



January 2008

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY**

*Integrated Waste Management Board (CIWMB)*

**Rubberized Asphalt Concrete (RAC) Chip Seal Grant Program  
GRANT PROGRAM**

**APPLICATION INSTRUCTIONS**

1<sup>st</sup> Cycle – FISCAL YEAR (FY) 2007/08



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## GRANT PROGRAM OVERVIEW AND GUIDELINES

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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 937 [Vuich] Statutes of 1990, Chapter 35) and related legislation. Public Resources Code (PRC) Section 42872 allows for the awarding of grants to public entities involved in activities and applications that result in reduced landfill disposal of used whole tires and reduced illegal disposal or stockpiling of used whole tires.

The RAC Chip Seal Grant Program is aimed at users of RAC chip seal material. A jurisdiction can apply for multiple projects within a grant cycle and can re-apply in subsequent cycles. This grant program has a set per square yard “reimbursement rate” for use of RAC chip seal material.

### ELIGIBLE APPLICANTS

Cities, counties and qualifying Indian tribes that fund public works projects located in California. For the purposes of this grant program, a “qualifying Indian tribe” is defined as an Indian tribe, band, nation, or other organized group or community, residing within the borders of California, which can establish that it is a governmental entity and which meets the criteria of the grant program.

#### New User

An applicant must have less than two previous constructed RAC chip seal projects completed.

#### On-Going User

An applicant will have more than two constructed RAC chip seal projects completed.

### ELIGIBLE PROJECTS/PRODUCTS

- Projects must use a minimum area covered of 35,000 square yards of RAC chip seal material.
- The RAC chip seal material must contain a minimum of 300 pounds (equivalent to 15% by weight) of tire-derived crumb rubber per ton of rubberized binder.
- The RAC chip seal material must be made from 100% recycled California waste tires.
- Projects must be located within California.

### AVAILABLE FUNDS

- A total of \$2,500,000 is available for this grant cycle, fiscal year (FY) 2007/08, subject to funding availability.
- \$150,000 is the maximum available for individual grant awards per applicant per fiscal year.

#### New User

Applicants may apply for both new user and on-going user grants if their proposed project(s) exceed the maximum grant request for new user category, thereby giving applicants that qualify as new users a maximum possible grant award of \$300,000 for this fiscal year.

Total grant award for new users is based on a reimbursement rate of \$1 per square yard of RAC chip seal material used.

#### On-Going User

Total grant award for on-going users is based on a reimbursement rate of \$0.20 per square yard of RAC chip seal material used.

Sixty percent of the total funding available will be set aside to fund projects from eligible rural entities. For the purposes of this grant program, “eligible rural entity” is defined as an entity within a California county that has a population of 400,000 or less (according to the 2000 U.S Census).

## **ELIGIBLE COSTS**

Eligible costs may be incurred only during the “Grant Performance Period” which starts when the Grantee receives a “Notice to Proceed” from CIWMB and ends on April 2, 2010. The Notice to Proceed, which is issued after the Grantee and the CIWMB have both executed the Grant Agreement, is a formal notification from the CIWMB that authorizes the Grantee to begin the Grant Project and incur costs.

Eligible costs will be determined by the total RAC square footage for all proposed projects multiplied by the reimbursement rate of one dollar per square foot (\$1.00/yd<sup>2</sup>) for new users, and/or twenty cents per square foot (\$.20/yd<sup>2</sup>) for on-going users. The maximum grant award is \$150,000 (equal to 50,000 of RAC chip seal). These costs must be incurred during the term of the grant, i.e., receipt of the Notice to Proceed from CIWMB through April 2, 2010.

## **INELIGIBLE COSTS**

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed letter or after or after April 2, 2010
- Projects utilizing rubber material that is not made from 100% California waste tires
- Project costs for design, testing, and/or labor cost not associated with RAC chip seal installation
- Any other costs deemed unreasonable or unrelated to the purpose of the grant by the Grant Manager

*Detailed cost information is included in Exhibit B – Procedures & Requirements of the Grant Agreement See website to download a draft of the [Procedures & Requirements](#).*

## **QUESTION-AND-ANSWER PROCESS**

Questions regarding the Application and its requirements must be in writing and received by the following dates:

- Friday, **January 11, 2008**
- Friday, **February 15, 2008**
- Friday, **April 11, 2008**

Via email at: [tiregrants@ciwmb.ca.gov](mailto:tiregrants@ciwmb.ca.gov), or mail to:

California Integrated Waste Management Board  
ATTN: RAC Chip Seal Grant Program  
Grants & Loans Resources Branch, 9th Floor  
P.O. Box 4025  
Sacramento, CA 95812-4025

Questions received by any other method or after the due date will not be accepted.

Periodically during the Question and Answer (Q&A) period, Qs&As will be posted on the [Qs&As website](#). Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Qs&As will be posted on or about approximately two weeks after the corresponding deadline and are subject to updates. It is the Applicant’s responsibility to check this website for the latest information regarding this grant.

## **GRANT APPLICATION DEADLINE & SUBMITTAL**

Mailed Applications must be postmarked no later than;

- **Friday**, February 1, 2008
- **Friday**, March 7, 2008
- **Friday**, May 2, 2008

Hand delivered Applications must be received and date stamped by Program Staff by **3:00 p.m.** on deadline date. Faxed or emailed applications will not be accepted. Late applications will be disqualified and will not be considered for grant funding.

U.S. Postal Service:

California Integrated Waste Management Board  
RAC Chip Seal Grant Program  
Grants & Loans Resources Branch, 9th Floor  
P.O. Box 4025  
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency  
Building  
California Integrated Waste Management Board  
RAC Chip Seal Grant Program  
Grants & Loans Resources Branch, 9th Floor  
1001 "I" Street  
Sacramento, CA 95814

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.

**GRANT APPLICATION REVIEW PROCESS**

After the close of the application period, CIWMB Staff will review the Applications for completeness and eligibility. Only complete applications can be considered for award. Program staff will conduct an eligibility review to verify that the applicant meets the eligibility and project requirements.

To differentially rank the proposed applications, the CIWMB will apply the priority categories sequentially on each project to determine the highest ranking applications (i.e., category two will be used to differentiate tied projects after applying category one; category three will be used to differentiate tied projects after applying categories one and two).

Category 1 – Amount of RAC chip seal material used. Applications that propose to use the greatest amount of RAC chip seal material, based on area covered, will receive highest rank (i.e., applications will be ranked from those using highest square yardage down to the minimum eligibility area of 35,000 yd<sup>2</sup>).

Category 2 (First tiebreaker) - Amount of crumb rubber per ton of rubberized binder used. Applications that propose to use the greatest amount of tire-derived crumb rubber per ton of binder will receive higher rank (after applying Category 1). This category rank will be determined by the amount of crumb rubber in the asphalt binder, derived from vehicle tires. All applications must meet the minimum crumb rubber content requirement of 300 pounds (equivalent to 15% by weight) of tire-derived rubber per ton of rubberized binder.

Category 3 (Second tiebreaker) – Readiness status of project(s). This category will be applied to the RAC chip seal projects as follows:

Proposed date of RAC chip seal project construction; commencement dates closest to application deadline receive highest ranking (after applying Categories 1 and 2).

If no construction date is given, then the ranking will be determined using the following dates:

1. Date of contract award to construct the project (highest)
2. Date of contract bid release to construct the project
3. Date of contract for planning/design for the project (lowest)

All applicants will be notified of staff's recommendations by mail or email. Approximately four weeks after the Board meeting at which the application is considered, applicants awarded grants will receive instructions to initiate the Grant Agreement process.

The requirements for properly administering this grant will be fully set forth in the Terms and Conditions and the Procedures and Requirements of the Grant Agreement. CIWMB reserves the right to not award any grant funds under this program.

**GRANT AWARD PROCESS**

For qualifying applications, CIWMB Staff will develop quarterly funding recommendations for the CIWMB governing body’s (Board) consideration and approval during its Market Development and Sustainability Committee meeting and Board meeting(s) in 2008 (tentative). The CIWMB reserves the right to partially fund or fund individual phases of selected proposals, and with the Applicant’s prior approval, the Board may fund an amount less than requested.

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

**GRANT AWARDS CONDITIONS**

The Board awards this Grant subject to two conditions: 1) the recommended Grantee’s Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CIWMB within 90 days from the date of mailing by the CIWMB; and 2) the recommended Grantee must a) pay all outstanding debts due the CIWMB, or b) bring current outstanding payments owed to the CIWMB within 90 days from the date the Board conditionally awarded the Grant.

*Failure to comply with either requirement will render the award null and void.*

**TENTATIVE TIMELINE FOR RAC CHIP SEAL GRANT PROGRAM 1ST CYCLE, FY 2007/08**

Date	Activity
<ul style="list-style-type: none"> <li>• January 11, 2008</li> <li>• February 15, 2008</li> <li>• April 11, 2008</li> </ul>	<p><b>Question and Answer Period</b></p> <ul style="list-style-type: none"> <li>• Questions must be submitted by email or mail only</li> </ul>
<p>Approximately two weeks after corresponding deadline</p>	<ul style="list-style-type: none"> <li>• All answers will be posted (tentative)</li> </ul>
<p>By 3:00 P.M. on Friday:</p> <ul style="list-style-type: none"> <li>• February 1, 2008</li> <li>• March 7, 2008</li> <li>• May 2, 2008</li> </ul>	<p><b>Application Deadline</b></p> <ul style="list-style-type: none"> <li>• Mailed applications must be postmarked by this date</li> <li>• Hand delivered applications must be received and date stamped by the CIWMB by this date and time</li> </ul>
<p>Ten calendar days after application deadlines, or:</p> <ul style="list-style-type: none"> <li>• February 11, 2008</li> <li>• March 17, 2008</li> <li>• May 12, 2008</li> </ul>	<p><b>If Resolution not submitted with the Application</b> Approved Resolution must be <u>received</u> by the CIWMB by this date <b>If Applicant does not have a EPPP Policy at time of application</b></p> <ul style="list-style-type: none"> <li>• EPPP Policy must be adopted and Notification must be <u>received</u> by the CIWMB by this date</li> </ul>
<p>March, May, and June 2008</p>	<p><b>Grants Awarded</b></p> <ul style="list-style-type: none"> <li>• Board considers funding recommendations, and if approved, awards grants</li> </ul>
<p>Notice to Proceed – April 2, 2010</p>	<p><b>Grant Performance Period—may incur costs</b></p>
<p>April 2, 2010</p>	<p><b>Final Report, Final Payment Request and Request for 10% withhold Deadline</b></p>

## GRANT PROGRAM ADMINISTRATION

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### GRANT AGREEMENT PACKAGE

Following the Board's conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. The Grant Agreement consists of the following items:

- Grant Agreement Form (CIWMB 110).
- Exhibit A–Terms and Conditions: contain CIWMB's standard legal requirements for Grants.  
*Note: [See website to download the Terms & Conditions.](#)*
- Exhibit B–Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.  
*Note: [See website to download a draft of the Procedures & Requirements.](#)*
- Exhibit C–Forms: CIWMB forms to be used throughout the Grant Performance Period.  
*Note: [See website to download the forms.](#)*

### REPORTING PROCESS

Grantees are required to report on the progress of their Grant on an annual basis. The Final Report is due by April 2, 2010. Detailed reporting information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

The requirements for properly administering the grant will be fully set forth in the Terms and Conditions and Procedures and Requirements as mentioned above.

### PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the CIWMB Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) of each approved Payment Request amount will be retained by the CIWMB until the CIWMB Grant Manager approves the Final Report, the Final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements or failure to receive the CIWMB Grant Manager's approval of these documents by April 2, 2010, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

### GRANT AGREEMENT PROVISIONS;

#### INCLUDING AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

As with all Grant Agreement provisions, the following provisions are non-negotiable. Submittal of an Application constitutes acceptance of the provisions.

1. **Audit/Records Access.** The Grantee agrees that the CIWMB, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.
2. **Waiver of Personal Jurisdiction:** Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.

## CALCULATION FOR REQUESTED GRANT AMOUNT INFORMATION AND EXAMPLE

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Use the example calculation below to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual total RAC chip seal square footage used for all projects multiplied by the reimbursement rate of one dollar per square yard (\$1.00/yd<sup>2</sup>) for new user; and/or twenty cents per square yard (\$.20/yd<sup>2</sup>) for on-going user, not to exceed the actual grant award.

Table 1: Project Calculation Example – New User

AMOUNT OF RAC CHIP SEAL USED IN PROJECT (IN YD <sup>2</sup> )	X	REIMBURSEMENT RATE (\$1.00/YD <sup>2</sup> )	=	TOTAL
124,586	X	\$1.00	=	\$124,586

The maximum an applicant can receive is one hundred fifty thousand dollars \$150,000 (equivalent to usage of 150,000 yd<sup>2</sup> of RAC chip seal).

Table 2: Project Calculation Example – On-Going User

AMOUNT OF RAC CHIP SEAL USED IN PROJECT (IN YD <sup>2</sup> )	X	REIMBURSEMENT RATE (\$0.20/YD <sup>2</sup> )	=	TOTAL
124,586	X	\$0.20	=	\$24,917.20

The maximum an applicant can receive is one-hundred fifty thousand dollar \$150,000 (equivalent to use of 750,000 yd<sup>2</sup> of RAC chip seal).

**REQUIRED DOCUMENTS:  
RESOLUTION AND LETTER OF AUTHORIZATION INFORMATION AND EXAMPLE**

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**RESOLUTION INFORMATION**

**-for applicants subject to a governing body, e.g., City Council, Board of Directors**

The Grant Application requires an approved Resolution, dated and attested to/certified, which

1. Authorizes the submittal of the Application(s):
  - for all CIWMB grants for which Applicant is eligible; or
  - for this Grant and other specifically identified CIWMB Grants; or
  - for only this Grant.
  - identifies the job title of the person authorized to execute applications, agreements, amendments, requests for payment and all grant documents necessary to secure grant funds and implement the approved Grant Project (Signature Authority).
2. Authorizes the Signature Authority to delegate this authority (*not required but encouraged*).
3. Authorizes application submittal and Signature Authority for a period up to five (5) years from the date of adoption.

A copy of the authorizing Resolution is a required Application document; however, if Applicant needs additional time to obtain the Resolution, it may be submitted later but it must be received by the CIWMB no later than ten calendar days after application deadlines; February 11, 2008, March 17, 2008, or May 12, 2008, otherwise the Application will be disqualified.

*The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the Application. [Other examples are available online.](#)*

**RESOLUTION EXAMPLE**

WHEREAS, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority the CIWMB is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of the Grant Application(s) identified below, and the designation by job title of the individual authorized to execute all Grant documents on behalf of **(Name of Applicant)**; and

WHEREAS, if awarded, **(Name of Applicant)** will enter into a Grant Agreement with the CIWMB for implementation of said Grant(s).

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to the CIWMB for all grants for which **(Name of Applicant)** is eligible.

BE IT FURTHER RESOLVED that this authorization is effective for **(Insert Time Period: from Month, Day, Year through Month, Day, Year)**; time period not to exceed five (5) years from date of adoption;

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

**LETTER OF AUTHORIZATION FOR DELEGATION INFORMATION**

*-for Applicants who authorize their Signature Authority to delegate his/her authority*

This letter to the CIWMB is not an Application requirement; however, it is required prior to the Designee’s exercise of his/her authority. The letter must be on the Applicant’s letterhead, dated within the last 12 months, and signed by the Signature Authority. The letter must:

- identify the job title of the Designee; and
- identify the scope of the Designee’s authority.

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

**LETTER OF AUTHORIZATION EXAMPLE**

I am the designated Signature Authority for **(name of Applicant/Grantee)**. I am authorized to execute on behalf of **(name of Applicant/Grantee)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project. I am authorized to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**, who is specifically identified below.

Name & Job Title  
Mailing Address  
City, State, Zip Code  
Telephone Number

## **ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY INFORMATION AND EXAMPLE**

Applicants must have an Environmentally Preferable Purchases and Practices (EPPP) Policy in place by ten calendar days (February 11, 2008, March 17, 2008, or May 12, 2008) after application deadlines. Applicants who adopt an EPPP Policy prior to submitting their Application need only certify to this fact in their Application.

Applicants, who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one and send the Notification (on next page) to the CIWMB. CIWMB must receive the Notification by February 11, 2008, March 17, 2008, or May 12, 2008, or the Application will be disqualified. See next page for additional information and the Notification.

*The following EPPP Policy is for example purposes only.*

### **EPPP POLICY EXAMPLE**

#### **ENVIRONMENTALLY PREFERABLE PURCHASES**

The **(Applicant name)** provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

#### **PURCHASE POLICIES**

- A. All **(Applicant name)** departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All **(Applicant name)** departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The **(Applicant name)** shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The **(Applicant name)** shall promote the use of recycled products by publicizing its procurement policy whenever practicable.

#### **PURCHASE RESPONSIBILITIES OF RECYCLED PRODUCTS AND MATERIALS COORDINATOR**

The **(title of person responsible)** shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all **(Applicant name)** departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available. Specifications of these new products and their suggested uses will be made available to all **(Applicant name)** departments. The **(title of person responsible)** will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition. The **(title of person responsible)** will also be responsible for annual policy review.

#### **ENVIRONMENTALLY PREFERABLE PRACTICES**

The **(Applicant name)** will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the **(Applicant name)** facilities is wasteful of natural resources, energy, and money.

#### **PRACTICE POLICIES**

1. The **(Applicant name)** will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
2. The **(Applicant name)** will decrease the amount of waste of consumable materials by: a) reducing the consumption of consumable materials wherever possible; b) fully utilizing all materials prior to disposal; and c) minimizing the use of non-biodegradable products wherever possible.
3. The **(Applicant name)** will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for recovering waste and recycling develop within the **(Applicant name)** will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The **(Applicant name)** will purchase, where financially viable, recycled products. The **(Applicant name)** will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
5. Representatives of the **(Applicant name)** will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

**EPPP POLICY NOTIFICATION**

Applicants, who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one and will send the Notification (below) to the CIWMB. CIWMB must receive the Notification Form by February 11, 2008, March 17, 2008, or May 12, 2008, or the Application will be disqualified.

**IMPORTANT!** Notifications 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 for verification of delivery. Failure to do so is at the risk of the applicant, and the burden is on the applicant to demonstrate timely delivery and receipt by the CIWMB of the Notification.

APPLICANT INFORMATION	
GRANT PROGRAM NAME:	
APPLICANT / ORGANIZATION NAME:	
PRIMARY CONTACT NAME:	TITLE:
TELEPHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	
Check box	
<input type="checkbox"/>	Yes, our organization has an Environmentally Preferable Purchases and Practices Policy.
	DATE ADOPTED: _____ BY: (E.G., GOVERNING BODY NAME, EXECUTIVE OFFICER, ETC.) _____
<i>Certification: I declare, under penalty of perjury under the laws of the State of California, that the above information is true and accurate to the best of my knowledge.</i>	
X	
<i>Signature Authority - as authorized in Resolution; or Authorized Designee - as authorized in submitted Letter of Authorization</i>	
<i>Date</i>	
<i>Print Name</i>	
<i>Print Title</i>	

Submit Notification to:

California Integrated Waste Management Board  
 RAC Chip Seal Grant Program - EPPP  
 Grants & Loans Resources Branch, 9<sup>th</sup> Floor  
 1001 "I" Street  
 P.O. Box 4025  
 Sacramento, CA 95812-4025  
 (916) 341-5062 - phone