

***CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY***

***INTEGRATED WASTE MANAGEMENT BOARD***

**RUBBERIZED ASPHALT CONCRETE USE  
GRANT PROGRAM FY 2006/2007  
APPLICATION INFORMATION AND INSTRUCTIONS**



Available to the Following Public Entities in California:  
Cities and Counties

Applications must be postmarked or hand delivered and received at the CIWMB Sacramento office no later than 3:00 p.m. on Friday, January 19, 2007 for Cycle 1 or Friday, March 2, 2007 for Cycle 2 or Friday, May 4, 2007 for Cycle 3.

Facsimiled or E-mailed applications will not be accepted.

Applications sent by U.S Postal Service or a commercial delivery service should be sent by a means that permits 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 a delivery service, the burden is on the applicant to demonstrate timely mailing or delivery of application.

**Waste Tire Grants Hotline Number  
(916) 341-6441**

## Rubberized Asphalt Concrete Use Grant Program

# Question-and-Answer Period

In order to give all applicants the same opportunity and the same information, the California Integrated Waste Management Board (CIWMB) has established a question-and-answer period for competitive grant programs.

Program-specific questions must be submitted in writing by mail or E-mail. The deadline to submit questions for Cycle 1 is January 5, 2007, for Cycle 2 is February 16, 2007 and for Cycle 3 is April 20, 2007. No phone calls regarding this grant program can be accepted after the release of the application.

All questions and answers will be posted on the CIWMB Tires Grant Program web page (see website below). Questions and answers will be mailed to parties who request a hardcopy or disk copy of the application on the Notice of Funds Available (NOFA). If you would like a copy of the questions and answers e-mailed to you, forward your request to the address listed below.

Web page address: [www.ciwmb.ca.gov/Tires/Grants/](http://www.ciwmb.ca.gov/Tires/Grants/)

E-mail address: [dnordstr@ciwmb.ca.gov](mailto:dnordstr@ciwmb.ca.gov)

Mailing address to request questions and answers:

**California Integrated Waste Management Board  
Attn: Diane Nordstrom  
Special Waste Division  
Rubberized Asphalt Concrete Use Grant Program  
P.O. Box 4025, MS 9A  
Sacramento, CA 95812-4025**



# **RUBBERIZED ASPHALT CONCRETE USE GRANT PROGRAM**

## **Fiscal Year 2006/2007**

### **I. GRANT SUMMARY**

#### **BACKGROUND**

The California Integrated Waste Management Board (CIWMB) receives an annual appropriation from the California Tire Recycling Management Fund (Tire Fund) to administer the Tire Recycling Act (Act) (Senate Bill (SB) 937, Vuich, Statutes of 1990, Chapter 35) and related legislation. As part of the Act and pursuant to the requirements of SB 369 (Simitian, Statutes of 2007, Ch. 300), CIWMB is offering the Rubberized Asphalt Concrete (RAC) Use Grant Program to encourage the use of waste tire rubber and there by reduce the landfill disposal and stockpiling of California waste tires.

Public Resources Code (PRC) Section 42872.5 allows for the awarding of grants to public entities for funding of public works projects that use RAC.

CIWMB will award the grants on a competitive basis. The purpose of this competitive grant program is to fulfill the legislative mandates by assisting in the development of markets for products manufactured from California waste tires and supporting the diversion of waste tires from landfills and stockpiles.

#### **GRANT FUNDING**

Senate Bill 876 (Escutia, Statutes of 2000, Ch. 838) authorizes CIWMB to allocate monies from the Tire Fund in a manner consistent with a Five-Year Plan for the Waste Tire Management Program (Five-Year Plan) that is developed and approved by the CIWMB and submitted to the Legislature. The initial Fiscal Year (FY) 2006/2007 funding allocation, as set forth in the CIWMB approved Five-Year Plan, for the Rubberized Asphalt Concrete Use Grant Program is one million five hundred thousand dollars (\$1,500,000). In October 2006, the CIWMB allocated an additional one million dollars (\$1,000,000) in FY 2006/2007 to fund to this grant program.

Ten percent (10%) of the funding allocation will be set aside to fund projects from eligible rural entities. For the purposes of this grant program, a rural entity is an entity within a county that has a population of 400,000 or less (according to the 2000 U.S Census). If an insufficient number of applications is received from rural entities for this funding cycle, the remaining set-aside funds will be applied to other eligible applicants.

The FY funding total is two million five hundred thousand dollars (\$2,500,000) and the FY funding cycle will have an applicant/jurisdiction aggregate project funding limit of two hundred fifty thousand dollars (\$250,000).

#### **APPLICANT ELIGIBILITY**

Cities, counties, and other local government agencies that fund public works projects are eligible to apply for this grant program.

#### **ELIGIBLE PROJECTS**

Eligible projects for the RAC Use Grant Program must use a minimum of one thousand two hundred and fifty (1,250) tons of RAC and may use unlimited amounts of RAC. Eligible RAC consists of twenty (20) pounds or more of crumb rubber made from 100 percent California waste tires.

Each applicant or jurisdiction for this grant program may submit applications for more than one project.

#### **INELIGIBLE PROJECTS**

Projects that use crumb rubber materials derived from non-California waste tires are not eligible for grant funding. Private entities are not eligible to apply for grant funding. Projects that do not meet the eligibility requirements above are not eligible for grant funding. Projects that have begun or completed construction on or before the application deadlines for each cycle are not eligible for grant funding.

## GRANT TERM

The term of the grant is from the time the Grantee receives a Notice to Proceed from CIWMB through April 1, 2009.

## II. GRANT APPLICATION AND AWARD PROCESS

The application process consists of submitting:

- A completed and signed Rubberized Asphalt Concrete Use Grant Program Application Form (**initial and check the box where appropriate for certification of Environmental Justice compliance and California Rubber use**);
- A copy of the applicant's Recycled-Content Purchasing Policy or Directive;
- A signed resolution from the applicant's governing body, which, if authorized by the applicant's governing body, may be valid for up to five (5) years authorizing submittal of the grant application and designating a signature authority.

An omission of any of the above information will not initially disqualify an application from consideration. All applicants that **fail to include** all of the above information by the application deadline of each cycle will be considered for the next cycle. Failure to submit all documentation in a timely manner will result in delay of the application from consideration for a grant award until all required documentation has been received.

As stated in the grant agreement, an applicant must:

- Certify that any contractors hired for the project are reliable. Grantees must complete the Reliable Contractor Declaration (CIWMB 168).  
<http://www.ciwmb.ca.gov/Grants/Forms/CIWM B168.doc>
- Provide and post a permanent sign at the project site indicating "Funded by a grant from the California Integrated Waste Management Board" and containing the Board's slogan: "Zero Waste – You Make It Happen!" The sign must be clearly visible from each project location and indicate the number of waste

tires diverted from the waste stream as a result of the project.

Applicants must submit an application listing each proposed project. Applicants can submit application(s) that include multiple projects, or may submit multiple applications to be considered in different award cycles, but in the aggregate may not exceed the per jurisdiction funding limit of two hundred fifty thousand dollars (\$250,000) per fiscal year. These applicants must include additional documentation (e.g., a letter) detailing project funding priority information with their application(s).

### APPLICATION DEADLINE

Application deadlines will be January 19, 2007 for Cycle 1, or March 2, 2007 for Cycle 2, or May 4, 2007 for Cycle 3.

Facsimiled or E-mailed applications will not be accepted at any time. It is the applicant's responsibility to ensure that the CIWMB receives the application with all required information in time for consideration for award at a particular monthly Board meeting.

Applications sent by U.S. Postal Service or a commercial delivery service should be sent by a means that permits 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.

### GRANT EVALUATION PROCESS

After the close of the application period, staff will review and rank the grant applications. The three criteria below will be applied sequentially on each project to determine the highest ranking projects, (i.e., criterion two will be used to differentiate tied projects after applying criterion one; and criterion three will be used to differentiate tied projects after applying criteria one and two).

**Criterion 1 – Amount of RAC used per project.** Projects that propose to use the greatest amount of RAC (tons) will receive highest rank (i.e., projects will be ranked from those using maximum amount of RAC that this grant program

can fund down to projects using the minimum amount eligible for funding).

Criterion 2 – Amount of crumb rubber per ton of RAC used. Projects that propose to use the greatest amount of crumb rubber per ton of RAC will receive higher rank (after applying Criterion 1). The applicant must show how this number is derived for each project (or indicate that it will be the same for all projects). All projects must meet the minimum crumb rubber content requirement of twenty (20) pounds of crumb rubber per ton of RAC.

Criterion 3 – Readiness status of project. This criterion will be applied to the RAC projects as follows:

1. Contract for the project has been awarded to contractor (highest ranking for criterion 3)
2. Contract for the project has been put out to bid
3. Contract for the project is in the planning/design phase (lowest ranking for criterion 3)

## **AWARDING OF GRANTS**

Based on the ranking process, staff will develop funding recommendations for the Board's consideration. If the total amount of funds requested by the successful applicants exceeds the funding amount available, CIWMB may allocate grant funds by ranked order.

All applicants will be notified of staff's recommendations by mail. Approximately two weeks after the Board meeting in which the application is considered, applicants selected for grant funding will receive instructions to initiate the Grant Agreement process.

In the event CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate additional conditions or amend the Grant Agreement.

## **III. APPLICATION INSTRUCTIONS**

The application form is a self-explanatory, fill-in-the-blank type form. The completed application must include information for all sections in the application form, including the check boxes and signature/initial spaces, and all required

documents, (e.g., resolution, recycled purchasing directive).

## **RESOLUTION/AUTHORIZING LETTER**

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application to the CIWMB. The resolution must also identify by **position title**, the person authorized to execute the Grant Agreement, and all related grant documents including requests for payment. In addition to the resolution, if the signature authority is authorized and wishes to delegate his or her authority to someone else, a letter of designation must be submitted that will empower another to execute documents on the behalf of the applicant. (See Sample Resolution on page 6 and sample authorization letter on page 7 of the application form & samples section.)

The resolution and letter of designation, if applicable, must be received by the CIWMB in the format discussed on pages 6 and 7 of the application form and samples section. Failure to submit all required documentation in a timely manner will result in delay of the application from consideration for a grant award until all required documentation has been received and may cause the application to be considered for funding in a later grant cycle.

## **RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE**

The grant application must include a copy of the applicant's Recycled-Content Purchasing Policy or Directive. (See Policy/Directive samples on pages 4 and 5 of the application form & samples section).

The Purchasing Policy or Directive must be enacted **prior** to the applicable application deadline to meet the requirements of this grant program.

## **IV. PAYMENT REQUESTS AND AUDIT REQUIREMENTS**

### **PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis at a rate of \$4.00 per ton of RAC used in the project as approved (\$5,000 minimum, up to a \$250,000 maximum per grant applicant). All Payment Requests must include itemizations with documentation of claimed expenses (e.g., receipts, invoices, weigh tickets, proof of payment, etc.). The authorized signature authority must sign the payment request.

Grantees are required to submit a final report. At a minimum, the report will describe the project, the amount of RAC used, amount of crumb rubber used, cost, and an evaluation of the RAC project. The report must be submitted with the Grant Payment Request Form in order to receive payment.

### **AUDIT REQUIREMENTS**

All Grantees are required to comply with the following provisions:

1. Audit/Records Access (defined in the Grant Agreement - Terms and Conditions). The Grantee agrees that the CIWMB, the Bureau of State Audits, the Department of Finance or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement.
2. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or the end of the grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or

subcontract related to performance of the Grant Agreement.

3. Waiver of Personal Jurisdiction (defined in the Grant Agreement - Terms and Conditions): Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses.

## **V. APPLICATION SUBMITTAL**

An applicant must mail an **original and one (1) copy** of the application to the address below. Identify the original application with a mark or stamp indicating “original” and mark or stamp the copy, “copy.” The original and one (1) copy must be typed in a font of no less than 10 (ten) point, printed on one hundred percent (100%) recycled-content paper, double-sided and fastened in the upper left-hand corner (**do not bind the application**).

**Facsimiled or e-mailed applications will not be accepted at any time.**

It is the applicant's responsibility to ensure that the application is submitted complete. Failure to submit all required documents may result in delay of the application from consideration for a grant award until all required documentation has been received and may cause the application to be considered for funding in a later grant cycle.

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

**California Integrated Waste Management Board  
RAC Use Grant Program  
Financial Assistance Branch, Grants Administration Unit, MS19A  
ATTN: GAU Staff  
P.O. Box 4025  
Sacramento, CA 95812-4025**

*The following physical address is for applications sent by commercial carrier or hand delivered:*

**California Integrated Waste Management Board  
RAC Use Grant Program  
Financial Assistance Branch, Grants Administration Unit, MS19A  
ATTN: GAU Staff  
1001 “I” Street  
Sacramento, CA 95814**

**NOTE:** Applications sent by U.S. Postal Service or a commercial delivery service should be sent by a means that permits 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.