



January 2015

Department of Resources Recycling and Recovery

LOCAL GOVERNMENT WASTE TIRE ENFORCEMENT GRANT PROGRAM

APPLICATION GUIDELINES & INSTRUCTIONS

22nd Cycle (TEA22) – Fiscal Year 2014–15

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GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed on [Grant Management System Web \(GMS\) webpage](http://www.calrecycle.ca.gov/Grants/GMS/default.htm) (<http://www.calrecycle.ca.gov/Grants/GMS/default.htm>).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Government Waste Tire Enforcement (TEA) Grant Program (Program) pursuant to section 42889(b)(4) of the Public Resources Code.

The purpose of the grant is to provide sufficient, stable and non-competitive funding to California jurisdictions for the enforcement of waste tire permitting, movement and storage laws.

TIMELINE FOR WASTE TIRE ENFORCEMENT GRANT PROGRAM (TEA22), FY 2014–15

Date	Activity
March 3, 2015	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
April 2, 2015	Secondary Due Date If Resolution not submitted with the application: <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date
May 2015	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
September 30, 2016	Grant Term Notice to Proceed to this date
June 29, 2016	Grant Performance Period May incur program or project costs after issuance of the Notice to Proceed to this date
June 30, 2016 – September 30, 2016	Report Preparation Period May only incur costs for preparation of Final Progress Report and final Payment Request
September 30, 2016	Final Progress Report, final Payment Request and Request for 10 percent withhold Deadline

ELIGIBLE APPLICANTS

Eligible applicants are a city, county, or city and county that works closely with a managing entity to implement and oversee the Program. (See below for the definition of a managing entity.)

New Applicants

New applicants are those applicants that did not receive a TEA grant award for Fiscal Year (FY) 2013–14 (TEA21 cycle). All counties may apply for this grant, and new applicant cities must have 50 or more active* businesses in their jurisdictions with Tire Program Identification (TPID) numbers, at the time of application. New applicants must be a city, county, or city and county.

New applicants that are under the jurisdiction of an existing TEA grantee that is also applying for a TEA grant may apply for this grant only if the new applicant:

- Meets the eligibility requirements of this Program.
- Notifies the existing grantee and CalRecycle in advance of its intent to apply.
- Meets with the existing grantee and CalRecycle.
- Demonstrates that complementary services are needed in its jurisdiction(s).

*"Active" means the *Business Status* is "Active" in CalRecycle's Waste Tire Management System (WTMS).

Reapplying Grantees

Reapplying grantees are applicants that received a previous grant award. The city, county, or city and county is eligible to apply for a TEA grant if it satisfactorily performed in accordance with its TEA20 Grant Agreement, including, but not limited to, the Terms and Conditions, Procedures and Requirements, Work Plan and Budget. CalRecycle will use joint field inspections and other performance measures to determine if a reapplying grantee has satisfactorily performed in the TEA20 grant cycle.

Listed below are examples of performance measures and standards that may be reviewed to determine if a reapplying grantee performed satisfactorily in prior grant cycles.

- Spending at least 80 percent of awarded funds on eligible and approved items and activities.
- Completing at least 80 percent of inspections estimated in the application in accordance with the **Inspection Priorities** as described in the Procedures and Requirements.
- Submitting complete Progress Reports, Payment Requests, and other required grant documents by the due date.
- Attending all mandatory training events.
- Complying with all requirements of the Grant Agreement.

CalRecycle staff will work closely with reapplying grantees who are not performing satisfactorily. If a reapplying grantee does not perform satisfactorily for two or more consecutive grant cycles, staff may recommend that the reapplying grantee not receive TEA grant funding.

Managing Entity

All applicants must designate a managing entity to implement and oversee the Program. The managing entity must be one of the following:

- A Local Enforcement Agency
- An Environmental Health Agency, department, office, etc.

- A Code Enforcement Agency, department, office, etc.
- Another agency, department, office, which has inspection and code enforcement authority, experience and capability.

COLLABORATIVE APPLICATION REQUIREMENTS

Two or more eligible entities may agree to apply with a Collaborative Application. A Collaborative Application requires one of the eligible entities to act as the Lead Collaborative Jurisdiction (LCJ) and the other entities will be Participating Collaborative Jurisdiction(s) (PCJ). Under a Collaborative Application, a PCJ voluntarily allows an LCJ to perform waste tire enforcement activities in its jurisdiction, despite the fact that the PCJ does not fall within the LCJ's own jurisdictional boundaries. The following examples describe requirements for the different types of Collaborative Applications:

County/County

Two adjacent counties agree to collaborate. The counties agree that one county will submit a Collaborative Application for a TEA grant as the LCJ with the other county listed as a PCJ on the application. The LCJ will perform waste tire enforcement activities in the PCJ.

- For the non-applicant county to become a PCJ to the LCJ's Collaborative Application, it will need a Resolution authorizing the LCJ to perform waste tire enforcement activities within its jurisdictional boundaries.
- The LCJ must also submit a Resolution that authorizes it to act on its own behalf, as well as on behalf of the PCJ.
- These resolutions must be submitted by the Secondary Due Date.
- For more information regarding requirements for the Resolutions please refer to the section titled "*Resolution for Collaborative Applicants*" under the "*Application Documents*" section of these Guidelines and Instructions.

Cities Within the Same County

Two or more cities within the same county agree to collaborate. The cities agree that one city will submit a Collaborative Application for a TEA grant as the LCJ with the other cities listed as PCJs on the application. The LCJ will perform waste tire enforcement activities in the PCJs.

- For the non-applicant cities to become a PCJ to the LCJ's Collaborative Application, it will need a Resolution authorizing the LCJ to perform waste tire enforcement activities within its jurisdictional boundaries.
- The LCJ must also submit a Resolution that authorizes it to act on its own behalf, as well as on behalf of the PCJ(s).
- These resolutions must be submitted by the Secondary Due Date.
- For more information regarding requirements for the Resolutions please refer to the section titled "*Resolution for Collaborative Applicants*" under the "*Application Documents*" section of these Guidelines and Instructions.

Additionally, if the county within which the collaborating jurisdictions are located is a TEA grant applicant it must specifically enumerate within its Resolution those jurisdictions for which it will provide waste tire enforcement activities. The list of covered jurisdictions must not include the LCJ or any of the PCJs.

Cities Collaborating With a Different County or with a City in a Different County

Another scenario might be a county collaborating with a city from an adjacent county. It is possible that a city is not receiving waste tire enforcement services from the county in which it is located; therefore, the city may collaborate with another county or with another city outside of its county.

- For the non-applicant city to become a PCJ to the LCJ's Collaborative Application, it would need a Resolution authorizing the LPJ to perform waste tire enforcement activities within its jurisdictional boundaries.
- The LCJ must also submit a Resolution that authorizes it to act on its own behalf, as well as on behalf of the PCJ(s).
- The LCJ must obtain a Letter of Permission from the County Administrator's Office of the county in which enforcement action will be taken stating that the county agrees that: (1) the LCJ may perform waste tire enforcement activities in the PCJ(s); and (2) that the county will not perform any such activities in the PCJ(s).
- The Resolutions and Letter of Permission must be submitted by the Secondary Due Date.
- For more information regarding requirements for the Resolutions and Letter of Permission please refer to the section titled "*Resolution for Collaborative Applicants*" under the "*Application Documents*" section of these Guidelines and Instructions.

Note: An incorporated city that is not an active TEA grantee is already within the jurisdiction of the county within which it is located for purposes of the TEA Program. The city does not need to become a Collaborative Jurisdiction with its own county. (See section titled "*Grantee's Authority*").

Refer to the section titled "*APPLICATION DOCUMENTS*" for examples of other documents that must be uploaded with the application.

GRANTEE'S AUTHORITY

CalRecycle is responsible for performing all activities related to enforcing waste tire permit, hauling and storage laws and regulations. When a local jurisdiction receives a TEA grant and becomes a grantee, it is authorized to enforce waste tire laws and regulations under CalRecycle's authority, not its own. Some grantees or managing entities have authority as Local Enforcement Agencies or code enforcement agencies; however, that authority is not applicable to the waste tire enforcement program.

County grantees may perform waste tire activities in the following areas:

- The unincorporated area of its own county, and the incorporated areas of all cities within the boundaries of the county that are not TEA grantees or Participating Collaborative Jurisdictions on any other jurisdiction's TEA grant application
- The unincorporated and incorporated area of any Participating Collaborative Jurisdiction(s)

City grantees may perform waste tire activities in the following areas:

- The incorporated area of its own city
- The unincorporated and incorporated areas of any Participating Collaborative Jurisdiction(s)

City and county grantees may perform waste tire activities in the following areas:

- The unincorporated and incorporated areas of its own city and county
- The unincorporated and incorporated areas of any Participating Collaborative Jurisdiction(s)

AVAILABLE FUNDS

- A total of \$7,000,000 is available for this grant cycle, FY 2014–15.
- Applicants may request up to and including the maximum award amount allowed for their qualifying populations. The maximum award for any applicant is:
 - \$300,000 for applicants with qualifying populations equal to or less than 900,000.
 - \$450,000 for applicants with qualifying populations 900,001 through 2,000,000.
 - \$600,000 for applicants with qualifying populations of 2,000,001 or more.

DETERMINING MAXIMUM AWARDS

Qualifying populations for maximum award amounts are determined from the California Department of Finance report, [E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change](http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php) (<http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php>). The report is generally published in May of each year.

Following is a description of how an applicant's qualifying population is determined.

For a county applicant, the qualifying population includes all of the following:

- The population of the unincorporated area of the applicant county and the population of all incorporated cities within the boundaries of the county that are not included on any other TEA application.
- The population of the unincorporated and incorporated areas of any Participating Collaborative Jurisdiction(s).

For a city applicant, the qualifying population includes all of the following:

- The population of the incorporated area of the applicant city.
- The population of the unincorporated and incorporated areas of any Participating Collaborative Jurisdiction(s).

For a city and county applicant, the qualifying population includes all of the following:

- The population of the unincorporated and incorporated areas of the applicant city and county.
- The population of the unincorporated and incorporated areas of any Participating Collaborative Jurisdiction(s).

GRANT TERM, GRANT PERFORMANCE PERIOD, AND REPORT PREPARATION PERIOD

The Grant Term and Grant Performance Period both begin the date indicated in the Notice to Proceed (NTP). The Grant Term ends on **September 30, 2016**. This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.

The Grant Performance Period begins on the date indicated in the NTP and ends on **June 29, 2016**. Grant-eligible program expenditures may start no earlier than the date indicated in the NTP and ends on **June 29, 2016**. In all cases, eligible program costs must be incurred no later than **June 29, 2016**.

The period from **June 30, 2016** to **September 30, 2016** is the Report Preparation Period. **Costs incurred to prepare the Final Progress Report and final Payment Request are the only costs that are eligible for reimbursement during the Report Preparation Period.**

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term, which starts on the date indicated on the NTP and ends on **June 29, 2016**. (See “Grant Term, Grant Performance Period, and Report Preparation Period” for additional information.)

Eligible costs include, but are not limited to:

- Conducting and reporting on inspections of waste tire facilities to ensure compliance with current waste tire laws and regulations. Investigating illegal tire disposal activities.
- Identifying and issuing Notices of Violation to noncompliant entities.
- Conducting and reporting surveillance, investigations and other enforcement activities to remediate waste tire disposal and hauling.
- Referring all illegal and unregistered waste/used tire haulers to CalRecycle. Conducting program-related outreach and educational efforts with local businesses.

The following information is provided to assist the applicant in the preparation of the TEA22 Budget. Review this information very carefully as eligible activities/costs are specified within each Budget Category. Eligible activities may include, but are not limited to, the activities listed under the following Budget Categories. Please see Exhibit B (Procedures and Requirements) “Eligible Costs” for additional information. Applicants are encouraged to contact the Grant Manager if further clarification about whether or not certain activities are eligible or ineligible.

ADMINISTRATIVE COSTS

In general, all activities related to managing the TEA grant are eligible. The amount requested under Administrative Costs must be less than or equal to 15 percent of the total approved Budget.

Any activities/costs not specifically listed below must be pre-approved in writing by the Grant Manager to be reimbursable. The following activities/costs are eligible.

- Preparing and submitting TEA22 Progress Reports, Payment Requests, and all other required documents, forms and information. Grantees are required to submit a Progress Report and Final Progress Report and Payment Request.
- Discussing with the Grant Manager eligible grant activities, performance reporting, Payment Requests and supporting documentation, and Budget changes.
- Developing and maintaining an accurate system to capture and report waste tire enforcement staff time, activities and costs, and monitoring activities, costs, and systems for accuracy, completeness, and eligibility.
- Writing policies, processes and procedures for tracking and reporting staff time, activities and costs, and meeting with the grantee’s own tire enforcement staff to discuss these items.

- Maintaining files of documentation and records to support grant activities and costs.
- Cooperating with CalRecycle, California Department of Finance and California Bureau of State Audits auditors during the audit of any TEA grant cycles, and responding to audit reports and findings, as long as audits are not otherwise included in an approved overhead or indirect cost rate or Board of Supervisors or City Council approved rate already being charged to the grant.

EDUCATION

In general, all activities related to informing waste tire businesses about waste tire hauling, storage, permitting, and disposal laws and regulations are eligible. All activities should be primarily directed to waste tire businesses.

Any activities/costs not specifically listed below must be pre-approved in writing by the Grant Manager to be reimbursable. The following activities/costs are eligible.

- Researching grant requirements and waste tire permitting, hauling, storage and disposal laws, regulations, policies, processes, procedures and protocols, and developing outreach materials, brochures and presentations.
- Identifying waste tire businesses, informing them of applicable waste tire laws and regulations, and distributing educational brochures and information as needed. This may include obtaining WTMS reports of newly issued TPIDs, or canvassing business areas to determine if new or established businesses perform waste tire activities.
- Obtaining TPIDs for businesses that perform waste tire activities that should be monitored.
- Developing tools to track outreach activities.
- Providing outreach as requested by CalRecycle.
- Discussing outreach activities with CalRecycle Inspectors and the Grant Manager.
- Meeting with the grantee's own tire enforcement staff to discuss outreach planning, events and activities, reporting, etc. This may include on-the-job outreach training for new grantee tire enforcement staff.
- Coordinating outreach with other grantees when both a city is a grantee and the county in which it is located is also a grantee. This coordination is essential to ensure no duplication or gaps in activities.
- Exchanging information with Collaborative Jurisdictions and other organizations on outreach related activities.

ENFORCEMENT

In general, all activities related to planning and performing waste tire enforcement activities are eligible. Enforcement includes the steps beyond inspections that a grantee takes to identify and bring into compliance those that illegally haul waste tires, or store and dispose of 500 or more waste tires. Priority should be given to those situations that pose the greatest risk to public health and safety, and the environment. The amount requested under Enforcement must be less than or equal to 75 percent of the approved Budget under Inspections.

Any activities/costs not specifically listed below must be pre-approved in writing by the Grant Manager to be reimbursable. The following activities/costs are eligible.

- Researching, surveilling, identifying, and documenting:

- Illegal waste tire disposal sites and activities.
- Individuals responsible for illegal dumping of waste tires.
- Owners of private property on which illegal dumping of waste tire is occurring.
- Unregistered waste tire haulers. (Grantees must refer illegal haulers to CalRecycle within 30 days of identification.)
- Conducting and reporting on investigations, surveillance and other waste tire enforcement activities related to illegal waste tire hauling, storage and disposal.
- Making waste tire enforcement referrals to CalRecycle and local law enforcement, as appropriate.
- Gaining an understanding of allowable and appropriate waste tire enforcement activities and preparing enforcement actions or referrals. Researching sources such as: grantee and CalRecycle databases; past enforcement activities; grant requirements; and, waste tire permitting, hauling, storage and disposal laws, regulations, policies, processes, procedures and protocols.
- Participating in task forces, working groups, etc. actively involved in waste tire enforcement activities within the grantee's jurisdiction.
- Providing waste tire storage, hauling and disposal awareness training to local law and code enforcement personnel within the grantee's jurisdiction to encourage referrals or citations of illegal waste tire dump sites, illegal waste tire dumpers, and unregistered waste tire haulers. (Awareness training is generally limited to one hour per session.)
- Working with CalRecycle, the California Highway Patrol, and local law enforcement to establish checkpoints to identify unregistered waste tire haulers.
- Assisting CalRecycle with the investigation of waste tire referrals, complaints, violations, discrepancies, legal records searches, etc.
- Writing policies, processes, procedures and protocols related to planning, preparation, performance, and reporting of waste tire enforcement and associated activities.
- Developing tools to track waste tire enforcement-related activities, including maintaining appropriate enforcement and referral documents and files.
- Discussing planning, preparation, reporting, performance, of waste tire enforcement and associated activities, etc. with CalRecycle Inspectors and the Grant Manager.
- Meeting with the grantee's own tire enforcement staff to discuss planning, preparation, reporting, and performance of waste enforcement and associated activities, and applicable waste tire laws, regulations, policies, processes, procedures, etc. This may include on-the-job waste tire enforcement training for new grantee tire enforcement staff.
- Investigation and enforcement activities pre-approved in writing by the Grant Manager, such as working with the local District Attorney (DA), attending administrative, court and/or CalRecycle hearings, and supporting case development.
- Reporting to CalRecycle all enforcement actions on waste tire-related cases, including any referrals to the DA's Office and any actions taken by the DA's Office on waste tire-related cases.
- Preparing and submitting CalRecycle Surveillance forms (CalRecycle 229).
- Coordinating waste tire enforcement activities with other grantees when both a city and the county in which the city is located are TEA grantees. This coordination is essential to ensure no duplication or gaps in inspections.

- Exchanging information with Collaborative Jurisdictions on waste tire enforcement-related activities.
- Obtaining inspection and other warrants as needed, participating with local law enforcement activities, performing interviews and field investigations, developing enforcement cases, etc.
- Following up in locations with known illegal waste tire dumping or where complaints and referrals have been received. This is sometimes referred to as “field patrolling.” This activity should be purposeful and should be focused on known areas of illegal waste tire dumping. Grantees should also be able to show substantive results from this activity, such as identification and citation of illegal waste tire dumpers or unregistered waste tire haulers, decreases in illegally dumped waste tires, etc.
- Coordinating, and reviewing regulations and procedures, with Local Conservation Corps regarding performing cleanup, amnesty event, and other similar or related activities. **This activity is not subject to the 500 waste tire minimum.**

EQUIPMENT

In general, all equipment and supplies purchased to perform approved and eligible waste tire activities are eligible. The amount requested under Equipment must be less than or equal to 10 percent of the total approved Budget.

Any item/cost not specifically listed below must be pre-approved in writing by the Grant Manager to be reimbursable. The following items/costs are eligible.

- Hand-held camera and standard accessories
- Portable GPS
- Range finder, tape measure, and other measuring devices
- Cell phone and monthly service
- Steel-toed work boots
- Waterproof rain gear
- Clinometer
- Clipboard
- Binoculars and case
- Hard Hat
- Gloves
- Disposable face mask
- Safety glasses
- Reflective safety vest, lightweight windbreaker, or logo/identification vest
- Surveillance camera and standard accessories, such as video recording equipment and tripod, if CalRecycle free cameras are regularly unavailable when requested
- Flashlight
- Batteries and battery charger

The Grant Manager must pre-approve the purchase of all items/costs not listed above and will consider items the grantee purchased in prior Grant cycles. Failure to obtain the Grant Manager's written pre-approval may result in those items and costs being deducted from the grantee's Payment Request. ***Additionally, grantees may be allowed to claim only a proportion of the cost of an item based upon the percentage of time staff is dedicated to the waste tire enforcement program.***

Other law enforcement type items are ineligible under the TEA Program. However, there may be circumstances where communication devices (such as police-type radios) are necessary for the safety of enforcement staff. If there is a strong business need which cannot be reasonably accommodated by cell phones or through other means, the Grant Manager will consider requests for communication devices on a case-by-case basis.

INSPECTIONS

In general, all activities related to planning and performing inspections of active businesses with TPID numbers, preparing and submitting CalRecycle Survey and Inspection Forms (CalRecycle 181 and 182), and tracking inspection results, are eligible.

Any activities/costs not specifically listed below must be pre-approved in writing by the Grant Manager to be reimbursable. The following activities/costs are eligible:

- Researching CalRecycle's WTMS and the grantee's own database of inspections, to develop a complete Plan of Inspections to be performed during the Grant Performance Period.
- Gaining an understanding of how to perform inspections and preparing to conduct a specific inspection by researching sources such as: grantee and CalRecycle databases; past inspections and enforcement activities; grant requirements; and, waste tire permitting, hauling storage and disposal laws, regulations, policies, processes, procedures and protocols.
- Writing policies, processes, procedures, and protocols related to the planning, preparation, performance and reporting of inspections and associated activities.
- Developing tools to track inspection-related activities.
- Discussing inspection related planning, preparation, and reporting, and performance of inspections and associated activities with CalRecycle Inspectors and the Grant Manager.
- Meeting with the grantee's own tire enforcement staff to discuss inspection-related planning, preparation, and reporting; performance of inspections and associated activities; and/or applicable waste tire laws, regulations, policies, processes, procedures, etc. This may include on-the-job inspection training for new grantee tire enforcement staff.
- Updating and correcting Survey and Inspection report data, and tire business information, in CalRecycle's WTMS and the grantee's own database.
- Maintaining files of inspection report copies as needed.
- Correcting Survey and Inspection reports when returned by CalRecycle for correction of inaccurate information, or completion of missing information.
- Coordinating inspections with other grantees when both a city and the county in which the city is located are TEA grantees. This coordination is essential to ensure no duplication or gaps in inspections.
- Exchanging information with Collaborative Jurisdictions on complaints, referrals, inspections, and other inspection related activities.
- Attempting and completing an on-site inspection.
- Providing technical assistance to tire businesses on waste tire laws and regulations, and distributing educational brochures and information as needed. (This may occur during or after inspection, or when no inspection has been performed and a tire business has contacted the grantee for information, assistance and guidance. This activity is also eligible under Education.)

- Performing inspections and completing all applicable sections of CalRecycle Survey and Inspection forms for each complete inspection.
- Completing a CalRecycle Referral Form (CalRecycle 228) and gathering appropriate documentation when a tire business is referred to CalRecycle for enforcement action. (This activity is also eligible under Enforcement.) The Referral Form may be found at:
<http://www.calrecycle.ca.gov/Tires/Enforcement/Inspections/Forms.htm>
- Submitting the survey, inspection and referral forms once per month to CalRecycle.

Neither the TEA Program nor the terms of the Grant Agreement affects or changes CalRecycle's right to enter any California jurisdiction for the purpose of: (1) enforcing regulations relating to the storage of waste tires and used tires, as provided in Public Resources Code (PRC) Section 42850(c); (2) enforcing regulations relating to the hauling of waste and used tires, as provided in PRC Section 42963(b); and (3) fulfilling any other enforcement obligations with which it is charged by statute or regulation.

TRAINING

All training must be received by the grantee's waste tire enforcement staff, must be directly related or beneficial to the enforcement of waste tire hauling, storage, permitting and disposal, and must be pre-approved by the Grant Manager.

Any activities/costs not specifically listed below must be pre-approved in writing by the Grant Manager to be reimbursable. The following activities/costs are eligible.

- Attending the following mandatory trainings (grantees must send at least one inspector to each of these events):
 - CalRecycle-sponsored waste tire Round Tables
 - WTMS Training
 - Annual Technical Training Series (or similar name)
- Attending the following eligible non-mandatory training:
 - CalEPA sponsored Enforcement Symposium
 - Basic Inspector Academy
 - Conducting Effective Interviews for Inspectors
 - Environmental Enforcement Training
 - Basic and refresher health and safety classes
- Providing training or participating in meetings, trainings and/or conferences as requested by CalRecycle.
- Coordinating and hosting Round Tables or other CalRecycle-sponsored training events.
- Travel and per diem
 - All travel costs must be in accordance with the [California State Travel policies](http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>). Reimbursable mileage and other travel expenses (per diem) may not exceed the state rates as set forth in the State Administrative Manual.

TRANSPORTATION

Transportation costs incurred to perform approved and eligible waste tire activities are eligible. The amount requested under Transportation must be less than or equal to 10 percent of the total approved Budget.

Any activities/costs not specifically listed below must be pre-approved in writing by the Grant Manager to be reimbursable. The following activities/costs are eligible:

- Grantees may claim vehicle usage costs based upon actual mileage at the lesser of the grantee or state mileage rate. Mileage rates generally cover the cost of fuel, maintenance, insurance, licensing, registration, depreciation, and all other costs associated with operation and usage of the vehicle. Grantees should use the rate in effect at the time the mileage was incurred.
- Travel and per diem (this is also eligible under Training).
- All travel costs must be in accordance with the [California State Travel policies](http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>). Reimbursable mileage and other travel expenses (per diem) may not exceed the state rates as set forth in the State Administrative Manual.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Cost incurred prior to receipt of the Notice to Proceed letter or after June 29, 2016.
- Expenditures outside the grantee's jurisdiction(s), or not specified in the approved Budget.
- Any costs that are not consistent with local, state, and federal laws, guidelines and regulations.
- Costs associated with Amnesty Day events, such as creating and distributing hauler exemption letters.
- Enforcement activities related to tire storage or disposal when 499 or fewer waste tires are present.
- Educational activities provided to the general public via small and large community events such as car shows, earth fairs, county fairs, and presentations to groups or at events consisting primarily of K-8 children.
- Costs associated with activities related to the use of recycled products.
- Costs associated with the clean-up of illegally dumped waste tires.
- Preparing and submitting the TEA23 grant application.
- Responding to CalRecycle questions about the grantee's TEA21 final Payment Request, Progress Reports, and supporting documentation.
- Costs that the Grant Manager deems unreasonable, excessive, ineligible, inappropriate, duplicative or not related to the Program.

QUESTIONS

If you have any questions or concerns regarding the eligibility of an activity or application process, please consult the Grant Manager, Phanessa Fong at Phanessa.Fong@calrecycle.ca.gov.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS 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 the [CalRecycle WebPass site](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Local Government Waste Tire Enforcement Grant Program, TEA22: Fiscal Year 2014–15 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application, however, this can be updated later. The application then opens to the Summary Tab.

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in disqualification from the TEA Program. Examples of disqualifications include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification
- Missing information in the online application as required below

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radial button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.

- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit 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.”
- For Collaborative Applications, add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radial button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled “Eligible Applicants.”

Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount (*see Available Funds*). 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 Districts and Senate Districts. To select more than one district hold the “Ctrl” key while selecting the numbers.
- Enter the applicant’s department name, e.g. “General Services.” If the applicant does not have a department the applicant’s name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: provide a brief summary of how grant funds will be expended and how these funds will augment your local/regional enforcement efforts.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.

Contacts Tab

The application is required to have 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 GMS using his/her 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 grant manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the grant manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultants may manage the

grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The Total must equal the Grant Funds Requested amount shown on the Detail tab.

- Administrative Costs: Enter the personnel rate and indicate whether it's Hourly Rate or Board of Supervisor/City Council Rate. ***This Budget Category must be less than or equal to 15 percent of total requested grant amount.***
- Education: Provide waste and used tire permitting, storage and hauling information, advice, and assistance to waste tire businesses. List and describe other educational activities.
- Enforcement: Participate in multi-jurisdictional or multi-departmental task forces, working groups, etc. Enter additional enforcement details (optional). ***Enforcement must be less than or equal to 75 percent of Inspections.***
- Equipment: Enter a list of equipment including the quantity and description of each item. ***This Budget Category must be less than or equal to 10 percent of total requested grant amount.***
- Inspections: Enter the number of inspections to be performed.
- Training: Provide a list of **non-mandatory** training only.
- Transportation: Enter additional transportation details (optional). ***This Budget Category must be less than or equal to 10 percent of total requested grant amount.***

See *Grant Cycle Overview* section titled “*Eligible Costs*” for further information.

Documents Tab

See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document 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.”

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority (identified in your resolution or letter of commitment), scan the document, upload it, and retain the original hard copy document.

APPLICATION SUBMITTAL and DEADLINE

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on **March 3, 2015**. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab in the Application 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 of the documents.

Staff Contact Information

Applicants are required to provide a list of all field staff, program supervisors, and managers who will work on the grant. Complete the contact information requested for each.

APPLICANT'S DOCUMENTS

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional lead applications. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements

- 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 five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution 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 Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Collaborative Applications

- The Lead Collaborative Jurisdiction (LCJ) must submit an approved Resolution that authorizes it to act as a lead for a collaborative program. This Resolution authorizes submittal of a Collaborative Application on behalf of the LCJ and

specifically named Participating Collaborative Jurisdiction(s) (PCJ)s. (see example below)

- PCJs subject to a governing body must provide a Resolution, dated within the last 12 months, to the LCJ authorizing the LCJ to act on its behalf for this cycle. (see example below) Copies of the Resolutions must be submitted with the application.
- In the event that a PCJ is located within a county that is an active TEA grantee and the LCJ applicant is a different county or is located in a different county, a Letter of Permission from the county in which the PCJ is located authorizing the LCJ to conduct enforcement activities in the PCJ must be submitted with the application. (see example below)

Resolution (for Collaborative Applicants)

A PCJ is a jurisdiction that voluntarily allows an LCJ applicant to perform waste tire activities in its jurisdiction. Cities or counties may submit Collaborative Applications listing PCJs, but their applications must include authorization from the other cities and/or counties joining as PCJs. If a jurisdiction is listed as a PCJ on an application, it cannot apply individually or as part of another Collaborative Application.

In addition to the Resolution for the applicant, in which the LCJ is authorized by its governing body to act on behalf of the PCJs, the application must also include the following documents for each PCJ:

1. A Resolution from each PCJ authorizing the LCJ to act on its behalf as both applicant and Grant Administrator (entity that implements the grant program); and,
2. If the PCJ is within the county of an active TEA grantee and the LCJ is a different county or located in a different county, a Letter of Permission from the County Administrator's office stating that it agrees that the LCJ may conduct waste tire enforcement activities in the PCJ and that it will not be performing such activities there.

The inclusion of the PCJ(s) name(s) in the LCJ's Resolution does not take the place of the required PCJ's Resolution.

Letter of Designation

A Letter of Designation is required **ONLY** when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2015, then the Letter of Designation may not be effective beyond December 31, 2015).

If a time period is not identified then the letter will follow the same time frame as the Resolution.

- It must be signed by the Signature Authority.

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.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for **May 2015**. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

If total grant requests received exceed the allocated amount of \$7,000,000, the grant requests will be adjusted so the total of grant awards does not exceed the allocated amount. CalRecycle staff will initially consider the applicant's qualifying population to set a potential base grant award as follows:

- \$70,000 for applicants with qualifying populations less than or equal to 99,999
- \$90,000 for applicants with qualifying populations 100,000 through 499,999
- \$130,000 for applicants with qualifying populations 500,000 through 1,000,000
- \$210,000 for applicants with qualifying populations of 1,000,001 or more

CalRecycle staff may also consider the following information to determine the recommended award amount for each applicant.

- The number of active permitted sites and other businesses with TPIDs.
- Known threats to public health and safety or the environment.
- The number of waste tire complaints and referrals received in previous grant cycles.
- The number of illegal waste tire dump sites identified in previous grant cycles.
- Grant funds used and/or unused in previous grant cycles.
- The number of inspections completed in previous grant cycles.
- Enforcement and surveillance activities in previous grant cycles.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

GRANT AWARD CONDITIONS

When awarded, this grant will be 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 60 days from the date of mailing by CalRecycle.
- 2) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the grant.

Failure to comply with either requirement will nullify the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- Award email.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C – Grantee's approved application with revisions, if any, and any amendments.

REPORTING PROCESS

Grantees are required to report on the progress of their grant on a bi-annual basis. The Progress Report is due **February 29, 2016**. The Final Progress Report is due on **September 30, 2016**. Detailed reporting information is included in the Procedures and Requirements – Exhibit B of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress Report, the final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures and Requirements or failure to receive the Grant Manager's approval of these documents **by September 30, 2016**, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements – Exhibit B of the Grant Agreement.