

**PROGRAM INFORMATION
and
APPLICATION INSTRUCTIONS**

for the

**TIRE RECYCLING TECHNOLOGY
COMMERCIALIZATION GRANTS**

Available to:

**BUSINESSES, INDIVIDUALS,
RESEARCH INSTITUTIONS**

**The California Tire Recycling
Grant Program**

**FY 1999-2000
GRANT YEAR**

**California Integrated Waste Management Board
Special Waste Division
8800 Cal Center Drive
Sacramento, CA 95826**

Telephone: (916) 255-2577

January 2000

TIRE RECYCLING GRANT PROGRAM
Checklist for Submittal of Grant Application

A complete grant application includes the following:

- Grant Application Cover Sheet - Exhibit A
- Table of Contents
- Project Description (Section III, page 4)
- Work Statement - Exhibit B
- Budget Itemization - Exhibit C
- Summary of Current and Previous Grants Awards - Exhibit D
- Approved Resolution(s) - Exhibit E or Authorizing Document - Exhibit F
- Permits and Licenses
- One original and three copies of the application printed double-sided on 8½" x 11" recycled paper with all pages numbered consecutively. Copies must be free of distortion and easy to read.
- Application stapled in upper left-hand corner.

Complete applications must be received by 3:00 p.m., on Thursday, March 2, 2000 at:

California Integrated Waste Management Board
Financial Assistance Branch
Grants Administration Unit - MS 14
8800 Cal Center Drive
Sacramento, CA 95826

Attention: Mercy Caputi

NOTE: Postmarks, faxes, e-mails and late deliveries will **not** be accepted.

TABLE OF CONTENTS

	<u>Page</u>
I. PROGRAM DESCRIPTION	1
<input type="checkbox"/> Background	1
<input type="checkbox"/> Applicant Eligibility	1
<input type="checkbox"/> Eligible Projects.....	1
<input type="checkbox"/> Ineligible Projects	1
<input type="checkbox"/> Matching Fund Requirement.....	1
<input type="checkbox"/> Program Milestones.....	2
<input type="checkbox"/> Contact.....	2
II. APPLICATION PROCESS	2
<input type="checkbox"/> Questions and Answers	2
<input type="checkbox"/> Application Review	3
<input type="checkbox"/> Grant Scoring Criteria.....	3
III. APPLICATION INSTRUCTIONS	4
<input type="checkbox"/> Application Cover Sheet	4
<input type="checkbox"/> Project Description	5
<input type="checkbox"/> Work Statement	5
<input type="checkbox"/> Budget Itemization.....	6
<input type="checkbox"/> Summary of Current and Previous Grant Awards.....	7
<input type="checkbox"/> Approved Resolution / Authorizing Document.....	7
<input type="checkbox"/> Permits and Licenses.....	8
IV. GRANT ADMINISTRATION	8
<input type="checkbox"/> Grant Agreement.....	8
<input type="checkbox"/> Payment of Funds	9
<input type="checkbox"/> Reporting Requirements and Grant Closing.....	9
<input type="checkbox"/> Copyrights, Trademarks and Ownership	9
<input type="checkbox"/> Patents	9
<input type="checkbox"/> Real and Personal Property.....	10
<input type="checkbox"/> Confidentiality/Public Records	10
<input type="checkbox"/> Audit Requirements	10
<input type="checkbox"/> Application Deadline.....	10
<input type="checkbox"/> CIWMB location (map)	11
V. LIST OF EXHIBITS	12
Exhibit A - Grant Application Cover Sheet (CIWMB form #211)	
Exhibit B - Work Statement	
Exhibit C - Budget Itemization	
Exhibit D - Summary of Current and Previous Grant Awards	
Exhibit E - Sample Resolution (do not submit sample)	
Exhibit F - Sample Grant Authorizing Document (do not submit)	
Exhibit G - Sample Grant Payment Request (do not submit)	
Exhibit H - Sample Grant Agreement (do not submit)	

TIRE RECYCLING GRANT PROGRAM

FY 1999-2000

I. PROGRAM DESCRIPTION

BACKGROUND

Public Resources Code Section 42872 *et seq.* authorizes the California Integrated Waste Management Board (CIWMB) to award grants to businesses, individuals, and local agencies for the purpose of diverting tires from landfill disposal or illegal stockpiling. This specific grant offering encourages the development of processes and technologies for making products using waste tires.

The CIWMB allocated \$300,000 for the Tire Recycling Technology Commercialization Grant Program for Fiscal Year (FY) 1999-2000. If additional funds become available, the CIWMB may choose to increase the program allocation. Eligible applicants may request up to \$100,000. The CIWMB will award these grants on a competitive basis. The CIWMB reserves the right to fund individual phases of selected proposals, and may choose to fund an amount less than \$100,000.

APPLICANT ELIGIBILITY

Tire Recycling Technology Commercialization Grants are available to research institutions, individuals and businesses. Applicants may submit one application only.

ELIGIBLE PROJECTS

Eligible projects should propose tire recycling technologies that will increase the use of waste tires or waste tire rubber a minimum of 250,000 passenger tire equivalents (PTE) annually above current usage and promote tire processing technologies that are new or significantly different from current processing methods.

INELIGIBLE PROJECTS

Projects that use tire rubber produced outside the State of California, projects involving technologies that were funded by the CIWMB in FY 1998-99 (production of crumb rubber, tire-derived fuel, devulcanized rubber, stamped rubber products) and projects that are linked to other proposed projects under this grant program are ineligible for grant funding.

MATCHING FUND REQUIREMENT

All applicants are required to provide as a minimum, matching funds equal to the amount of the grant award (i.e., dollar for dollar for match and grant funding). For example, if the grant award is \$50,000 then the minimum match amount is \$50,000. *Administrative* in-kind services are not eligible for fulfillment of the matching fund requirement.

PROGRAM MILESTONES

February 4, 2000	Deadline to submit questions about application
February 11, 2000	Answers sent to applicants & posted on CIWMB web site
March 2, 2000 at 3:00 P.M.	Grant application due date and time
March 2000	Staff reviews/ranks applications
April 2000	CIWMB considers/approves awards
May 2000	Staff prepares Grant Agreements
June 2000	Grant Agreements executed
April 1, 2002	Project completion due date
April 30, 2002	Final report and payment request due

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

CONTACT

For additional copies of the application package, or if you need additional information, contact the Tire Recycling Grant Hotline at (916) 255-2577. The application may be downloaded from the CIWMB web site: <http://www.ciwmb.ca.gov>

II. APPLICATION PROCESS

QUESTIONS AND ANSWERS

Questions about the Tire Recycling Technology Commercialization Grant application may be submitted by February 4, 2000, by e-mail to Nate Gauff (ngauff@ciwmb.ca.gov) or in writing to

Nate Gauff
Special Waste Division
California Integrated Waste Mgmt Board
8800 Cal Center Drive, MS 28
Sacramento, CA 95826

CIWMB staff will use the questions submitted to develop a question and answer sheet that will be distributed on February 11. Responses will be posted on the CIWMB web page and mailed to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

□ APPLICATION REVIEW

After the close of the application period, panels composed of CIWMB staff will review and score the grant applications. Staff will use these scores to rank the proposals and develop funding recommendations for the CIWMB's consideration during its monthly business meeting in April 2000 (tentative). All applicants will be notified of staff's recommendations by mail. Applicants selected for grant funding will receive instructions to initiate the grant agreement process. In the event the CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate any additional conditions or changes in the final grant agreement after consultation with the applicant. Proposals will be evaluated based on the following criteria. A minimum score of 70% (i.e., 35 out of 50 total points) is required for funding consideration.

□ GRANT SCORING CRITERIA

Applications will be evaluated by the following Review Criteria adopted by the CIWMB for this grant program.

GENERAL REVIEW CRITERIA (5 points each) (30 points total)

1. NEED – The grant proposal should clearly describe and demonstrate the local or statewide need for the project and the benefits to society or industry as a result of products or processes developed from the project.
2. OBJECTIVES -- Work statement and grant narrative are sufficiently detailed to determine that the project is based on the identified need as described above. Describe specific and measurable goals and objectives, and how objectives can be achieved within indicated time frame.
3. METHODOLOGY -- Grant proposal describes by task the activities to be undertaken to achieve the objectives.
4. EVALUATION -- Grant proposal describes a method to determine whether objectives were accomplished and evaluate the success of the project.
5. BUDGET -- Grant proposal itemizes (use Exhibit C) the costs associated with each task. All budget items should be reflected in the Work Statement. Provide documentation to support the budgeted expenses.
6. COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE -- Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs or performing proposed tasks/activities to carry out the proposed project.

PREFERENCE CRITERIA

(20 points total)

7. Potential for diversion of tires for the given technology, based on the established market(s) for the product(s) **or** use(s) for the processed material(s). Provide justification for estimates of market penetration/share and letters of commitment to purchase products or materials, where appropriate. **(10 points)**
8. Applicant proposes a match contribution in excess of the minimum requirement (i.e. greater than the grant award). Provide documentation of what funds and/or services will constitute the match total. **(5 points)**
9. Proposed technology or project has not received funding in any CIWMB grant cycle within the last three fiscal years (1996/97 – 1998/99). **(5 points)**

III. APPLICATION INSTRUCTIONS

The application process consists of submitting a Tire Grant Application as described in this section and includes submission of a project description, completion of Exhibits A–D (attached) and submission of the appropriate resolutions or authorizing documents. Given the competitive nature of the Tire Recycling Grant Program, satisfactory completion of this section will be critical to the application's overall evaluation. All application materials will become the property of the CIWMB. A Tire Recycling Grant application **must**:

- include an original and three copies of the entire application package;
- have a Table of Contents;
- provide information in the order listed below (A through G);
- have all pages numbered consecutively, including attachments;
- be double sided on 8 1/2 X 11" recycled paper (30% postconsumer content, min.); and
- be stapled in the upper left-hand corner.

A. APPLICATION COVER SHEET (Exhibit A, CIWMB Form #211)

The following instructions apply to the Application Cover Sheet that must include the following:

Applicant information - List applicant, address, primary contact, telephone and fax numbers, etc.

Applicant Type - Circle applicant type.

Funding Information - Specify the grant funds requested from the CIWMB, the amount of matching funds committed to the project, and the total project cost.

Project Summary - Briefly describe the highlights of the proposed project in the space provided.

Applicant's Certification - By signing, the applicant is certifying that all application materials and supplemental information submitted are true and correct. The person signing this application must be the individual given signature authority in the resolution or authorizing document.

Legislative Districts - List of State Legislative District (numbers) encompassed by the project. (California entities only)

B. PROJECT DESCRIPTION

Provide a detailed narrative description of the proposed project and address the items listed below.

1. A discussion of the proposed project's need, goals and objectives and how they will satisfy the scoring criteria listed on pages 3 and 4.
2. Provide an operational plan explaining how the project will be conducted. Discuss each task and timeframe for completion. Estimate the amount of tire rubber (in pounds) to be used in the proposed project.
3. If applicable, describe public education and awareness efforts that will be utilized to inform the public about the project.
4. If applicable, describe any cooperative efforts regarding implementation of the project with public agencies, private entities or non-profit organizations. Letters of support should be submitted demonstrating the applicant's cooperative efforts.
5. Provide a statement of qualifications of management personnel for the project, detailing their qualifications and experience. This element should demonstrate that the applicant has the required experience or knowledge. Include the above information as pertains to subcontractors.

C. WORK STATEMENT (Exhibit B)

The Work Statement must list all tasks described in the narrative that are necessary to complete the proposed project.

Description of Task(s) - describe the proposed activity to be conducted within the project.

Budget - the amount of funds necessary to complete the task and the source of the funds.

Product or Results - the finished product, milestone, or goal of the task.

Staff/Contractor - the person(s) who will be responsible for implementing the task.

Time Period - the number of months required to implement each task.

Major tasks should be broken into subtasks. For example, if the proposed project involves hiring a contractor, the Work Statement might list the following subtasks: 1) preparation of a request for proposal or bid, 2) in-house review process, 3) proposal/bid sent to businesses, 4) preparation of contract, and 5) announce award of contract. The work statement form attached to this document as Exhibit B may be adapted to each applicant's computer software, or reproduced as necessary.

D. BUDGET ITEMIZATION (Exhibit C)

Provide a thorough itemization of funds requested (Exhibit C). Applicants are encouraged to indicate what items of the grant request should have funding priority if only a portion of the grant request can be funded. All items described in the narrative project description and work statement must be itemized for each task.

Clearly itemize all expenses to demonstrate that the budget is realistic for the work proposed and the project will be conducted in the most cost-effective manner. **Only reasonable costs that will be incurred during the grant agreement term are eligible for grant funding. Applicants should carefully check the accuracy of all budget itemization totals.**

Following are brief descriptions for the information needed to complete the budget itemization:

Personnel Services - Includes salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project. **Please include the hourly rate for all personnel listed in each task.**

Materials/Supplies - This category covers raw materials (feedstock), advertising materials, and includes items such as printed materials and advertising costs.

Equipment - Enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. Provide estimates whenever possible.

Services/Contracts - Includes contracts with businesses for engineering and/or other purchased services.

Other costs - Costs not included in the above categories and not listed as ineligible below.

If the project has more than three (3) tasks, please reproduce the form and fill in the appropriate task numbers.

Ineligible Costs – May include, but are not limited to:

1. Overhead expenses such as costs for rental/lease of space, utilities, copying, office supplies and other miscellaneous costs incurred in operating a project.
2. Costs for obtaining necessary permits and licenses.
3. Costs of patent searches and obtaining patents.

E. SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS (Exhibit D)

Please provide the information requested in Exhibit D:

Type of Grant - List current and previous CIWMB tire grants and grants from other funding sources (federal, state, private) your business or jurisdiction has received in the last five years. If your business/jurisdiction has never received a grant, enter "none".

Source of Grant - List the source of the grant (e.g., Federal EPA, DOD, DOE, State of California, Private Foundation, etc).

Agreement Number - List the agreement number of your current and previous grants.

Grant Award \$ - List the dollar amount your program was awarded. Do not list what you requested.

Brief Program Description - Give a 1-2-sentence summary of each grant program(s).

Audit - Has this grant ever been audited by the CIWMB or other funding agencies? If yes, give the date and auditing agency.

F. APPROVED RESOLUTION (Exhibit E)/ AUTHORIZATION DOCUMENT (Exhibit F)

The grant application package must include an approved resolution or authorizing document from the applicant's governing body authorizing submittal of an application for the Tire Recycling Grant and identifying the title of the individual authorized to execute any agreements, contracts, and requests for payment (see sample resolution, Exhibit E; authorizing document, Exhibit F).

Cooperative Projects - In addition to the resolution for the lead applicant as described above, applications for collaborative projects must also include one of the following:

Letter - a letter from the County Administrator/City Manager from each of the participating jurisdictions stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator;

Resolution - a resolution from each of the other participating businesses or jurisdictions authorizing the lead applicant to act on their behalf as both applicant and grant administrator;

JPA Agreement - a copy of a Joint Powers Authority (JPA) agreement and a letter from each jurisdiction's city manager/county administrator authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or

MOU - a copy of a Memorandum of Understanding (MOU) specifically for this grant proposal from each jurisdiction authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

Please select the authorized representative carefully because this will be the only person whose signature will be accepted by the CIWMB on the contract and payment requests.

G. PERMITS AND LICENSES

All permits and licenses that will be required by any and all federal, state, and local jurisdictions or regulators must be obtained prior to submitting the grant application. A copy of the finalized permit(s) and/or license shall be submitted with the application. (If it is discovered after the application is received that any required permit was not obtained, the application may be ineligible for a grant. If already awarded, the grant may be terminated and any funds disbursed may require reimbursement to the CIWMB.)

IV. GRANT ADMINISTRATION

GRANT AGREEMENT

Following the CIWMB's approval of the grant awards at the April 2000, CIWMB monthly business meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. Copies of these documents in draft form are available for review by grant applicants (Please call Nate Gauff at (916) 255-4578 to request these documents). These documents along with the applicant's Work Statement and Budget Itemization will comprise the grant agreement. The signature authority designated by resolution will be required to sign the Grant Agreement Form and return it to the CIWMB. Grant agreements must be executed and returned within 90 days from the date of the CIWMB's mailing of the agreement package. Failure to return the executed agreement within 90 days may result in revocation of the grant award.

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.).

REPORTING REQUIREMENTS AND GRANT CLOSING

Grantees must submit quarterly progress reports. The format for these reports will be described in the Administrative Procedures and Requirements. The CIWMB Grant Manager may request additional reporting from a grantee and has the authority to immediately suspend or terminate the agreement if progress is unsatisfactory.

At the end of the grant term, the Grantee must submit a final report. The format for the final report will be described in the Administrative Procedures and Requirements. The final payment, including

the 10% that was withheld, will not be released until the final report is received and approved by the CIWMB Grant Manager.

COPYRIGHTS, TRADEMARKS AND OWNERSHIP

The Grantee assigns to the CIWMB any and all rights, title and interests to any copyrightable or trademarkable material created or developed in whole or in any part with grant funds, including the right to register for copyright of trademark of such materials. Upon written request by the Grantee, the CIWMB may, at the Executive Director's sole discretion, give written consent to the Grantee to retain all and any part of the ownership rights.

The CIWMB has separate and independent ownership of all drawings, design plans, specifications, notebooks, tracings, photographs, negatives, reports, findings, recommendations, data and memoranda of every description or any part thereof, paid for in whole or in any part with grant funds. Copies thereof shall be delivered to the CIWMB upon request. The CIWMB shall have the full right to use said copies in any manner when and where it may determine without any claim on the part of the Grantee, its vendors, contractors or subcontractors to additional compensation.

PATENTS

The Grantee assigns to the CIWMB all rights, title and interest in and to each invention or discovery that may be capable of being patented, that is conceived of or first actually reduced to practice in the course of or under the Grant Agreement, or with the use of any grant funds. Upon written request by the Grantee, the CIWMB may, at the Executive Director's sole discretion, give written consent to the Grantee to retain all and any part of the ownership of these rights.

REAL AND PERSONAL PROPERTY

All real and personal property, including equipment and supplies acquired with grant funds shall be used by the Grantee only for the purposes for which the CIWMB approved their acquisition for so long as such property is needed for such purpose, regardless of whether the grantee continues to receive grant funds from the CIWMB for such purposes.

CONFIDENTIALITY/PUBLIC RECORDS

Any information submitted to the CIWMB may be subject to disclosure under the Public Records Act. Public Resources Code (PRC) Section 40062 allows the CIWMB to protect qualifying confidential information from disclosure. Applicants must identify in their application those portions that they believe are subject to protection as confidential information.

If a public records request involves information deemed confidential by the applicant, the CIWMB will determine if the information is confidential. If the CIWMB does not agree with the applicant's claim for confidentiality, the CIWMB will give the applicant 30 days to justify its claim before releasing the information.

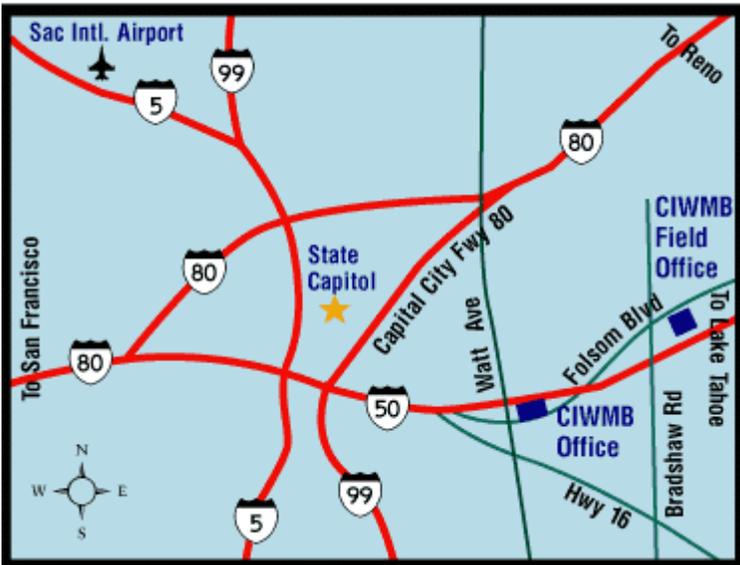
AUDIT REQUIREMENTS

The grantee agrees that the CIWMB, the State Controller's Office, the State Auditor General's Office, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(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, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

□ **APPLICATION DEADLINE**

Applicants must submit an **original and three copies** of the complete application to the address below to be **received** by **3:00 p.m., Thursday, March 2, 2000**. Applications received after this date and time (regardless of whether it was hand-delivered, sent by overnight mail or regular mail) will be returned to the applicant and will not be considered for grant funding. **Applications submitted using facsimile or e-mail will not be accepted. Early application submittal is encouraged.** It is the applicant's responsibility to ensure that the application is received on time at the CIWMB. Please submit application to:

California Integrated Waste Management Board
Financial Assistance Branch
Grants Administration Unit - MS 14
8800 Cal Center Drive
Sacramento, CA 95826
Attention: Mercy Caputi



1. From downtown (and points west), take Hwy 50 (Tahoe), 99 (Fresno), 80 (Reno). Highways 99 and 80 will split off from Hwy 50 and go south and north respectively. Merge left and follow signs for Hwy 50 to Placerville and South Lake Tahoe.
2. From the north, take I-5 to downtown then follow above directions.
3. From the south, take I-5 or Hwy 99 to Hwy 50 and follow directions below.
4. From the east, take I-80 to Hwy 50 then follow directions below or take Hwy 50 to Watt Ave.
5. Exit Watt Ave. South. Once on Watt, merge immediately to the left-turn lane (be careful!).
6. At the first light, turn left onto Folsom Blvd.
7. At the first light, turn left onto Manlove.
8. Turn left at the second Cal Center Dr. sign (past the empty field).
9. Turn right into first entrance and park (free). The Board room is located on the first floor of the 8800 building.
10. To reach a specific person, take the elevator to the third floor and turn right through the double doors to the Board receptionist, or pick up the white phone in the first floor lobby near the west doors.

EXHIBITS

<u>Exhibit</u>	<u>Page</u>
Exhibit A – Grant Application Cover Sheet (CIWMB form#211)	13
Exhibit B – Work Statement	14
Exhibit C – Budget Itemization	15
Exhibit D – Summary of Current and Previous Grant Awards	16
Exhibit E – Sample Resolution (do not submit)	17
Exhibit F – Sample Authorizing Document (do not submit)	18
Exhibit G - Grant Payment Request (do not submit)	19
Exhibit H – Sample Grant Agreement (do not submit)	21

APPLICANT INFORMATION		
Applicant		
Mailing Address		
City/County/Zip Code		
Primary Contact - Name/Title		
Telephone Number	Fax Number	
Legislative District Numbers	Assembly:	Senate:
Federal Tax Identification Number		
Applicant Type:(circle one)	Funding Information:	
Individual	Grant Funds Requested	\$
For-Profit Business	Matching Funds <small>(Minimum – Equal to Grant Request/Award)</small>	\$
Other _____	Total Project Cost	\$

Project Summary (A concise summary: Who; What; When; Where; How, and; Why)

Certification: I declare, under penalty of perjury, that all information submitted for the CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Applicant - Authorized Signature	Date
Type or print name and title	

**TIRE RECYCLING GRANT PROGRAM
Work Statement**

Grant Applicant: _____

Project Title: _____

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant	Match			

**TIRE RECYCLING GRANT PROGRAM
Budget Itemization**

Task #	Category	Expenditure Details	Grant Funds	Match Funds	Total Funds
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	Materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	Materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	Materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
TOTAL GRANT FUNDS			\$		
TOTAL MATCH FUNDS				\$	
TOTAL PROJECT FUNDS					\$

TIRE RECYCLING GRANT PROGRAM
Summary of Current and Previous Grant Awards (Federal, State, Private)

Type of Grant	Source of Grant	Agreement Number	Grant Award \$	Project/Program/Summary (1-2 Sentences)	Audit? (date/agency)

TIRE RECYCLING GRANT PROGRAM
Sample Resolution

WHEREAS, the people of the State of California have enacted Assembly Bill 1843 (W. Brown, Chapter 974, Statutes of 1989) that provides grants to local governments, businesses and non-profit organizations for the purpose of diverting tires from landfill disposal by fostering new business enterprises and encouraging cooperative local government programs; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by local agencies, businesses and non-profit organizations under the program; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the state; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the _____ *(Title of Governing Body)* authorizes the submittal of an application to the California Integrated Waste Management Board for a 98/99 Tire Recycling Grant. The _____ *(Title of Official)* of the _____ *(Name of Business or Jurisdiction)* is hereby authorized and empowered to execute in the name of the _____ *(Name of Business or Jurisdiction)* all necessary applications, contracts, agreements, amendments and payment requests hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ *(Title of Governing Body)* this _____ day of _____, 20____. Effective _____, 20____.

ATTEST:

Signed: _____ Date: _____
 (Name and Title of Official Authorized to Sign)

* The wording in this paragraph is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Cooperative Project: NOW, THEREFORE, BE IT RESOLVED that the _____ City Council authorizes the submittal of a regional application on behalf of Cities of _____, _____, _____, _____ and _____ to the California Integrated Waste Management Board for a Tire Recycling Grant. The Public Works Director of the City of _____, or their designee, is hereby authorized and empowered to execute in the name of the above named cities all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the City of _____ authorizes the City of _____ to submit to the California Integrated Waste Management Board a regional application for the Tire Recycling Grant on its behalf. The City of _____ is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Sample Authorizing Document

[Letterhead – Should include applicant’s address]

Date

California Integrated Waste Mgmt Board
Tire Recycling Grant Program
8800 Cal Center Drive, MS#28
Sacramento, California 95826

To Whom It May Concern:

Enclosed is an application for \$ (amount) for the 1999/2000 Tire Recycling Technology Commercialization Grant Program. The (name of company) is a (type of entity) based in (City, State) that (describe main products or services provided).

By submitting this application for the 1999/2000 Tire Recycling Technology Commercialization Grant Program, I am making a commitment to complete the proposed project as described in the enclosed application. I certify that this document and all attachments were prepared under my direction, and hereby certify under the penalty of perjury that the information submitted is true and accurate to the best of my knowledge and belief.

I have authority to execute a binding agreement on behalf of (name of company). In addition to myself, I authorize the following individual to sign payment requests and other official correspondence relating to this project:

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

Sincerely,

John Doe
Title
Name of Company

STATE OF CALIFORNIA

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

GRANT PAYMENT REQUEST

CIWMB 87 (rev. 12/95)

SEE INSTRUCTIONS ON BACK

1. GRANTEE'S NAME (AS APPEARS ON GRANT AGREEMENT)	2. GRANTEE'S INVOICE NUMBER	3. GRANT NUMBER ASSIGNED BY CIWMB
4. TYPE OF PAYMENT (Attach itemization and documentation) <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> ADVANCE <input type="checkbox"/> FINAL	5. PAYMENT REQUEST NUMBER	6. AMOUNT REQUESTED \$

7. SEND WARRANT TO:
AGENCY / BUSINESS NAME

AGENCY / BUSINESS CONTACT

AGENCY / BUSINESS MAILING ADDRESS (INCLUDE STREET, CITY, STATE, ZIP CODE)

CERTIFICATION

8. I certify that the above information is correct and that all funds received have been or will be expended in accordance with the approved agreement for California Integrated Waste Management Board grant funding.

SIGNATURE OF PERSON AUTHORIZED BY RESOLUTION

DATE SIGNED



NAME OF PERSON SIGNING AND TITLE (TYPE OR PRINT)

TO BE COMPLETED BY CIWMB STAFF ONLY

9. AMOUNT OF PAYMENT REQUESTED	\$
10. LESS WITHHOLD (IF APPLICABLE AND AUTHORIZED IN GRANT AGREEMENT)	\$
11. OTHER	\$
	\$
	\$
12. AMOUNT AUTHORIZED FOR PAYMENT	\$
13. COMMENTS	14. DATE RECEIVED
15. CIWMB PROJECT MANAGER APPROVAL 	DATE APPROVED
16. CIWMB GRANT PROGRAM MANAGER APPROVAL 	DATE APPROVED

INSTRUCTIONS FOR COMPLETING FORM

1. **GRANTEE’S NAME:** Agency or business name as it appears on the grant agreement.
2. **GRANTEE’S INVOICE NUMBER:** Number assigned to payment request form by the Grantee (optional).
3. **GRANT NUMBER ASSIGNED BY CIWMB:** Grant contract number assigned by the CIWMB as it appears on the top right hand corner of the grant agreement.
4. **TYPE OF PAYMENT:** Check “reimbursement” if this is a regular payment request; check “advance” only if advance payment request is accompanied by a letter justifying the request (the advance payment request must be approved by the CIWMB Program Manager); check “final” when all tasks have been completed.
5. **PAYMENT REQUEST NUMBER:** Begin with the number 1 on your first request for funds and number all subsequent requests consecutively.
6. **AMOUNT REQUESTED:** Amount that is being requested for payment.
7. **SEND WARRANT TO:** Agency or business name as it appears on the grant agreement. Subsequent lines are for the contact person’s name and mailing address.
8. **CERTIFICATION:** Signature of the person authorized in the Resolution/Letter of Authorization included with the Grantee’s application. Please also type or print this person’s name, title and date of signature.

Please mail this form with supporting documents (if applicable) to:

**California Integrated Waste Management Board
 Attention: (CIWMB Program Manager)
 8800 Cal Center Drive
 Sacramento CA 95826**

The following items will be completed by CIWMB staff:

AMOUNT OF PAYMENT REQUESTED: Amount of this payment request.

LESS WITHHOLD: Withhold amount authorized in the grant agreement. The CIWMB Project Manager will calculate any withhold based on the amount of the payment.

OTHER: Miscellaneous additions or deductions as determined by the CIWMB Project Manager.

AMOUNT AUTHORIZED FOR PAYMENT: Amount authorized by the CIWMB Project Manager for reimbursement on this payment request.

COMMENTS: CIWMB Project Manager’s explanation of the miscellaneous additions or deductions of this payment request, as well as other comments related to this payment request.

DATE RECEIVED: Date payment request received by the CIWMB.

CIWMB PROJECT MANAGER APPROVAL: Signature and date of the CIWMB Project Manager’s approval of this payment request.

CIWMB GRANT PROGRAM MANAGER APPROVAL: Signature and date of the CIWMB Grant Program Manager’s approval of this payment request.

Sample Only – Do Not Submit

Exhibit H

STATE OF CALIFORNIA - ENVIRONMENTAL PROTECTION AGENCY

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

GRANT AGREEMENT

CIWMB110 (NEW 10/96)

		GRANT NUMBER
NAME OF GRANT PROGRAM		
GRANT RECIPIENT'S NAME		
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER	TOTAL GRANT AMOUNT NOT TO EXCEED	
TERM OF GRANT AGREEMENT		
FROM:	TO:	

THIS AGREEMENT is made and entered into on this _____ day of _____, 19____, by the State of California, acting through the Executive Director of the California Integrated Waste Management Board (the "State") and _____ (the "Grantee"). The State and the Grantee, in mutual consideration of the promises made herein, agree as follows:
 The Grantee agrees to perform the work described in the Work Statement attached hereto as Exhibit A according to the Budget attached hereto as Exhibit B. The Grantee further agrees to abide by the provisions of the following exhibits attached hereto:
 Exhibit C - Terms and Conditions
 Exhibit D - Administrative Procedures and Requirements
 Exhibit E - Project Completion Schedule
 Exhibits A, B, C, D and E attached hereto, and the Board approved application, are incorporated by reference herein and made a part hereof.
 The State agrees to fund work done by the Grantee in accordance with this Agreement up to the Total Grant Amount Not to Exceed specified herein.
 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates entered below.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD		GRANTEE'S NAME (PRINT OR TYPE)	
SIGNATURE		GRANTEE'S SIGNATURE	
Ralph E. Chandler, Executive Director	DATE	TITLE (Authorized representative)	DATE
GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE)			
CERTIFICATION OF FUNDING			
AMOUNT ENCUMBERED BY THIS AGREEMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
	(OPTIONAL USE)		
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	ITEM	CHAPTER	STATUTE
TOTAL AMOUNT ENCUMBERED TO DATE	FISCAL YEAR		
OBJECT OF EXPENDITURE (CODE AND TITLE)			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	