

***August 2003***

***CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY***

***INTEGRATED WASTE MANAGEMENT BOARD***

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



Sample

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 or late applications will not be accepted.

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

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

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sample

**WASTE TIRE TRACK AND OTHER RECREATIONAL GRANT PROGRAM  
APPLICATION COVER SHEET**

APPLICANT INFORMATION		
Name: Running City Unified School District		
Mailing Address: 5555 Really Fast Road		
City: Running City	County: Runville	Zip Code: 12345
Name and Location of Project: Running City Elementary School, Running Track Running City, California		
Primary Contact/Title: John Runsalot, Superintendent/Principal	E-mail Address: jrunsalot@ireallyliketorun.com	
Telephone Number: 555-555-5555	Fax Number: 555-555-5554	
Secondary Contact/Title: Joan Runsalittle, Maintenance Supervisor	E-mail Address: jrunsalittle@runningisfun.com	
Telephone Number: 555-555-6666	Fax Number: 555-555-6660	
Legislative District Numbers: Assembly: 5 Senate: 5		
Federal Tax Identification Number:		
<b>If a consultant completed the application, provide the following information:</b>		
Contact Person:		
Company Name:	Phone:	
Company Address:		
Applicant Type: (circle or check one)		Funding Information:
City	County	Grant Funds Requested
City and County	Park District	\$100,000
Special District	<input checked="" type="checkbox"/> School District	Matching Funds
State Agency	College or University	(at least an amount equal to the amount of grant requested or 50% [if qualified – see p. 19])
Other: _____	Qualifying California Indian Tribe	\$100,000
		Total Sum of Grant plus Match
		\$200,000

**Provide a concise project summary below: What, When, How, and Why – limit five (5) sentences**

This proposal, submitted by the Running City Unified School District, proposes the construction of a high-quality, handicapped accessible, rubberized (using recycled tire rubber) running track around the perimeter of the Running City Elementary School playing field at Running City High School in Running City, Runville County, California. Site surveying and contracting will occur in Spring 2004 and project construction will take place in Summer 2004. The proposed track, which will be the only free access track in our local area, will serve the needs of high school students for physical education and Running City J.A.W.S. (Jog and Walk Stars). Running City Elementary School is a public park and has free access year round during non-school hours. The proposed track will also be a community running and aerobic walking facility serving the approximately 1900 households on the City of Running City and outlying areas.

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

**WASTE TIRE TRACK AND OTHER RECREATIONAL GRANT PROGRAM  
APPLICATION COVER SHEET**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name and title: John Runsalot, Superintendent

(Title must be designated in the Resolution)

JR **Environmental Justice** - Applicant certifies that, if awarded a grant, it shall, in the performance of the grant agreement, conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. **(Please check box and initial.)**

***Environmental Justice***

***Public entities that receive grant funding from CIWMB for this grant program must comply with the following principles of Environmental Justice. Environmental Justice is defined in Government Code Section 65040.12(e) as: "...the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."***

***Senate Bill 115 (Solis, Statutes of 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to conduct their "programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state."***



Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, CA

**GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS<sup>(a)</sup>**

**PRIVATE ENTITY CERTIFICATION:** I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.

**PUBLIC ENTITY CERTIFICATION:** I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at Tire City, California on May 30, 2003  
City and State Date

John Runsalot, Superintendent/Principal  
Grant Applicant / Authorized Signatory Name and Title (print)

\_\_\_\_\_  
Signature of Grant Applicant / Authorized Signatory

**Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; relinquishment by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.**

**Grant Applicant:** Running City Unified School District

**Name of Project and Location:** Running City Elementary School Track-Running City, CA

The application is self-explanatory and contains instructions. The Appendices includes the following information: sample purchasing policies, a sample budget itemization form; an application checklist; definitions, and scoring criteria. A completed application should include answers to all eleven (11) criteria as well as the following completed forms: Work Plan; Budget Itemization; Summary of Current and Previous Grant Awards; General Checklist of Business Permits, Licenses, And Filings, and a Resolution, or if applicable, a Joint Power Authority (JPA) agreement, and/or Memorandum of Understanding (MOU). To assist you, a sample application that includes some of our best responses has been posted on the CIWMB website at: [www.ciwmb.ca.gov/Tires/Grants/TrackSurface](http://www.ciwmb.ca.gov/Tires/Grants/TrackSurface).

**GENERAL CRITERIA  
NEED  
(Criterion #1 – 25 points)**

**The grant application clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)**

(10 pts.) Describe your project, why the project is needed, and how it will benefit the community and meet the community's needs. Describe the project funding needs. Address the identified gap in service availability. This means what is the length of time the refurbished or new recreational surfacing project will be out of service should the project obtain funding. In addition, what is the current unmet need and how will obtaining the recreational surfacing grant meet the need of the community.

Running City Elementary School proposes to undertake a three-phase project whose goal is to establish a track facility on the school grounds. The completed project will consist of a graded field with an oval shaped track that measures 1270 linear feet (almost ¼ mile). The track will be six feet wide and have two marked lanes.

Running City Elementary School is a small town school serving 150 children from kindergarten to eighth grade. Teachers, administration and the local community strive to provide a wide array of opportunities to encourage students to engage in a healthy lifestyle offering instrumental music, choral and physical theatre classes, a drama club, aquatics education (surfing, kayaking, and sailing), art instruction from our Artist-in-Residence and free tennis lessons to children by the mayor of Running City. Despite being a small school and despite nationwide emphasis on academics, fitness and sports remain an active and critical part of Running City's curriculum and extracurricular activities. Along with the opportunity to play on basketball and volleyball teams and other intramural sport teams, we also offer a running program called J.A.W.S (Jog and Walk Stars). This is a voluntary program in which students run laps around the field in the morning before school and during recess. When participants achieve mileage goals, they earn a certificate and their name is posted on the J.A.W.S. bulletin board in the cafeteria/gym. They also earn toe tokens (little feet kept on a chain) for every five laps they jog/walk. Students completing 100 miles become members of the 100-Mile Club and are awarded a J.A.W.S. 100-mile club t-shirt. The program has monthly challenges with rewards being given to those who meet these challenges. The J.A.W.S. program has been successful despite Running City's high amount of annual rainfall creating slippery grass and mud. If Running City Elementary School had a dry and even running surface, we could begin a competitive track program. Such a track program would further encourage students in their athletic endeavors, give them the opportunity to interact with children outside our isolated community and stimulate their bodies and minds.

Running City Elementary School is not merely a designated portion of the City of Running City's park system. It is also *de facto* recreational and neighborhood center of the community of Running City. Most school-age children in the neighborhood and greater Running City area attend this school, including approximately 30 Native American students from the Running City Rancheria. The school serves multiple community functions as well as being the local educational institution: Little Runners Preschool, operated by the Runville Child Care Council and the Running City branch of the Runville County Library are housed on the school campus; the men's basketball league utilizes the gym two nights a week; the Lion's Club holds their monthly Pancake Breakfast in the cafeteria; Girl Scouts have used classrooms; and there are many one time uses for local events such as the Clam Beach Run and the Kiwanis Bike Relay. Another important community use of school facilities is utilization of the playing field and playground. The playing field is not only used by the school for P.E. classes, but is used in the fall and spring for practices and games by the youth soccer league, little league, and by a men's softball league. The track will be built for three district/community purposes: 1) fitness training for school physical education classes and the J.A.W.S program, 2) a community jogging track that is off road and suitable for all-weather use and 3) a track for the possible formation of a school competitive track team. A track of the proposed size, although not a full-fledged running track, is more than

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adequate for an elementary school physical education program and also very accommodating for more informal community use including jogging and aerobic walking.

The proposed track facility has the support of Running City, Running City Elementary School staff, parents and individual community members who will volunteer their expertise in the areas of civil engineering, landscaping and surveying. The monetary match to funds requested of the CIWMB would come from Running City (monies received through a city park grant), grant monies received by the students of Running City School for winning the Governor's Reading Award competition and local contributors.

There is a need for a safe and convenient cardiovascular exercise facility for community and school use because the two other tracks within 25 miles of Running City are restricted in their use and access. These tracks are located at Big Runner's High School and Only Running University. These tracks are already heavily used by athletes from ORU, Big Runner's and Fast Runner's High Schools, as well as by ORU employees. The Running City J.A.W.S. program, which began in January 2000, has been put on hold until some type of dry, flat running surface is provided. Obtaining the surfacing grant will allow us to carry out our proposed track project. The Running City School Board of Trustees and Running City have authorized this project, 50% of the funding is in place and contractors have been contacted. With all funding in place we could begin construction at the end of the school year (spring 2004). We should be able to provide a valuable community exercise facility by mid-summer 2004 and get students on the track by the beginning of the school year 2004-2005.

(10 pts.) Describe and document the recreational surfacing problem you are seeking to correct. Support the existence of the problem and project need (described in the first part of this criterion) with data from surveys, maintenance and safety reports, studies, accident reports, etc. Provide statistics about how the community will be affected if new rubberized surfacing from waste tires is installed. Note: photos of the condition of the existing project illustrating the need will be accepted. Photos do not replace the description.

At this time, we do not have a dry, flat running surface available to our students except for the asphalt basketball courts. This surface, which is very hard, can cause runners to get shin splints and other impact. When students jog/walk around the Running City Elementary School field they often end up with wet, grassy, muddy shoes and pant leg bottoms and run the risk of twisting an ankle on the uneven running surface. Parents reported their dissatisfaction with our present track on The School Site Council's parent survey. Teachers have indicated that they would enthusiastically make running fitness a regular part of their PE curriculum if the track surface was safe. When our student won their first Governor's Reading Award competition in spring 2000, they were able to vote on how the \$5,000.00 award would be spent. Over half of the student population voted to put it towards a running track. We have a trail system within our local state park but the trails are steep in places and are often muddy and slippery making them unsafe for physically challenged community members. Parents pushing strollers do not have a safe place to run or jog because of the unsuitable trail system and the narrow, winding roads in our community. Our large population of senior retirees does not have a convenient and safe way to get much needed cardiovascular exercise. An informal survey by Running City indicated that there was a great deal of community interest in a walking/jogging facility. Consequently, when Running City received a \$30,000 city park grant, the city council (most members are senior citizens) voted to designate \$8,000.00 towards the track project. Running City Elementary School students, senior retirees, parents and other community members would benefit greatly by having a track with a flat, dry, pliable surface.

(5 pts.) Describe the health and safety threats or environmental concerns for users of existing recreational facilities (i.e., the community recreating in unsafe/undesirable areas, contamination from animals, debris on surfacing, hard fall surfaces, or other health and safety hazards due to surfacing design, etc.).

We believe that due to slippery grass, mud and gopher holes, our existing running trail poses a safety threat to its users. Runners and walkers run the risk of slipping or twisting an ankle. The only health and safety threats we anticipate are those associated with greater use of the school grounds and playground equipment by students and community members. Increased use during school sponsored races and by the community may cause a greater potential for injury due to tripping or falling. More people will be attracted to our campus, increasing the possibility of vandalism, misuse of school facilities or damage to the track. Damage such as loose rubber or debris left on the track could potentially cause someone to fall or slip. When asked his opinion of rubberized tracks and their health and safety threats, our County Office of Education insurance representative replied, "Rubberized tracks have not

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resulted in increased injuries. In fact, they have resulted in a decrease of abrasions and sprained ankles." Our rubberized track surface will help to prevent accidents by providing an alternative to muddy trails, narrow roads, and slippery grass. It will also contribute to the health of community members and students by providing a safe place for cardiovascular exercise.

sample

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**GENERAL CRITERIA  
GOALS/OBJECTIVES  
(Criterion #2 – 10 points)**

**Goals and objectives must describe what you wish to accomplish by completing this grant project.**

(7 pts.) Describe specific goals and objectives for the project. The goals should reflect what you wish to accomplish through the project. The related objectives should be specific, measurable, relevant to the project, and time-limited. Please see the definitions for goals and objectives in Appendix D.

*Sample format:*

Goal 1 - Teachers will incorporate a cardiovascular exercise program into their P.E. curriculum utilizing the track. Teachers will teach their students about the importance of cardiovascular exercise for physical, mental, and emotional health and its affect on learning.

Objective1 - By the end of the school year 2003-2004, all teachers will utilize the track as part of their P.E. program. Teacher surveys and administrative observation will comprise the assessment.

Goal 2 - Participation in the J.A.W.S. program will increase.

Objective 1 – Participation in the J.A.W.S. program will increase by 50%. The program will be evaluated and revised to motivate students. Participation before and after the surfacing project will be measured and compared to assess increase.

Goal 3 - To form a track team.

Objective 1 – A track team will be formed by the end of school year 2003-2004. Satisfaction with the track program will be assessed through student and parent surveys.

Goal 4 - Community members will utilize the track as a convenient and safe way to get cardiovascular exercise.

Objective 1 – The Running City School Foundation will design a survey to evaluate community satisfaction with the track and determine the number of users and their age and gender. This will be accomplished by spring 2003.

(3 pts.) How was the identified need as described in Criterion #1 determined for this project? For example: community workshops, planning sessions, user input, surveys, etc.

When the J.A.W.S running program began in January 2000, there were many enthusiastic participants. Enthusiasm began to wane when students realized that they would be running on wet grass most of the time. The Pacific Northwest can be a very soggy environment even when it's not raining. We often have foggy, drippy days that cause the grass to be wet and slippery. Participation and motivation dropped and students began complaining when they realized they would have to wear wet socks and shoes for the day or bring an extra pair of shoes and socks. We also had a hard time motivating our upper grade (6-8 grade) students. Parents of 6-8 grade students felt that their children would participate if a track team were formed and began inquiring about this possibility. Running City School staff and administration felt that this would be a great way to get students involved with running. It would also help create a desire and prepare them for trying out for the track and/or cross-country team in high school. A survey of teachers indicated that at this time, due to hazardous condition of the running path, they do not feel comfortable including a running program as a regular part of their PE curriculum. We also learned, through current brain research, that aerobic exercise increases circulation and blood flow to the brain thereby improving thinking and learning. We realized that building a proper track would provide a dry, level running surface, create a way for students to safely and conveniently get cardiovascular exercise and also motivate them to participate in the J.A.W.S. program. It would also allow us to form a track team. The idea was discussed with the Running City School Board, Parent Teacher Organization (P.T.O.) and School Site Council. The idea was also discussed during Mr. Runsalot's monthly "Coffee with the Principal" meetings open to all community members. When Running City School students won \$5,000.00 from the Governor's Reading Award competition and voted to put the money towards a track, planning began in

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earnest. The Running City School Educational Foundation began having planning meetings and agreed that the project was feasible with enough support from the school and community. Many forms of exercise are given up as we age, but walking is a lifetime exercise. They also agreed that due to unsafe roads, slippery trails and distant exercise facilities, a track would be ideal. The track project was discussed during Running City Council meetings and was enthusiastically supported. All interested parties then came together and created a plan for achieving our goal of building a track for our students and community members.

sample

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**GENERAL CRITERIA  
WORK PLAN  
(Criterion #3 – 5 points)**

**Describe a specific list of all grant eligible procedures or tasks to be used to complete your project.**

(2 pts)

- Identify the staffing from your agency required to complete the proposed project. For example, public entity staff titles, architect, engineer, park planner, etc. If your agency plans to use a contract to complete this project, include specific contractor details in your narrative of the work plan.

The staffing required from Running City Elementary School is:

- John Runsalot, Superintendent/Principal
- Joan Runsalittle, Maintenance Supervisor
- Amber Veryfast, Administrative Assistant

- List any cooperating individuals and/or organizations and describe their involvement. For example, the Rotary Club, neighborhood volunteers, parents, a private business that will provide volunteer services, etc. (For the purposes of this criterion, the applicant agency is not considered a cooperating individual or organization.)

The following are cooperating individuals and/or organizations involved in our project:

1. The Running City School PTO, School Site Council, School Board of Trustees and the Running City School Education Foundation were all involved in the early phases of our project. They will continue to advise us during the entire project.
  2. Mike Runner, a Runville County Planning Department Engineer will survey and create a plot plan.
  3. Running Landscapes offered professional advice and will offer volunteer services and heavy equipment when needed during the project.
  4. A Cal Trans employee will help run heavy equipment to help prepare the field for grading.
  5. Running City will provide expertise and assistance from the Parks and Recreation Commissioner, the Public Works Department, and the Mayor.
- Describe a specific funding plan for future maintenance and operational costs.

The Running City School Education Foundation, organized and incorporated in 1995, is a non-profit corporation whose purpose is to promote the enrichment of high quality educational opportunities for the children attending Running City School. One of the Foundation's goals is to support, upgrade, and maintain sports facilities. Any future maintenance and operational costs incurred by the track facility will be managed by the Foundation as part of their School Field Maintenance Plan. Any costs that the Foundation is unable to cover will be handled by the school district out of General Maintenance and Deferred Maintenance Funds. Funding for maintenance is supported by the following board policies:

- Board Policy 7451.100 "The State Deferred Maintenance Fund shall be considered as a first priority involvement."
- Board Policy 7411.100 A yearly assessment and report to the Board of funding needs.
- Board Policy 7422.100 Maintenance Contract/Joint Ventures-To use other agencies for maintenance funding the Board may enter into a J.P.A.



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2.	<p><b>Installation Phase</b></p> <p>Remove sod, place 4" of <u>recycled</u> aggregate base</p>	<p>Create base for asphalt</p> <p>Paved Track</p>	<p>Kernen Construction</p>	<p>Spring 2004</p>
3.	<p>Lay 2" of asphalt concrete</p> <p>a. Rubberize asphalt surface of track leaving approx. 3" of asphalt between grass and track surface- a two layer, spike resistant, colored, permeable, resilient polyurethane athletic surface.</p> <p>Survey track by an accredited surveyor</p> <p>Spray Lanes</p> <p>Border Signage</p> <p>5% contingency installation phase</p>	<p>Softer rubberized surface</p> <p>Quality assurance</p> <p>Two separate running lanes</p>	<p>Ocean Marker</p>	<p>Summer 2004</p>
4.	<p><b>Post-Installation Phase</b></p> <p><b>(Hint: In one of the above phases, you must include public outreach and signage information.)</b></p> <p>a. Inspection by County Safety Officer for quality of installation</p> <p>b. File Reports of completion and evaluation with CIWMB, School Board of Trustees, Running City</p> <p>c. Install signage recognizing the CIWMB.</p> <ul style="list-style-type: none"> <li>• Invite local media-newspaper and television news stations</li> </ul> <p>d. Advertise track project through school &amp; community newsletter</p> <p>e. Evaluate quality of construction and durability of track with use. Assess level of use and satisfaction through school and community surveys.</p>	<p>Sign ready for project completion</p> <p>Quality Control</p> <p>Completion of Project</p> <p>Recognition for CIWMB and Running City School</p> <p>Quality control Evaluation of success</p>	<p>Professional sign painter</p> <p>Runville County Office of Education Safety Officer</p> <p>Superintendent</p> <p>Maintenance Supervisor, Superintendent</p> <p>Maintenance Sup. Superintendent, School Site Council, Tr. Ed. Foundation</p>	<p>Summer 2004</p> <p>Summer/Fall 2004</p> <p>Summer/Fall 2004</p> <p>Summer 2004-Spring 2005</p>

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**GENERAL CRITERIA  
EVALUATION  
(Criterion #4 – 5 points)**

**Describe your methods to evaluate the project and determine whether the goals, objectives, and tasks will be accomplished successfully.**

(2 pts.) How will you determine if the goals, objectives, and tasks for this project have been accomplished (post-construction inspection, use by the community, user surveys, etc.)?

Staff, students, parents and the community will provide feedback to assist us in evaluating the track project beginning with the installation process. The Maintenance Supervisor and Running City Parks and Recreation Commissioner will monitor the rubberized surface of the track after its emplacement and notify the superintendent of any defects and developing problems that should be addressed by the contractor. The School Site Council will field questionnaires a year after the improvements are completed to get student appraisal. Questions regarding the new track facility will be added to the School Site Council's parent survey to field their opinions about the track's use and affect on them and their children. Teachers will be surveyed regarding personal and student track use and suggested improvements. The Running City School Education Foundation will be responsible for gathering information about community use such as how many community members use the track and demographic information including age and gender. The information gathered from all these surveys will be compared to our original goals and objectives. The following board policies support assessment and evaluation of joint ventures and large district projects:

- Board Policy 7113.100 Planning Coordination-Board coordinates plans with local park and recreation agencies (i.e. Parks and Recreation Commissioner, Running City)
- Board Policy 7136.100 Coordinated School and Major Planning Design

(2 pts.) How will you measure the project's impact on the community and the project users?

We will use parent, student and community surveys to measure frequency and duration of use, type of use (jogging or walking), time of day/year for use and overall satisfaction (on a subjective scale). We will use teacher surveys to measure performance against the stated objectives of this project. For instance, we will measure the extent to which the track and cardiovascular health education has been incorporated into the curriculum of each teacher at Running City School. Representatives from Running City and the Running City School District will meet regularly to discuss feedback from users, damage and maintenance issues, accidents, etc. Suggestions, criticism and other word of mouth feedback is easily obtained and responded to in a small community such as Running City.

(1 pt.) Describe any evaluation reports that will illustrate the success of the project.

- Board Policy 7431.100 Annual Inspection of Facilities

List staff responsible for the project evaluation and evaluation reports:

Name: John Runsalot Phone Number: 555-555-5545

Name: Joan Runsalittle Phone Number: 555-555-6660

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**GENERAL CRITERIA  
BUDGET ITEMIZATION FORM  
(Criterion #5 – 10 points)**

**Cost (dollar figure) associated with activities necessary to complete the project.**  
Provide a detailed itemization of funds requested and demonstrate that the project is cost-effective. Attach quotations, estimates, or other documentation to support costs. See page 11 of the Application Information and Instructions for more details. The Grantee shall certify under penalty of perjury the minimum, if not exact, percentage of recycled content, both secondary waste and post-consumer waste for the products, materials, goods, and supplies used in the performance of this Grant Agreement, as defined in Public Contract Code (PCC) §§ 12161, 12162, 12181, 12182, and 12200, as applicable. This certification shall be provided to the CIWMB Grant Manager on a Recycled-Content Certification Form if grant is awarded.

**Pre-Installation Phase** (See Appendix B – Budget Sample)

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
1	personnel	1 superintendent @ \$60/hr.- 25 hours		\$1500	\$1500
	bid advertising	See above			
	materials & supplies				
	consultants/contractors	1 engineer @ \$60/hr- 15 hours (volunteer labor)		\$900	\$900
		2 landscapes		\$1080	\$1080
	other				
		<b>Task 1 Total:</b>		\$3480	\$3480

**Installation Phase**

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
2	personnel				
	materials & supplies				
	consultants/contractors	Kernen Construction- asphalt base (materials included)		\$90,445	\$90,445
	other				
		<b>Task 2 Total:</b>		\$90,445	\$90,445
Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
3	personnel				
	equipment				
	signage	\$350 for sign \$500 for installation		\$850	\$850
	consultant/contractor	Ocean Marker- Rubberization (materials included)	\$100,000		\$27,500
	other	5% contingency installation phase		\$2,300	\$2,300
		<b>Task 3 Total:</b>	\$100,000	\$3,150	\$103,150

Budget Form continued on next page.

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**Post-Installation Phase**

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
4	personnel	1 superintendent @ \$60/hr- 25 hours		\$1500	\$1500
		1 Maintenance Sup @ \$15/hr- 75 hours (track quality control though summer 2004)		\$1125	\$1125
	materials & supplies	Paper for newsletter & surveys		\$100	\$100
	advertising	Mailing newsletter, surveys		\$200	\$200
	other				
<b>Task 4 Total:</b>				\$2,925	\$2,925
<b>Total Grant Funds (Not more than \$100,000)</b>			\$100,000		
<b>Total Matching Funds (at least equal amount to grant funds or fifty percent (50%) if qualified for financial hardship designation)</b>				\$100,000	
<b>Total Project Funds</b>					\$200,000

**\*Tips**

- Since the cost per tire in Criterion #10 will go up with the total cost of the project, applicants are encouraged to include **only the minimum match requirement** in the budget (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).
- This form may be reproduced and enlarged as necessary.
- The tasks and corresponding dollar figures in the Budget Itemization Form and the Work Plan Form must match.
- Attach quotes and/or estimates to verify reasonable costs.
- Round all amounts to the nearest whole dollar.
- Check your calculations!!!

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**GENERAL CRITERIA**  
**APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.**  
**(Criterion #6 – 5 points)**

**Completeness** (2 Pts.)

Applicant must submit:

- A completed and signed original and three (3) copies of the application. Mark “original” and “copy” on the applications as appropriate.
- An original and three (3) copies must be double-sided and printed on recycled-content paper, and fastened in the upper left-hand corner (do not bind).
- An application signed by the person whose title is designated in the resolution.
- An approved resolution or a resolution timeline (see sample resolution), as well as a Joint Powers Authority Agreement or a Memorandum of Understanding (if applicable).
- A certification they have obtained, or will obtain, ALL required permits, licenses, and filing (Complete and sign the General Checklist of Business Permits, Licenses, and Filings).

**Letters of Support** (1 Pt.)

- Application packet includes at least three (3) letters of support for the project. For the purposes of this requirement, provide letters of support and/or commitment for your grant from local governments (employees/officials), board members, Board of Supervisors, etc., from entities other than your agency.

All letters of support must be submitted with your application packet.

Do not send letters to CIWMB separately.

**Experience** (2 Pt.)

Address the ability of the applicant to coordinate grant activities. Describe the project manager's experience coordinating similar grants in the space below.

The project manager, John Runsalot, is also the superintendent/principal of the school district and has extensive experience managing projects ranging from school site modernization to district budget development. His experience coordinating the work of maintenance staff and contractors has culminated in the successful completion of a variety of endeavors including the creation of two grant sponsored soccer fields, modernization construction and large scale landscaping improvements. The project manager has also demonstrated success implementing several grants including projects sponsored by the Runville Area Foundation, the Runville Sponsors, the California Arts Council and the Endowment for the Arts.

- Please see attached resume.

The following board policy supports the abilities of the project manager:

- Board Policy 2131.100 Administrative Cooperation County Office, Access of outside expertise
- Board Policy 2113.250 Job description and qualifications to be a superintendent of a school district
- Board Policy 2211.100 Management Rights

**Grant Applicant:** Running City Unified School District

**Name of Project and Location:** Running City Elementary School Track-Running City, CA

### **Previous CIWMB Grant Awards**

**CHECK ONE BOX**

- Using the table on the following page, list CIWMB grants received in the past three fiscal years (2000/2001, 2001/2002, and/or 2002/2003).

**OR**

- This agency has received no other grants from CIWMB in the last three fiscal years (2000/2001, 2001/2002, and 2002/2003).

sample

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, CA

**SUMMARY OF CURRENT AND PREVIOUS CIWMB GRANT AWARDS**

**For Fiscal Years 2000/2001, 2001/2002, 2002/2003 only**

Type of Grant	Grant Agreement Number	Grant Award \$	Brief Program Description (1-2 Sentences)	Audit (date/agency)

sample

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, CA

**PROGRAM CRITERIA**  
**RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE**  
**(Criterion #7 - 15 points)**

**Definition of recycled-content purchasing policy or directive:** Either 1) a policy which specifies purchasing recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable; or 2) a directive or memoranda implementing recycled-content purchasing practices. Examples include: a re-refined oil purchasing policy or a general "recycled-content" procurement policy. See Appendix A – Sample Procurement Policies.

(4 pts.)

Does your organization have a recycled-content purchasing policy or directive? Yes  No

Date policy or directive was adopted: 9/13/00 (The policy or directive may be adopted during the application process.)

(2 pts.)

Briefly describe your recycled-content purchasing policy or directive (do not attach your policy/directive):  
Whenever feasible, the district purchases recycled products. Purchasing recycled products is not always practicable because of the economy of scale involved and because many local suppliers do not have green procurement policies.

(5 pts.)

Check the boxes that correspond with the types of recycled or re-used products you have purchased or used.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Office paper supplies                      | <input checked="" type="checkbox"/> Furnishings: benches, tables, chairs | <input checked="" type="checkbox"/> Shipping boxes                   |
| <input checked="" type="checkbox"/> Toner cartridges                | <input checked="" type="checkbox"/> Leisure/play equipment               | <input type="checkbox"/> Finishes: paint, wall coverings             |
| <input checked="" type="checkbox"/> Construction/building materials | <input type="checkbox"/> Floor coverings                                 | <input checked="" type="checkbox"/> Re-used concrete, asphalt, brick |
| <input checked="" type="checkbox"/> Re-treaded tires                | <input checked="" type="checkbox"/> Compost/mulch                        | <input checked="" type="checkbox"/> Rubberized Asphalt Concrete      |
| <input checked="" type="checkbox"/> Janitorial paper products       | <input checked="" type="checkbox"/> Containers/storage systems           | <input checked="" type="checkbox"/> Others, please list              |
| <input checked="" type="checkbox"/> Re-refined oil                  |  | <u>re-used textbook</u>  |

Equipment/vehicles using re-refined oil: (mowers, trucks, vans etc.)

Two school buses, one school van, and riding lawn mowers.

(2 pts.)

Evaluate your Recycled-Content Purchasing Policy or Directive

1. What areas need improvement?

The district will encourage suppliers to make recycled and recyclable products more available for purchase.

(2 pts.)

2. What aspects have been successfully implemented?

Running City School teachers have been successful in purchasing partial or whole sets of used textbooks. A strong effort is always made to purchase recycled products.

*If the applicant receives a grant award, as part of the final report they will be required to provide information on the amount of recycled-content products purchased such as paper, re-refined oil, paint, compost, etc. that are used in the performance of the contract (required as part of Public Contract Code Sections 10308.5 and 10354).*

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, CA

**PROGRAM CRITERIA  
RECYCLING AND SUSTAINABLE PRACTICES PROGRAMS  
(Criterion #8 - 5 Points)**

**Provide evidence that a recycling and a sustainable practices program has been developed and implemented by the public entity to recover materials from the waste stream. Provide evidence that the program mitigates or avoids adverse environmental effects.**

(3 pts.)

Explain how the applicant handles easily recycled internal waste such as paper, bottles, and cans. Describe how the applicant integrates waste management and recycling practices into its special events and/or recreational programs at the project location. How does the applicant's recycling program lessen or avoid unfavorable environmental effects.

All rooms within the school campus have recycling bins for all used paper products that are picked up by a local recycling company. The kitchen and teachers' lounge have recycling bins for bottles and cans. All school employees utilize these bins. Money received through our recycling efforts is put towards our school garden project. All cardboard is recycled in large outdoor recycling bins. Printer and toner cartridges from computer printers and copy machines are all recycled. Organic waste from the school garden is composted and mulch is used in all garden beds and in other garden areas on the school grounds. District administration encourages full utilization of all materials prior to disposal by using waste paper for scrap and notepaper and conserving and efficiently using all supplies including pencils, pens, scrap paper, old crayons, paint, etc. until they can no longer be used. Double-sided copying is highly encouraged. Our Artist-in-Residence is very conscientious about using supplies. She has been known to create art projects based on materials leftover from past projects. She pulls paper out of recycling bins for sketching and will find a use for even the tiniest piece of paper in a collage or other project. Whenever possible, the kitchen avoids using consumable products and prepackaged foods and purchases food items in bulk reducing the amount of waste released to landfills. Also, students are given only foods that they choose to eat to avoid excess food waste.

During special events and/or recreational programs recycling bins for glass and plastic bottles and cans are prominently displayed and we coordinate with the city's award winning recycling program. During large events where food is served, paper products such as napkins and plates are used efficiently to avoid excess waste and every attempt is made to reduce the consumption of consumable products.

(2 pts.)

Evidence of performing sustainable practices (Sustainable practices are procedures that result in resource conservation and/or efficiency). Check the boxes that correspond to the sustainable practices your agency participates in.

Grass Cycling	Composting / Mulching	<input checked="" type="checkbox"/> Sustainable Construction
<input checked="" type="checkbox"/> Integrated Pest Management Operations/Maintenance	<input checked="" type="checkbox"/> Water-Efficient Landscaping	Green
<input checked="" type="checkbox"/> Energy Efficiency	Demolition / Debris Recycling	Renewable Energy

Other, describe:

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, CA

**PROGRAM CRITERIA**  
**PRIOR WASTE TIRE PLAYGROUND COVER OR TRACK SURFACING GRANT**  
**(Criterion # 9 - 5 points)**

**CHECK ONE BOX**  
**(0 pts.)**

- This track and recreational facility has been awarded a Playground Cover and/or Track and Other Recreational Surfacing grant funded from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (fiscal years 2001/2002 and/or 2002/2003). Check this box if your agency has been awarded a grant.

**OR**

**(5 pts.)**

- This track and recreational facility has received no Playground Cover and/or Track and Other Recreational Surfacing funding from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (fiscal years 2001/2002 and/or 2002/2003). Check this box if your agency has NOT been awarded a grant.

Sample

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, CA

**PROGRAM CRITERIA**  
**ESTIMATED COST PER CALIFORNIA WASTE TIRE DIVERTED FROM THE WASTE STREAM**  
**(Criterion #10 - 10 points)**

The applicant will receive points based on the number of waste tires diverted from the waste stream as it relates to the cost per tire. The cost per tire is calculated by dividing the total sum of the grant plus match (as listed on the application cover sheet) by the total number of tires used in the project. (See Instructions page 7? for a description of eligible and ineligible costs.) Tip: If the manufacturer is only able to indicate the number of pounds of rubber used in the project, CIWMB estimates that twelve (12) pounds of rubber can be recovered from each waste tire.

*NOTE: If the applicant does not provide an accurate calculation, zero (0) points will be awarded for this criterion.*

$$\frac{\$200,000}{\text{Total eligible cost}} \quad / \quad (\text{divided by}) \quad \frac{5,221}{\text{number of tires}} = \frac{\$38.31}{\text{total cost per tire}}$$

*Example of cost per tire calculation using the sample budget provided in the Appendices.*

$$\frac{\$200,000}{\text{Total eligible cost}} \quad / \quad (\text{divided by}) \quad \frac{5,221}{\text{number of tires}} = \frac{\$38.31}{\text{total cost per tire}}$$

**PROGRAM CRITERIA**  
**ECONOMIC NEED**  
**(Criterion #11 - 5 points)**

The points below are allocated based on the applicant's ability to demonstrate economic need in the area in which the project is physically located, based on median household income data from the U.S. Census. Please check only one box and provide the project Zip Code Tabulation Area (ZCTA) and the ZCTA median household income in the space provided below. To find the median household income of the project, refer to step-by-step process on page 9 of the "Application Information and Instructions." Applications that qualify for five (5) points also qualify for "Extreme Financial Hardship" and need only provide a match of fifty percent (50%) of the total grant amount requested. California's Median Household Income is \$47,493. Sixty-four percent (64%) of the State Median Household Income is \$30,396. However, for the purposes of this criterion, we will use at or below \$30,399 to receive five (5) points. Other calculation adjustments have been made to assist the applicant.

- 0 Points** - The project is located within a ZCTA for which the median household income is at or over 75.00% (at or over \$35,624).
- 2 Points** - The project is located within a ZCTA for which the median household income is between and including 70.00% - 74.99% (between and including \$33,245 - \$35,623).
- 3 Points** - The project is located within a ZCTA for which the median household income is between and including 64.01% - 69.99% (between and including \$30,400 - \$33,244).
- 5 Points** - The project is located within a ZCTA for which the median household income is at or below 64.00% (below \$30,399).

Project ZCTA number: 12345                      ZCTA Median Household Income: \$24,300

**Grant Applicant:** Running City Unified School District

**Name of Project and Location:** Running City Elementary School Track-Running City, CA

Please submit an approved resolution with your application or the following Acknowledgement form.

- Approved resolution enclosed in the application.
- Our governing body will consider this resolution on: November 8, 2003.

JR  
(initial) We acknowledge that the approved resolution must be received by CIWMB no later than Dec. 31, 2003

## SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted Assembly Bill 1843 (Brown, Statutes of 1989, Chapter 974) that provides grants to public entities involved in activities that result in reduced landfill disposal of used whole tires and reduced illegal disposal or stockpiling of used whole tires; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program for the State, setting up necessary procedures governing program applications; 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, if awarded a grant, 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 the 2003/2004 Waste Tire Track and Other Recreational Surfacing Grant Program. The \_\_\_\_\_ (*Title of Official, or his/her authorized designee*) of the \_\_\_\_\_ (*Name of Entity/Agency/Government*) is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (*Name of Entity/Agency/Government*) all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests necessary to secure 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 \_\_\_\_\_, \_\_\_\_\_. Effective: \_\_\_\_\_.

ATTEST:

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

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

Lead Applicant for a Joint Agreement: NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (*Name of Entity/Agency/Government*) authorizes the submittal of a regional application on behalf of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the California Integrated Waste Management Board for the 2003/2004 Waste Tire Track and Other Recreational Surfacing Grant Program. The \_\_\_\_\_ (*Title of Official, or his/her designee*) is hereby authorized and empowered to execute in the name of \_\_\_\_\_ (*Name of Entity/Agency/Government*) all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests necessary to secure 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 \_\_\_\_\_ (*Name of Entity/Agency/Government*) authorizes the \_\_\_\_\_ (*Name of Lead Entity/Agency/Government*) to submit to the California Integrated Waste Management Board a regional application for the 2003/2004 Waste Tire Track and Other Recreational Surfacing Grant Program on its behalf. The designee of \_\_\_\_\_ (*Name of Lead Entity/Agency/Government*) is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, CA

## APPLICATION SUBMITTAL

Applicants must submit an original and three copies of the complete application, with the original marked "Original," and the copies marked "Copy," to the address below. Applications must exhibit a commercial carrier tracking number or be postmarked no later than **Monday, November 3, 2003**. Applications postmarked after this date will be returned to the applicant and will not be considered for grant funding. Hand-delivered, faxed, or E-mailed applications will **not** be accepted at any time. CIWMB strongly recommends that applicant's use priority or overnight mail to deliver their application package. Applications must be in a font no less than 10 points, printed on recycled-content paper, double-sided, and fastened in the upper left-hand corner (do not bind the applications).

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, MS 10  
Sacramento, CA 95812-4025**

*The following physical address is necessary 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, MS 10  
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.**