Jurisdiction and A Letter of Permission from the County Administrator's Office, if appropriate, will be submitted under separate cover. The Applicant acknowledges that the approved Resolution(s) and, if appropriate, Letter(s) of Permission, must be received by CalRecycle no later than ~~February 28, 2011~~ **March 11, 2011**. The Applicant further acknowledges that if the Resolution(s), and, if appropriate, Letter(s) of Permission, are is received after this date, the Application will be disqualified.

Work Plan Requirement

Must check both boxes	
<input type="checkbox"/>	A Work Plan is attached to the Application.
<input type="checkbox"/>	A Work Plan, in MSWord format, has been emailed to TireEnforcement@CalRecycle.ca.gov.

Budget Requirement

Must check both boxes	
<input type="checkbox"/>	A Budget is attached to the Application.
<input type="checkbox"/>	A Budget, in MSWord format, has been emailed to TireEnforcement@CalRecycle.ca.gov.

Acceptance of Grant Provisions

Must check box	
<input type="checkbox"/>	By checking this box, the Applicant acknowledges that submittal of this Application constitutes acceptance of all Grant Agreement provisions as contained in the Terms and Conditions and Procedures and Requirements. Go to http://www.calrecycle.ca.gov/tires/Grants/Enforcement/FY201011/default.htm to obtain those documents.

Application Certification

Certification: I declare, under penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information submitted for the CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge.

X

*Signature Authority - as authorized in Resolution or Letter of Commitment; or
 Authorized Designee - as authorized in submitted Letter of Designation*

Date

Print Name

Print Title

Work Plan (Exhibit C)

Waste Tire Enforcement Grant Program - 18th Cycle, FY 2010/11

General

All work performed must comply with the TEA 18 Grant Agreement, including but not limited to the Terms and Conditions, Procedures and Requirements, Application as submitted by the Grantee and approved by CalRecycle, Application Guidelines and Instructions, Budget and Work Plan.

All Work Plan change requests must be submitted in writing to the CalRecycle Grant Manager and may only be implemented after a written approval is received from the CalRecycle Grant Manager.

When Payment Requests are submitted, no claim may be made for the direct cost of any item or component that is included in any other rate, such as a Board of Supervisors or City Council labor rate, or an administrative, overhead, or indirect cost rate. Additionally, employee hours will be valued at the labor rate in effect at the time the work was performed.

Task #1 - Inspections

Only Task #1 eligible activities described in the TEA 18 Procedures and Requirements, and Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.

Estimated number of inspections to be performed during TEA 18 is .

When a Payment Request is submitted, only labor costs will be claimed under Task #1.

Inspections will be performed in accordance with the following priorities:

1. Inspect unpermitted and/or illegal waste tire piles, and other waste tire violations, that pose an immediate risk or threat to public health and safety, and the environment.
2. Inspect waste tire locations, operations, and issues in response to requests or complaints received from the general public, and from business and government representatives from within the Applicant/Managing Entity's own jurisdiction.
3. Inspect waste tire locations, operations and issues as requested by CalRecycle.
4. Reinspect Tire Program Identification Numbers (TPIDs) within 30 days of the compliance deadline when a Notice of Violation is issued and documented on an inspection report.
5. Inspect active* permitted major and minor waste tire facilities.
6. Inspect active* TPIDs that have never been inspected.
7. Inspect all other active* TPIDs that accept, generate or store more than 500 waste tires.
8. Inspect all other active* TPIDs that accept, generate or store 500 or fewer tires.

Closed* and inactive* TPIDs will only be inspected if a referral, complaint, or request is received, or if inappropriate or illegal activities are suspected or observed.

*Active, inactive and closed refers to the TPID's Operational Status per CalRecycle's Waste Tire Management System (WTMS).

Inspections will be performed in accordance with the following:

- A maximum of one routine inspection will be performed per TPID during TEA 18.
- A maximum of two re-inspections will be performed per TPID during TEA 18 if a Notice of Violation was documented during the previous inspection.
- Referral inspections will be performed as needed if a referral, complaint, or other urgent information about a possible waste tire violation is received. If an inspection is performed for any of those reasons, the information received which necessitated the inspection will be noted on the Inspection Report, and "Referral" will be marked as the Inspection Type on the Survey Form, CIWMB 181.
- A maximum of one observation inspection will be performed per TPID during TEA 18, and is allowed under limited circumstances. If an Observation inspection is performed, the observation that prompted the spontaneous inspection will be noted on the Inspection Report, and "Observation" will be marked as the Inspection Type on the Survey Form, CIWMB 181. It is understood that to qualify as an Observation inspection, the Inspector must already be in the field and be prompted by an observation to perform a spontaneous inspection, and that the observation must generally be something that appears to be in violation of applicable waste tire laws and regulations.

Additional inspections beyond the previously listed allowances will only be performed if pre-approved in writing by the CalRecycle Grant Manager.

Task #2 - Enforcement

Only Task #2 eligible activities described in the TEA 18 Procedures and Requirements, and Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.

When a Payment Request is submitted, only labor costs will be claimed under Task #2. Additional costs may only be claimed if pre-approved in writing by the CalRecycle Grant Manager for TEA 18. Total costs claimed under Task #2 will be equal to or less than 75% of total costs claimed under Task #1.

Participate in multi-jurisdictional or multi-departmental task forces, working groups, etc. which are listed and described below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Task #3 - Outreach

Only Task #3 eligible activities described in the TEA 18 Procedures and Requirements, and Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.

When a Payment Request is submitted, labor costs and CalRecycle pre-approved materials, supplies and other costs may be claimed under Task #3.

Provide waste and used tire permitting, storage and hauling information, advice, and assistance to the regulated community and general public.

Participate in outreach events to the regulated community and general public which are listed and described below:

Description of each outreach event	Information that will be provided	General description of who will attend

Purchase items and services listed and described below: (items and services such as nominal promotional giveaways, creating and printing brochures, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Task #4 - Grantee Training

Only Task #4 eligible activities described in the TEA 18 Procedures and Requirements, Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.

When a Payment Request is submitted, labor costs and CalRecycle pre-approved other costs may be claimed under Task #4. All costs claimed must be for tire enforcement staff attending CalRecycle mandatory and pre-approved non-mandatory training.

Attend all mandatory Tire Enforcement Round Tables, ~~Tire Enforcement Grant Management Workshops~~ **WTMS Training**, and annual Training Symposium.

Attend non-mandatory training listed and described below:

Name of each class to be attended	Description of the class and how it relates to and benefits the enforcement of waste tire laws and regulations

Task #5 - Grant Management

Only Task #5 eligible activities described in the TEA 18 Procedures and Requirements, Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.

When a Payment Request is submitted, only labor costs may be claimed under Task #5.

Prepare and submit mid-year Performance Report, Payment Request, and all other required documents no later than March 30, 2012.

Prepare and submit final Performance Report, Payment Request, and all other required documents no later than September 28, 2012.

Task #6 - Equipment, Materials & Supplies

Only Task #6 eligible activities described in the TEA 18 Procedures and Requirements, Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.

When a Payment Request is submitted, only CalRecycle pre-approved equipment, materials and supplies actual costs will be claimed under Task #6. When a Payment Request is submitted, the amount requested under Task #6 for reimbursement of actual equipment, materials and supplies costs will be equal to or less than 10% of the approved actual expenditures for all tasks.

Purchase equipment, materials and supplies listed and described below: (See the Procedures and Requirements for eligible items)

Description of items to be purchased	Quantity to be purchased

Task #7 - Transportation

Only Task #7 eligible activities described in the TEA 18 Procedures and Requirements, Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.

When a Payment Request is submitted, only CalRecycle pre-approved transportation costs will be claimed under Task #7. Total actual costs claimed under Task #7 will be equal to or less than 10% of the approved expenditures for all tasks, up to a maximum of \$25,000.

Submit mileage usage logs to show the actual mileage driven to perform eligible TEA 18 activities.

If a mileage rate will <u>not</u> be used, describe the actual items/costs that will be claimed

~~The vehicle listed and described below will be purchased during TEA 18:~~

Description of vehicle to be purchased

~~Owned, leased, or rented Vehicles supported with TEA 18 funds will be used predominantly to perform eligible activities described in the TEA 18 Grant Agreement.~~

~~Task #8 – Small Tire Pile Cleanup~~

~~Only Task #8 eligible activities described in the TEA 18 Procedures and Requirements, Application Guidelines and Instructions, or those pre-approved in writing by the CalRecycle Grant Manager for TEA 18, will be performed.~~

~~When a Payment Request is submitted, labor costs and CalRecycle pre-approved other costs will be claimed under Task #8. All costs claimed will comply with the maximums allowed in the TEA 18 Procedures and Requirements.~~

~~In addition to cleaning up tires found on public rights of ways that are within our TEA area of responsibility, small tire piles will be cleaned up at the locations listed and described below:~~

Site Address, City, Zip Code	Site Parcel Number (s)	Name of Site Owner	Estimated # of Waste Tires at Site

Budget (Exhibit D)

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Estimated hourly labor rate for waste tire enforcement staff:

Name	Classification	Hourly Rate

When a TEA 18 payment request is submitted, employee hours will be valued at the labor rate in effect at the time the work was performed.

Task	Amount Requested
Task 1 - Inspections: Estimated total cost of all Inspection related activities	\$
Task 2 - Enforcement: Estimated total cost of all Enforcement related activities . <i>Total cost for Task 2 must be less than or equal to 75% of the total cost of Task 1.</i>	\$
Task 3 - Outreach: Estimated total cost of all Outreach related activities	\$
Task 4 - Grantee Training: Estimated total cost of all Grantee Training related activities	\$
Task 5 - Grant Management: Estimated total cost of all Grant Management related activities	\$
Task 6 - Equipment, Materials & Supplies: Estimated total cost of all Equipment, Materials & Supplies to be purchased. <i>Total cost for Task 6 must be less than or equal to 10% of the total costs of all Tasks.</i>	\$
Task 7 - Transportation: Estimated total cost of all Transportation related activities. <i>Total cost for Task 7 must be less than or equal to 10% of the total costs of all Tasks, up to a maximum of \$25,000.</i>	\$
Task 8 - Small Tire Pile Cleanups: Estimated total cost of all Small Tire Pile Cleanups. <i>Total cost for Task 8 may be \$25,000, or 10% of the total grant amount awarded, whichever is greater.</i>	\$
TOTAL Requested Grant Amount	\$

Application Checklist

This Application Checklist is provided for your convenience and is not intended to be all inclusive. Applicants are responsible for completing and submitting all required documentation.

Grant Application Form (CalRecycle 243 -TEA)	
<input type="checkbox"/>	All applicable information and documents are provided; applicable boxes are checked.
<input type="checkbox"/>	Application Certification is signed by the: <ol style="list-style-type: none"> 1) Signature Authority as authorized in Resolution, or 2) Authorized Designee, if authorization of a Designee is included in Resolution. <p style="margin-left: 40px;"><i>Authorized Designee may sign only if the Letter of Designation has been submitted to CalRecycle.</i></p>
Environmental Justice Certification	
<input type="checkbox"/>	Box is checked.
Resolution Requirement	
<i>See Application Guidelines & Instructions for Resolution and Letter of Designation (LOD) information and examples</i>	
<input type="checkbox"/>	Approved Resolution is included with Application; box is checked, or
<input type="checkbox"/>	If applicable, approved Resolution not submitted with Application but will be submitted to CalRecycle for receipt by February 28, 2011 March 11, 2011 ; box is checked.
<input type="checkbox"/>	If applicable, Letter of Designation (LOD) is included with Application. <i>A LOD is not required to be submitted with the Application; however, it must be submitted prior to Designee's exercise of his/her authority.</i>
Collaborative Applications -- Primary Collaborative/Participating Collaborative Jurisdictions	
Resolution and Letter of Permission Requirement	
<i>See Application Guidelines & Instructions for Resolution and Letter of Permission and examples</i>	
<input type="checkbox"/>	Approved Resolution from Collaborative Jurisdiction(s) is/are included with Application from each Collaborative Jurisdiction authorizing the Applicant to perform waste tire activities on its behalf is attached to the Application; box is checked, or
<input type="checkbox"/>	If applicable, approved Resolution from Collaborative Jurisdiction(s) not submitted with Application but will be submitted to CalRecycle for receipt by February 28, 2011 March 11, 2011 ; box is checked.
<input type="checkbox"/>	Letter(s) of Permission is/are included with Application from the County Administrator's Office if the Participating Collaborative Jurisdiction(s) is/are in the jurisdiction of an active TEA County Grantee and the Primary Collaborative Jurisdiction is a different County or is located in a different County.
<input type="checkbox"/>	If applicable, Letter(s) of Permission from Participating Collaborative Jurisdiction(s)' County Administrator's Office not submitted with Application but will be submitted to CalRecycle for receipt by February 28, 2011 March 11, 20011 ; box is checked.
Work Plan and Budget Requirement	
<input type="checkbox"/>	Box is checked; Work Plan and Budget are attached and have been e-mailed (in MSWord version) to TireEnforcement@CalRecycle.ca.gov .
Acceptance of Grant Provisions	
<input type="checkbox"/>	Box is checked.
Application Format & Submittal	
<input type="checkbox"/>	Application submittal: One Application with original signature (blue ink preferred) and one copy.
<input type="checkbox"/>	Paper: 8½ X 11, printed double-sided, single spaced, on 100% post consumer fiber, and numbered consecutively
<input type="checkbox"/>	Stapled, not bound: upper left-hand corner
<input type="checkbox"/>	Font: Comparable to 12 pt. Times New Roman
<input type="checkbox"/>	Addressed to the appropriate mailing address of CalRecycle