

August 2003

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

**WASTE TIRE TRACK AND OTHER RECREATIONAL
SURFACING GRANT PROGRAM FY 2003/2004
APPLICATION INFORMATION AND INSTRUCTIONS**



Available to the Following Public Entities in California that Operate Public Recreational Facilities
Open to the Public During Normal Recreational Hours: Cities, Counties, City and County, Park
Districts, Special Districts, Public School Districts, State Owned Recreational Facilities,
Colleges, Universities, and Qualifying California Indian Tribes.

Applications must exhibit a postmark or a commercial carrier tracking number dated
by Monday, November 3, 2003

Hand-delivered, faxed, E-mailed applications, or late will not be accepted.

**Maximum Points: 100
Applicants Must Score 70% (70 of 100 Points)
To Be Considered For Funding**

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

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Waste Tire Track and Other Recreational Surfacing Grant Program

Question-and-Answer Period

Deadline For Written Questions: September 26, 2003

In order to give all applicants the same opportunity and the same information, 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 is September 26, 2003. No questions will be answered after September 26, 2003. 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). The tentative web page posting date for these questions and answers is October 3, 2003, with updates posted as required. Questions and answers will be mailed to parties who request checking the box on the back of the Notice of Funds Available (NOFA). If you would like a copy of the questions and answers mailed to you either by mail or E-mail, forward your request to the address listed below.

Web page address: www.ciwmb.ca.gov/Tires/Grants/

E-mail address: tiregrants@ciwmb.ca.gov

Mailing address to request questions and answers:

California Integrated Waste Management Board

Attn: Elena Yates

Special Waste Division

**Waste Tire Track and Other Recreational Surfacing Grant
Program**

P.O. Box 4025, MS 22

Sacramento, CA 95812-4025



Waste Tire Track and Other Recreational Surfacing Grant Program

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WASTE TIRE TRACK AND OTHER RECREATIONAL SURFACING GRANT PROGRAM

Fiscal Year 2003/2004

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) (Assembly Bill 1843, Brown, Statutes of 1989, Chapter 974) and related legislation. As part of the Act, CIWMB is offering the Waste Tire Track and Other Recreational Surfacing Grant Program to encourage the reduction of landfill disposal and stockpiling of California waste tires.

Section 42889(g) of the Public Resources Code (PRC) requires CIWMB to assist in developing markets for waste tires. Further, PRC Section 42872(a) allows for the awarding of grants to public entities involved in activities and applications that result in reduced landfill disposal or stockpiling of waste tires.

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.

Applicants must submit a plan for a project that includes materials manufactured from 100 percent California waste tire rubber. Applicants may submit an application for projects that are open to the public and refurbish surfacing at existing recreational sites or provide surfacing for new recreational sites. Eligible projects for the Waste Tire Track and Other Recreational Surfacing Grant Program include surfacing material that is placed underneath and around recreational sites (see definition below).

- “Recreational Site” means an area designed, equipped, and set aside for the public’s recreation. For purposes of this grant program a playground is not considered a recreational site. Examples of recreational sites include, but are not limited to: running tracks, tennis

courts, skateboard parks, swimming pools, soccer fields, football fields, hockey fields, weight rooms, and fairgrounds.

GRANT FUNDING

With the passage of Senate Bill (SB) 876 (Escutia, Statutes of 2000, Chapter 838) the tire fee was increased to one dollar (\$1.00) per tire enhancing the potential resources available for this program. SB 876 authorizes CIWMB to allocate monies from the Tire Fund in a manner consistent with a Five-Year Plan that is developed and approved by CIWMB and submitted to the Legislature. In the CIWMB approved the Five-Year Plan (Five-Year Plan for the Waste Tire Management Program), staff proposed funding for the next fiscal year at eight hundred thousand dollars (\$800,000) for the Track and Other Recreational Surfacing grants (with a maximum of \$100,000 per grant).

If there are more passing grants than funding available, CIWMB will award passing grants based on a geographic distribution of funds. CIWMB will allocate grant funds by passing score (rank order), then funding will be split, as follows: sixty-one percent (61%) to projects submitted from southern California and thirty-nine percent (39%) to projects submitted from northern California. The division of the State is based on the most current estimated population of each county, provided by the Department of Finance (DOF). Southern California counties are defined as those counties including and south of San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo.

APPLICANT ELIGIBILITY

Public entities that operate and manage a public recreational site in California can apply. For purposes of this grant, “public entities” (also referred to herein as “jurisdictions”) are cities, counties, a city and county, colleges, universities, state owned recreational facilities, public school districts, qualifying California Indian tribes, park

districts, and special districts. Only one application per jurisdiction will be accepted for the FY 2003/2004 grant cycle (i.e., one application per school district, tribe, city, county, park district, etc.).

Charter schools are eligible if they are their own school district or if their school district sends in the application as the responsible party for their project.

Two or more public entities operating a recreational site as a joint venture, under an existing agreement, are also eligible to apply. A formal inter-agency agreement such as a Joint Powers Authority (JPA) or Memorandum of Understanding (MOU) must be in place before the application deadline.

Each application must meet the following CIWMB requirements:

- Use rubberized surfacing materials from 100 percent California waste tires.
- Include in the project plan information on public outreach and a permanent sign designating “the California Integrated Waste Management Board” as a contributor toward the project. The sign must also identify the number of tires diverted from the waste stream due to this project.
- Verify that the project is a public facility and is open to the public during normal recreational hours.
- Certify compliance with the principles of Environmental Justice.
- Demonstrate the ability to provide 100 percent of the grant amount as a match of grant funds, which may be reduced to a fifty (50) percent match (of the grant amount requested), upon verification provided to CIWMB of “Extreme Financial Hardship.” Directions on how to qualify for “Extreme Financial Hardship” are provided in these instructions (see page 10 “Extreme Financial Hardship”).

Example of a project match: Applicant requests \$100,000. The match must be at least \$100,000. If Extreme Financial Hardship verification is provided, the match must be at least \$50,000.

ELIGIBLE PROJECTS

Projects that use rubber produced from 100 percent California waste tires for surfacing at public facilities are eligible to apply for grant funding. Applicants for this grant program are limited to one application per jurisdiction for one or more recreational facility(ies). NOTE: Once the grant is awarded, it is the applicant’s responsibility to obtain a certification of recycled-content and manufacturer’s certification that the rubber used for the project is from 100 percent California waste tires.

The Recycled-Content Product (RCP): The RCP database (www.ciwmb.ca.gov/RCP/) lists many companies that provide rubberized surfacing materials produced from waste tires in California and other states. This grant program is only available for projects that use rubber from 100% California waste tire surfacing products. The RCP database does not include all recycled-content products that are available or all of the distributors of the products listed, but it is a good starting place.

RCP Database Disclaimer: The identification of individuals, companies, products, and materials listed in the RCP Database does not constitute endorsement by CIWMB and is provided for informational purposes only. CIWMB is distributing this information in an effort to increase public awareness and knowledge about this important topic.



INELIGIBLE PROJECTS

Projects that use tire rubber produced from non-California waste tires are not eligible for grant funding. Private entities that manage private or public recreational sites are not eligible to apply for grant funding. Projects that do not meet the definition of a recreational site are not eligible for grant funding. For purposes of this grant program

a playground is not considered a recreational site, and is ineligible for grant funding.

ELIGIBLE COSTS

Eligible costs are expenditures incurred during the term of the grant, which directly relate to the implementation of the track or other recreational surfacing portion of the project (i.e., preparation, installation, materials, labor, signage, and public outreach expenses).

INELIGIBLE COSTS

Any costs not directly related to the surfacing of the project are ineligible for grant funding or match money. Ineligible costs include, but are not limited to, the following:

- Costs (claimed as either grant expenses or matching monies) incurred prior to the receipt of the "Notice To Proceed" or after April 1, 2006;
- Any costs not directly related to the preparation, installation, signage, materials, labor, and public outreach expenses;
- Costs of waste tire recreational surfacing materials that are not from California;
- Cost of playground equipment;
- Costs currently covered by another CIWMB funded loan, grant or contract;
- Purchasing or leasing of land;
- Purchasing or leasing of vehicles by non-governmental agencies;
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation);
- Out-of-state travel;
- Expenses incurred for meetings, workshops, training, special events, etc.;
- Any food or beverages;
- Profit or mark-up by the Grantee;
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and miscellaneous costs incurred;
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Cell phones, pagers, electronic personal assistance device, cameras, etc.
- Any personnel costs not directly related to salaries and/or benefits;
- Permit, inspection, and use fees;

- Interest charges or payments on bonds or indebtedness required to finance project;
- Bonus payments for early completion of work;
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;
- Costs connected with contractor claims/liens against the Grantee;
- Travel or per diem costs;
- All cost attributable to county or state building permit fees, sewer/utility use or unit fees, and/or other building inspection fees;
- Maintenance costs; and
- Any other costs not deemed appropriate by the Grant Manager.

QUESTIONS AND ANSWERS

To give all applicants the same opportunity and the same information, 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 for all questions is September 26, 2003. No questions will be answered after September 26, 2003. No phone calls regarding this program can be accepted after the release of the application.

All questions and answers will be posted on CIWMB's web page. The tentative web page posting date for the questions and answers is October 3, 2003, with updates posted as required. A copy of these Questions and Answers will be mailed to those applicants who request it by checking the box on the back of the Notice of Funds Available (NOFA) or by mailing or E-mailing a request to one of the addresses below.

Web page address:

www.ciwmb.ca.gov/Tires/Grants/

E-mail address: tiregrants@ciwmb.ca.gov

Mailing Address:

California Integrated Waste Management Board

Attn: Elena Yates

Special Waste Division

Waste Tire Track and Other Recreational
Surfacing Grant Program

P.O. Box 4025, MS 22

Sacramento, CA 95812-4025

GRANT TERM

The term of the grant is from the time the Grantee receives a Notice to Proceed from CIWMB through April 1, 2006. All costs must be incurred during this term. The Final Payment Request and Final Report are due by **April 1, 2006**.

PROPOSED PROGRAM MILESTONES

Date	Activity
August – September 26, 2003	Program-specific questions accepted by mail and/or E-mail.
September 26, 2003	Question-and-Answer period deadline
October 3, 2003	Questions and Answers available (tentative)
November 3, 2003	Application deadline
December 2003 - January 2004	Review and ranking of applications
March 2004	Recommendations of Award presented to the Board
April 2004 - April 1, 2006	Grant performance period
April 1, 2006	Close of grant term
April 1, 2006	Final report and final payment request due

II. GRANT APPLICATION AND AWARD PROCESS

The application process consists of submitting:

- A completed and signed Waste Tire Track and Other Recreational Surfacing Grant Program application (initialed where appropriate for Environmental Justice on the Application Cover page);
- A completed and signed Business Permits, Licenses, and Filing page
- A signed resolution or resolution timeline and, if applicable, a Joint Powers Authority Agreement or Memorandum of Understanding.

APPLICATION DEADLINE

The completed and signed application must be postmarked or exhibit a commercial carrier tracking number dated on or before Monday, November 3, 2003. Hand-delivered, faxed or E-mailed applications will not be accepted at any time. Other than the Resolution (discussed on page 11), missing or corrected information received after the deadline will be returned to the applicant and will not be considered during the scoring process. It is the applicant's responsibility to ensure that CIWMB receives the application with all required information on time. CIWMB strongly discourages the use of standard certified/registered mail for the delivery of applications, because of the inherent delays in that method of mail delivery.

GRANT EVALUATION PROCESS

After the close of the application period, staff will review and score the grant applications. The applications will be evaluated based on the answers to the criteria in the application (see Appendix E - Scoring Criteria. Applicants must score seventy (70) percent (70 of 100 points) to be considered for funding. All applications will be ranked by the total number of points received with the highest ranked proposals having funding priority.

AWARDING OF GRANTS

Based on the resulting scores, staff will develop funding recommendations for the Board's consideration during its monthly business meeting in March 2004 (tentative). If the total amount of funds requested by the successful applications exceeds the funding amount available, CIWMB will allocate grant funds by passing score (rank order), then funding will be split, as follows: sixty-one percent (61%) to projects submitted from southern California and thirty-nine percent (39%) to projects submitted from northern California. The division of the State is based on the most current estimated population of each county, provided by the Department of Finance (DOF). Southern California counties are defined as those counties including and south of San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo.

All applicants will be notified of staff's recommendations by mail. Approximately a month after the March 2004 Board meeting, applicants selected for grant funding will receive instructions to initiate the Grant Agreement process.

CIWMB reserves the right to fund individual phases of selected proposals, and may therefore fund an amount less than requested. In the event CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate additional conditions or changes in the final Grant Agreement.

III. APPLICATION INSTRUCTIONS

The application is self-explanatory. The Appendices provide a sample budget, sample procurement policies, a sample work plan, term and word definitions, an application checklist, and scoring criteria. A sample application has been included on CIWMB's website at

www.ciwmb.ca.gov/Tires/Grants/Track.

The completed application must include answers to all eleven (11) criteria as well as the following completed forms:

- General Checklist of Business Permits, Licenses, and Filings (CIWMB 669).
- Work Plan;
- Budget Itemization Form;
- Summary of Current and Previous Grant Awards; and
- Resolution or resolution acknowledgement (discussed below), and if applicable, a Joint Power Agreement (JPA) and/or Memorandum of Understanding (MOU).

ECONOMIC NEED

An applicant that qualifies for "Economic Need", (Criterion #11 of the application) can earn two (2), three (3), or five (5) points. To qualify an applicant's facility must be located within a Zip Code Tabulation Area (ZCTA™) that has a median household income of at or below seventy-five percent (75%) of the State Median Household Income of \$47,493. Points are awarded as follows:

- Five (5) points:
 - 64.00% and under
 - at or under \$30,399
- Three (3) points:

- 64.01% - 69.99%
- at or between \$30,400 - \$33,244
- Two (2) points:
 - 70.00% - 74.99%
 - at or between \$33,245 - \$35,623
- Zero (0) points:
 - 75.00% and above
 - at or over \$35,624

If an application is for a project in more than one ZCTA, the applicant can claim the income for whichever facility location has the lower median income. ZCTAs are a new statistical entity developed by the U.S. Census Bureau for tabulating summary statistics from Census 2000. This new entity was developed to overcome difficulties in precisely defining land area covered by each Zip Code®.

Median income is the amount which divides the income distribution into two equal groups, half having incomes above the median, half having incomes below the median. The median household income for California, based on available 2000 U. S. Census data, is \$47,493.

To determine your ZCTA, use the map function provided in the directions below. ZCTAs are generally based on the 5-digit zip codes. In the rare instance that there is no corresponding ZCTA for a particular zip code, the zip code for the nearest adjacent area may be used. If an application is for a project in more than one ZCTA, the applicant can claim the income for whichever facility location has the lower median income.

In order to use ZCTA to determine the median household income for a particular zip code follow the directions below.

Go to the URL: <http://factfinder.census.gov/>

1. Select "2000 Summary File 3 (scroll down midway to view the link)."
2. Select "Detailed Tables" (on right hand side of screen).
3. On "Select a Geographic Type" select "5-digit ZIP Code Tabulation Area" (last selection on the pull down menu).
4. On "Select a 3-digit Zip Code Tabulation Area"...locate and select the 3-digit ZCTA of your project's location (the 3-digit ZCTA

is the first three digits of the location's zip code). [Note: All of California's 3-digit ZCTAs will begin with the number 9.] Selecting your 3-digit ZCTA will automatically toggle the screen and a listing of ZCTAs in your area will appear in the "Select one or more geographic areas..." section.

5. In "Select one or more geographic areas..." select the 5-digit ZCTA (in many cases the 5-digit ZCTA is your 5-digit zip code).
6. Click the "Add" button.
7. Next, map the ZCTA by clicking on the "Map It" button. This will allow you to verify the location. To exit the mapping function.
8. Click the "Close" button.
9. Click the "Next" button.
10. This is the "Details Tables/Select Tables" window.
11. On the Select Tables section, select table "P53 – 1999 Median Household Income in 1999 Dollars."
12. Click the "Add" button.
13. Click the "Show Table" button.

The site will display the Median Household Income for the ZCTA submitted in whole dollars.

Applicants unable to determine the median household income for the project's zip code may contact CIWMB via the Grants Hotline (916-341-6441) or E-mail: tiregrants@ciwmb.ca.gov and ask for assistance.

EXTREME FINANCIAL HARDSHIP

If the applicant qualifies for "Economic Need" at 64% or less of the State's Median Household Income, the applicant also qualifies for "Extreme Financial Hardship." This designation only requires applicants to provide a fifty percent (50%) match. If an application is for a project(s) located in more than one ZCTA, the applicant can claim the income for whichever facility location has the lower median income. Sixty-four percent of the State Median Household Income is \$30,399.

There are 1,757 ZCTAs in California; and 396 have median household incomes below \$30,399.

Therefore, approximately twenty-three percent (22.54%) of California communities would qualify for Extreme Financial Hardship.

WORK PLAN

The Work Plan must list **all** tasks including grant funded and match activities that are eligible expenses necessary to complete the proposed project. Please number each task. The Work Plan expenses must match the Budget Itemization form. Each item in the Work Plan is detailed below:

Task Description - the activities conducted within a project. Each major Task Category should be listed and broken into subtasks. For example, if the proposed project involves the major task "Hiring a Contractor," the Work Plan might list the following subtasks: 1) preparation of a request for proposal or bid; 2) proposal/bid sent to businesses; 3) in-house review process after receiving the bids; 4) preparation of contract; and 5) announce award of contract.

- **Budget** - the amount of grant and matching funds necessary to complete the major tasks and subtasks. This section of the Work Plan must match the Budget Itemization form. Hint: Only include the minimum match money, as this directly correlates to the points you will receive in Criteria # 10 (see Appendix E Scoring Criteria).
- **Product or Results** - the finished product(s), timeline(s), or goal(s) of the task(s).
- **Staff or Contractor** - the person or title of the person who will be responsible for implementing the task(s).
- **Time Period** - the projected beginning and ending dates required to complete each task.

If additional space is needed, the Work Plan form may be reproduced as necessary.

BUDGET ITEMIZATION

Provide a thorough itemization of funds requested (see Appendix B – Budget Sample) for eligible expenses. Clearly itemize all expenses described in the Work Plan. Demonstrate that the Budget is reasonable for the work proposed. Only reasonable costs



incurred during the grant term are eligible for grant funding. Dollar amounts should be rounded to the nearest whole dollar ($\geq .50$, round up, $\leq .49$, round down).

Applicants must carefully check the accuracy of all Budget Itemizations and totals. Hint: Only include the minimum match money, as this directly correlates to the points you'll receive in Criteria # 10 (see Appendix E Scoring Criteria) (e.g., \$100,000 in grant monies would require a minimum of \$100,000 in match monies – unless financial hardship is claimed then the minimum match required is \$50,000). Descriptions of each category in the Budget Itemization form are as follows:

- **Personnel Services** – this may include salaries, wages, and benefits for personnel who are employed by the Grantee and will work directly on the project.
- **Materials/Supplies** – this may include costs of materials and/or supplies directly related to completion of the project.
- **Equipment** - enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. If you do not know the exact dollar amount, provide estimates.
- **Services/Contracts** – this may include contracts with construction and engineering service and equipment manufacturers, or other project-related services.
- **Other Costs** – identify costs not included in the above categories and not listed as ineligible costs.
- **Cost Savings** - include cost savings, e.g. volunteer labor, in-kind services, re-use, recycling options, etc.

If additional space is needed, the Budget Itemization form may be reproduced as necessary.

SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS

List all current and previous CIWMB grants that your agency has received in Fiscal Years 2000/2001, 2001/2002, and 2002/2003.

- **Type of Grant** – Playground, Used Oil, Waste Tire, etc.

- **Grant Agreement Number** - list the grant agreement number of your current and previous CIWMB grants.
- **Grant Award Amount** - list the dollar amount your program was awarded. Do not list what you requested.
- **Brief Program Description** - give a one (1) or two (2) sentence summary of each grant program(s) that received a CIWMB grant.
- **Audit** - has this grant ever been audited by CIWMB or other agency such as Bureau of State Audits, or Department of Finance? If yes, give the date and auditing agency.

RESOLUTION

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application to CIWMB. The resolution must also identify by **title**, the position authorized to execute the Grant Agreement, and all related documents including requests for payment. (See Sample Resolution on page 20 of the application.)

In the event the applicant cannot obtain a resolution prior to submission of the application, the applicant must complete the Acknowledgement form in the application, which states when the resolution approval is expected. The resolution must be received by CIWMB prior to the awarding of the grant.

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

- **JPA Agreement** - a copy of a Joint Powers Authority (JPA) agreement and a letter from each jurisdiction's manager or administrator designating the lead agency and authorizing it to act on their behalf as both applicant and grant administrator; or
- **MOU** - a copy of a Memorandum of Understanding (MOU) designating the lead agency and authorizing it to act on behalf of the jurisdictions as both applicant and administrator.

IV. PAYMENT REQUESTS AND AUDIT REQUIREMENTS

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for the actual costs directly related to the project as approved. Ten (10) percent of each Payment Request will be retained until the Final Report and a Final Payment Request are submitted and approved by CIWMB. Payment will be made only for costs described in the applicant's approved Grant Agreement unless CIWMB has approved (in writing) grant modifications. All Payment Requests must be prepared as described in the Procedures and Requirements section of the Grant Agreement for both grant and matching expenditures. Include itemizations with documentation of claimed expenses (e.g., receipts, invoices, proof of payment, etc.).

AUDIT REQUIREMENTS

All Grantees are required to comply with the following provisions:

1. **Audit/Records Access.** The Grantee agrees that 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.

The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, 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.

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.

V. APPLICATION SUBMITTAL

An applicant must mail an **original and three (3) copies** of the application to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." The original and three (3) copies must be typed in a font of no less than 10 (ten) point, printed on recycled-content paper, double-sided and fastened in the upper left-hand corner **(do not bind the application.)**

Applications submitted to CIWMB must be postmarked or exhibit a commercial carrier tracking number dated by **Monday, November 3, 2003**. Applications postmarked or exhibiting a commercial carrier tracking number dated after **Monday, November 3, 2003** will not be accepted and will be returned to the applicant. **Hand-delivered, faxed or E-mailed applications will not be accepted at any time.**

Other than the Resolution, missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that the application is submitted on time to CIWMB.

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

**California Integrated Waste Management Board
Waste Tire Track and Other Recreational Surfacing Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Philip Poon
P.O. Box 4025, MS10
Sacramento, CA 95812-4025**

The following physical address is for applications sent by commercial carrier:

**California Integrated Waste Management Board
Waste Tire Track and Other Recreational Surfacing Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Philip Poon
1001 "I" Street, 19th Floor, MS10
Sacramento, CA 95814**



NOTE: The CIWMB strongly discourages the use of standard certified/registered mail for the delivery of applications, because of the inherent delays in that method of mail delivery. The use of priority or next day mailing for delivery of applications is encouraged.

End of Application Instructions