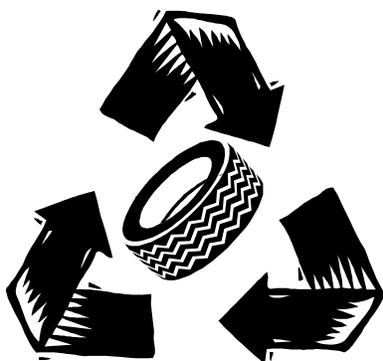


**October 2004**

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
INTEGRATED WASTE MANAGEMENT BOARD**

**WASTE TIRE PLAYGROUND COVER &  
WASTE TIRE TRACK AND OTHER RECREATIONAL  
SURFACING GRANT PROGRAMS**

**APPENDICES  
FISCAL YEAR 2004/2005**



The appendix accompanies the application, which contains grant program information, processes, examples, definitions and scoring criteria.

	<i>Page</i>
Appendix A — Grant Program Information.....	2
Appendix B — Grant Evaluation and Award Process.....	5
Appendix C — Question and Answer Process.....	6
Appendix D — Work Plan Task Form Example.....	7
Appendix E — Budget Itemization Form Example.....	8
Appendix F — Recycled-Content Purchasing Policy or Directive Example.....	9
Appendix G — Estimated Cost Per California Waste Tire Diverted from the Waste Stream Example.....	11
Appendix H — Economic Need Instructions.....	12
Appendix I — Resolution Information and Example.....	13
Appendix J — Definitions.....	15
Appendix K — Scoring Criteria.....	19

## Appendix A GRANT PROGRAM INFORMATION

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### Background

The California Integrated Waste Management Board (CIWMB) offers a Waste Tire Playground Cover Grant Program, and a Waste Tire Track and Other Recreational Surfacing Grant Program (Playground and Track Grant Programs) to promote markets for recycled-content products derived from waste tires generated in California. Section 42889(g) of the Public Resources Code (PRC) requires CIWMB to assist in developing markets for waste tires. Further, PRC 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. The Playground and Track Grant Programs increase markets for waste tire rubber and educates the public on waste tire product uses. These are competitive grant programs.

### Applicant Eligibility

Public entities that operate and manage a public playground/recreational site in California during normal recreational hours can apply (i.e., cities, counties, city and county, colleges, universities, public school districts, Qualifying California Indian Tribes, park districts, special districts, and public recreational facilities). Only one application per qualifying public entity, per grant program will be accepted (i.e., a public entity may apply for one Waste Tire Playground Cover Grant **AND** one Waste Tire Track and Other Recreational Surfacing Grant).

An applicant must:

- Certify compliance with the principles of Environmental Justice.
- Certify that the applicant has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements. Grantees must complete the General Checklist of Business Permits, Licenses, and Filings (CWIMB 669). <http://www.ciwmb.ca.gov/Grants/Forms/CIWMB669.doc>
- Certify that any contractors hired for the project are reliable. Grantees must complete the Reliable Contractor Declaration (CIWMB 168). <http://www.ciwmb.ca.gov/Grants/Forms/CIWMB168.doc>
- Certify products purchased/used with grant funds contain recycled content material. Grantees must complete Recycled-Content Certification (CIWMB 74G). <http://www.ciwmb.ca.gov/Grants/Forms/CIWMB074GTire.doc>
- Certify that one-hundred percent (100%) California Waste Tires are used in the project.
- Verify that the facility is open to the public during normal recreational hours.
- Provide public outreach information.
- Provide a permanent sign be posted at the project site designating “California Integrated Waste Management Board” as a sponsor and containing the Board’s slogan: “Zero Waste — You Make It Happen!”. The sign must be clearly visible from each project location and indicate the number of waste tires diverted from the waste stream as a result of the project.
- Demonstrate its ability to provide a match of the grant award request, either through public and/or private funds.

*Note: See Proposed Match, Proposed Reduced Match for Economic Need, and Economic Need below for more information.*

### Eligible Projects

- Must include rubberized surfacing materials made from 100% California Waste Tires.
- Must be open to the public and owned by a public entity.

Waste Tire Playground Cover Grant Program:

- Must be placed underneath and/or around playground equipment.  
*Note: See Appendix J – Definitions for playground definition.*

Waste Tire Track and Other Recreational Surfacing Grant Program:

- Must be placed underneath and/or around recreational sites.  
*Note: See Appendix J – Definitions for recreational site definition.*

## **Ineligible Projects**

- Projects that do not include rubberized surfacing materials made from 100% California Waste Tires.
- Projects that include waste tire rubberized surfacing materials generated outside of California.
- Projects that are not open to the public and/or owned by a public entity.
- Projects that do not meet the definitions of a playground and/or recreational site.
- Applications with a cost per tire estimate over \$15 will not be considered for funding.

## **Grant Funding**

CIWMB receives an annual appropriation from the California Tire Recycling Management Fund (Tire Fund) to administer the California Tire Recycling Act (Act) (Statutes of 1990, Chapter 35) Public Resources Code section 42860 et. seq.

### Waste Tire Playground Cover Grant Program

A total of \$800,000 is available for fiscal year 2004/2005, contingent upon availability of funds appropriated under the State Budget Act. Each applicant may apply for up to a grant of \$25,000.

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

A total of \$800,000 is available for fiscal year 2004/2005, contingent upon availability of funds appropriated under the State Budget Act. Each applicant may apply for up to a grant of \$100,000.

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 south of and including San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo. CIWMB reserves the right to fund an amount less than the amount requested.

## **Matching Funds**

All applicants must agree to contribute a minimum match. The match requirement must be fulfilled after receiving the Notice to Proceed and by the end of the grant term.

### Waste Tire Playground Cover Grant Program

Applicants must match fifty percent (50%) of the grant. Applicants who qualify for extreme financial hardship may be eligible for a twenty-five percent (25%) match requirement. The match requirement may be met by including costs related to refurbishing or purchasing playground equipment. Any new playground equipment purchased must contain at least fifty percent (50%) recycled-content to be eligible for the match requirement.

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

Applicants must match one hundred percent (100%) of the grant. Applicants who qualify for extreme financial hardship may be eligible for a fifty percent 50% match requirement. Matching funds must meet the eligibility requirements of the grant.

## **Payment of Grant Funds**

Grant funds are paid on a reimbursement basis for the actual eligible costs directly related to the implementation of the project as approved in the Grant Agreement. All payment requests must include an itemization with documentation of claimed expenses (e.g., itemized receipts, proof of payment invoices, billable personnel hours, etc.). Ten percent (10%) of the requested reimbursement amount from each payment request will be retained until completion of the grantee's obligations under the Grant Agreement. At the end of the grant term, the ten percent (10%) withheld will be reimbursed after the CIWMB Grant Manager receives and approves the final payment request and final report.

## Eligible Costs

Eligible costs are expenditures incurred during the term of the grant after receiving the Notice to Proceed from CIWMB. These costs must directly relate to the implementation of the surfacing portion of the project (i.e., administrative costs, costs for preparation, installation, signage, materials, labor).

## Ineligible Costs

Any costs not directly related to the project are ineligible for grant or matching funds. Ineligible costs using grant or matching funds including, but are not limited to:

- Costs not identified in the Work Plan or approved Budget, unless approved in writing by the CIWMB Grant Manager prior to the costs being incurred;
- Costs currently covered by another CIWMB grant, contract or loan;
- Costs of waste tire surfacing materials that are not from California;
- Applications with a cost per tire estimate over \$15 will not be considered for funding;
- Expenses incurred for meetings, workshops, and training classes;
- Food or beverages;
- Overhead expenses such as costs for utilities, office supplies, and other miscellaneous costs incurred during the project;
- Purchasing or leasing of vehicles by non-governmental entities;
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation), unless approved in writing by the CIWMB Grant Manager prior to the costs being incurred;
- Any personnel costs not directly related to salaries and/or benefits;
- Any personnel costs incurred by an employee assigned to the project who does not actually work on the project (i.e. accrued sick leave, vacation etc.);
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Interest charges or payments on bonds or indebtedness required to finance project costs;
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations;
- Personnel travel or per diem costs, unless approved in writing by the CIWMB Grant Manager prior to the costs being incurred;
- Out of state travel;
- Cameras, cell phones, electronic personal data devices and/or pagers;
- Costs connected with contractor claims against the grantee; and
- Any costs not deemed appropriate by the CIWMB Grant Manager.

## Grant Term

The grant term is from the time the grantee receives a Notice to Proceed through April 6, 2007. All costs must be incurred during this term. The Final Report and Final Payment Request are due by April 13, 2007. Grantees may forfeit reimbursement of eligible costs and/or the Final Payment Request may be rejected if the required documentation is not received by April 13, 2007.

## WASTE TIRE PLAYGROUND COVER &

### WASTE TIRE TRACK AND OTHER RECREATIONAL SURFACING GRANT PROGRAMS MILESTONES

Date	Activity
October 2004 – November 1, 2004	Question and Answer Period
November 10, 2004	Questions and answers distributed to applicants and posted on the Tire Grant Program website.
<b>December 10, 2004 at 2:00 p.m.</b>	<b>Applications must be received by this date and time</b>
February 1, 2005	Original Resolution must be received.
March 2005 (tentative)	Board Considers Funding Recommendations
April 2005 - April 6, 2007	Grant Term
April 13, 2007	Final Report and Final Payment Request

## **Audit Requirements**

All grantees are required to comply with the following provisions:

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

## **Appendix B GRANT EVALUATION AND AWARD PROCESS**

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### **Evaluation**

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 scoring criteria in the application (see Appendix K – Scoring Criteria). Applicants must score at least seventy percent (70%) (70 of 100 points) to be considered for funding. All applications will be scored consistently and ranked by the total number of points received.

### **Awarding of Grants**

Staff will develop funding recommendations for the Board's consideration during its monthly Board meeting in March 2005 (tentative). CIWMB will allocate grant funds by passing score (rank order) and funding will be split as follows: sixty-one percent (61%) to applicants in southern California and thirty-nine percent (39%) to applicants in 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 south of and including San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo. CIWMB reserves the right to fund individual phases of selected proposals, and may therefore fund an amount less than requested. In the event the Board awards only a portion of an applicant's grant request, staff will incorporate additional conditions or changes in the final grant agreement.

## Appendix C

### QUESTION-AND-ANSWER PROCESS

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CIWMB staff cannot answer any questions about your project or the application except through the Question and Answer Process because these are competitive grant programs. Therefore, if you have questions, you must submit them in writing to the CIWMB by **November 1, 2004**. No program-specific questions will be answered after November 1, 2004. Similar or related questions may be reworded for clarity and responded to as one question. Questions and answers will be compiled and posted on CIWMB's web site, or can be mailed or emailed upon request. The questions and answers will tentatively be posted November 10, 2004 and are subject to updates.

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

Email address: [tiregrants@ciwmb.ca.gov](mailto:tiregrants@ciwmb.ca.gov)

Mailing address for questions:

California Integrated Waste Management Board

Waste Tire Playground Cover &

Waste Tire Track and Other Recreational Surfacing Grant Programs

Special Waste Division - MS 22

1001 "I" Street

P.O. Box 4025

Sacramento, CA 95812-4025

**Appendix D  
WORK PLAN TASK FORM**

**EXAMPLE**

<b>Task #</b>	<b>Task Description</b>	<b>Product or Results</b>	<b>Staff/Contractor</b>	<b>Timeframe (use dates)</b>
<b>Pre-Installation Phase</b>				
1.	Develop & Advertise Contractor Bid Package	Playground/Track Designer Secured	Staff	April 2005 – May 2005
2.	Design Project Site	Project Site Designed	Contractor	
<b>Installation Phase</b>				
3.	Site Preparation	Demolition, Drainage, Curbing Surfacing Installed	Contractor Staff	June 2005 August 2005
4.	Install Surfacing			
5.	Monitor Project	Project Success	Staff	October 2005 – December 2006
<b>Post-Installation Phase</b>				
6.	Purchase & Install Signage	Signage Installed	Staff	January 2007
7.	Evaluate Project	Project Evaluation	Staff	January 2007
8.	Develop Final Report	Final Report	Contractor / Staff	February 2007

## Appendix E BUDGET ITEMIZATION FORM

### EXAMPLE

#### Pre-Installation Phase

Task #	Category	Description	Grant \$	Match \$	Total
1	Personnel	\$30.00/Hr. X 100 Hours; Develop Bid Package	\$3,000		\$3,000
2	Consultants/Contractors	\$75.00/Hr. X 100 Hours; Design Project Site		\$7,500	\$7,500
<i>Sub-Total</i>			\$3,000	\$7,500	\$10,500

#### Installation Phase

Task #	Category	Description	Grant \$	Match \$	Total
3	Consultants/Contractors	Site Preparation	\$10,000	\$10,000	\$20,000
4	Materials & Supplies	Install Surfacing	\$35,000	\$25,000	\$60,000
5	Personnel	\$20.00/Hr. X 200 Hours; Monitor Project		\$4,000	\$4,000
<i>Sub-Total</i>			\$45,000	\$39,000	\$84,000

#### Post-Installation Phase

Task #	Category	Description	Grant \$	Match \$	Total
6	Signage	Purchase & Install Signage	\$1,000		\$1,000
7	Personnel	\$20/Hr. X 100 Hours; Evaluate Project		\$2,000	\$2,000
8	Personnel	\$25.00/Hr. X 50 Hours; Develop Final Report		\$1,250	\$1,250
<i>Sub-Total</i>			\$1,000	\$3,250	\$4,250

<i>Sub-Total</i>	\$49,000	\$49,750	\$98,750
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<i>Total Project Cost</i>	<b>\$98,750</b>		
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*Note: Maximum grant award amount for the Waste Tire Playground Cover Grant Program is \$25,000 and for the Waste Tire Track and Other Recreational Surfacing Grant Program is \$100,000.*

## **Appendix F**

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

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#### Example #1 Recycled-Content Purchasing Policy

##### **Purpose**

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

##### **General Policies**

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

##### **Responsibilities of (title of person assigned to coordinate the policy)**

The (title of the person assigned to coordinate the policy) shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all jurisdiction departments whenever practicable and will develop the mechanism for maintenance, additions and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new products along with a list of suggested uses. The (title of the person assigned to coordinate the policy) will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled-product availability, recycled content, and competition. To the extent such information is known; city/county staff shall identify to the (title of the person assigned to coordinate the policy), products available with recycled content and vendors from whom such products are available. The (title of the person assigned to coordinate the policy) will also be responsible for information and dissemination of that information to all departments and for annual policy review.

##### **Responsibilities of All Other Jurisdiction Departments**

- Each department shall purchase recycled products whenever practicable.
- Evaluate recycled products on the established list.

## Example #2 Waste Reduction and Recycling Directive

### **Purpose**

The jurisdiction will act to make resource conservation an integral part of the physical operation of the waste reduction and recycling programs. The practice of discarding materials used in jurisdictional facilities is wasteful of natural resources, energy, and money. It is also a function of the jurisdiction to set an example of stewardship of our natural resources.

### **It will be the policy of the jurisdiction to implement the following actions:**

- The jurisdiction will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
- The jurisdiction will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products wherever possible.
- The jurisdiction will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for the recovering of waste and recycling are developed within the jurisdiction, they will participate by appropriately separating and allowing recovery of recyclable waste products.
- The jurisdiction will purchase, where financially viable, recycled products. The jurisdiction will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- Representatives of the jurisdiction will actively advocate where appropriate for resource conservation practices to be adopted at the local, regional, and state levels.

**Appendix G**  
**ESTIMATED COST PER CALIFORNIA WASTE TIRE**  
**DIVERTED FROM THE WASTE STREAM EXAMPLE**

- Determine the estimated cost per tire for the project based on the amount of grant funding requested. The estimated cost per tire must be \$15 or less to be considered for funding. Applications with the lowest cost per tire will receive more points than a project with a high cost per tire (Up to \$15). **Applications with a cost per tire estimate over \$15 will not be considered for funding.** [PRC § 42874(b)]. Only grant funds expended for the project should be included in calculating the estimated cost per tire. Project costs include: administrative costs, costs for preparation, installation, signage, materials, labor, and the number of pounds of California waste tire rubber used in the project.

**COST PER TIRE CALCULATIONS TABLE**

*Example – Waste Tire Playground Cover Grant Program*

ELIGIBLE COST	DIVIDED BY	NUMBER OF TIRES USED	=	TOTAL COST PER TIRE
\$25,000	/	2,500	=	\$10.00

*Example – Waste Tire Track & Other Recreational Surfacing Grant Program*

ELIGIBLE COST	DIVIDED BY	NUMBER OF TIRES USED	=	TOTAL COST PER TIRE
\$100,000	/	7,000	=	\$14.28

## Appendix H ECONOMIC NEED INSTRUCTIONS

	<ul style="list-style-type: none"> <li>Determine if the project is located in an economic need area based on median household income data from the 2000 U. S. Census. This information can be found at the U.S. Census Bureau website. <a href="http://www.census.gov/main/www/cen2000.html">http://www.census.gov/main/www/cen2000.html</a></li> </ul>				
Step 1	<b>GO TO</b> the above website.				
Step 2	In the “Census Data” section: Go to “Census 2000 Data Releases:” <b>SELECT</b> Summary File 3				
Step 3	Go to “Data: Access to all tables and maps in American FactFinder” <b>SELECT</b> Access to all tables and maps in American FactFinder				
Step 4	Select “Census 2000 Summary File 3 (SF 3) - Sample Data” Select from the following options: <b>SELECT</b> Detailed Tables				
Step 5	Under “Select a geographic type” <b>SELECT</b> ....5-Digit ZIP Code Tabulation Area <i>Note: Page will automatically refresh</i>				
Step 6	Under “Select a 3-digit ZIP code tabulation area” ( <i>Note: All California zip codes start with "9"</i> ) <b>SELECT</b> (The first 3-digits of your ZIP code, this is your 3-digit ZCTA) <i>Note: Page will automatically refresh</i>				
Step 7	Under “Select one or more tabulation area and click 'Add' ” <b>SELECT</b> (Your 5-digit ZIP code, this is your 5-digit ZCTA) <b>SELECT</b> Add <b>SELECT</b> Next				
Step 8	Under “Select one or more tables and click 'Add' ” <b>SELECT</b> P53-1999 Median Household Income in 1999 Dollars. <b>SELECT</b> Add <b>SELECT</b> Show Results				
Step 9	This is your median household income. Check the box on the application in the Economic Need section that corresponds to your median household income. <i>Example:</i>				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">95814 5-Digit ZCTA, 958 3-Digit ZCTA</td> </tr> <tr> <td style="text-align: center;">Median household income in 1999</td> <td style="text-align: right;"><b>20,473</b></td> </tr> </table>		95814 5-Digit ZCTA, 958 3-Digit ZCTA	Median household income in 1999	<b>20,473</b>
	95814 5-Digit ZCTA, 958 3-Digit ZCTA				
Median household income in 1999	<b>20,473</b>				

## Appendix I RESOLUTION INFORMATION AND EXAMPLE

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The grant application package must include an approved resolution from the applicants' governing body authorizing submittal of an application to CIWMB. The resolution must identify the position title of the official authorized to execute any agreements, contracts, and requests for payment. In the event the applicant cannot obtain a resolution prior to submission of the application, the application must state when the resolution will be approved. Upon approval, the original resolution must be received by the CIWMB no later than February 1, 2005 at the address provided in these instructions.

### Cooperative Projects

In addition to the resolution for the lead applicant described above, applications for cooperative projects must also include one of the following:

**Joint Powers Authority (JPA)**—a copy of a JPA agreement and a current letter (dated within the last 12 months) from each jurisdiction's manager/administrator authorizing one jurisdiction to act on their behalf as both applicant and grant administrator; or

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

### RESOLUTION EXAMPLE

**The following language is presented for sample purposes only. Please consult with your attorney.**

WHEREAS, Senate Bill 876 (Escutia, Statutes of 2000, Chapter 838) authorizes the California Integrated Waste Management Board to establish a grant program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and to promote markets for recycled-content waste tire products; 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 California cities, counties, city and county, special districts or political subdivisions thereof, and Federally recognized California Indian tribes; 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 a FY 2004/2005 Waste Tire Playground Cover Grant or Waste Tire Track and Other Recreational Surfacing Grant. The (Title of Official) of the (Name of Jurisdiction) is hereby authorized and empowered to execute in the name of the (Name of 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) day of (Date). Effective on (Date).

ATTEST:

<i>Signature (as authorized in Resolution)</i>	<i>Date</i>

*\* Note: 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 Joint Powers Authority agreement:** NOW, THEREFORE, BE IT RESOLVED that the (Lead Applicant) authorizes the submittal of a regional application on behalf of (Member Jurisdictions) to the California Integrated Waste Management Board for a Waste Tire Playground Cover Grant or Waste Tire Track and Recreational Surfacing Grant. The (Title of Official), or designee, is hereby authorized and empowered to execute in the name of the above named entities 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 (Title of Official) of (Name of Jurisdiction) authorizes the (Title of Lead Jurisdiction Official) of (Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Waste Tire Playground Cover Grant or Waste Tire Track and Other Recreational Surfacing Grant on its behalf. The (Title of Official) of (Lead Jurisdiction) 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.

## Appendix J DEFINITIONS

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**Applicant**—the jurisdiction submitting an application and requesting grant funds.

**Authorized Signature**—the signature of the person authorized (by position title) by the applicant's governing body to execute in the name of the jurisdiction all necessary applications, contracts, agreements, amendments, and payment requests for the purpose of securing grant funds and to implement and carry out the purposes specified in the grant application.

**Board**—refers to the six-member governing body of CIWMB

**Budget Itemization**—a detailed list of all eligible costs relating to the project.

**CIWMB**—refers to the California Integrated Waste Management Board, staff, programs, projects, etc.

**Competitive Grant**—an award of money for which applicants compete.

**Contingency**—an unforeseen event. Contingent expenses are those used for unexpected conditions.

**Criterion**—a rule for evaluating; a standard of judgment.

**Cost Savings**—in-kind services, re-use and recycling options, and use of pre-existing promotional materials, etc.

**Endorsement**—written approval or sanction.

**Environmental Justice**—"The fair treatment of people of all races, cultures, and income with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies" {Government Code § 6540.12(c)}.

**Estimate**—a written statement of the approximate charge for the work to be done, submitted by a person, or company ready to undertake the work.

**Evaluation**—to determine the significance or quality of; to assess methods used to measure the success of the project.

**Extreme Need**—the median household income of the zip code in which the project is located if the median household income falls at or below sixty-four percent (64%) of the state median household income as determined by the U.S. Census.

**Goal**—an object or end one tries to attain.

**Grantee**—the term used to refer to the jurisdiction after it has a signed grant agreement with the CIWMB.

**Grant Agreement**—legal, binding document that includes a cover sheet, terms and conditions, procedures and requirements, work statement, budget, attachments, and is signed by both the grantee (with designated signature authority) and CIWMB's Executive Director or his designated signatory.

**Grant Award**—amount of money awarded by the CIWMB to complete the proposed project.

**Grant Request**—the amount of grant money requested by the applicant.

**JPA (Joint Powers Authority)**—an agreement between two or more agencies or jurisdictions, which specifies the responsibilities of each agency or jurisdiction in implementing the project.

**Jurisdiction**—for the purposes of this application, jurisdiction means California cities, counties, special districts or political subdivisions thereof, and qualifying California Indian tribes.

**Match Funds**—funds that are provided by the grantee.

**Materials/Supplies**—the items or apparatus needed to make or complete a project.

**MOU (Memorandum of Understanding)**—a formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project.

**Notice to Proceed**—the formal letter from CIWMB notifying the grantee to start its grant project.

**Need**—a lack of something wanted or deemed necessary.

**Objective**—a measurable target that must be met on the way to attaining a goal.

**Other Costs**—eligible costs not included in the listed categories of the budget.

**Playground**—is an improved outdoor area designed, equipped, and set aside for children’s play that is not intended for use as an athletic playing field or athletic court, and shall include all playground equipment, surfacing, fencing, signs, internal pathways, vegetation, and related structures.

**Post-Consumer Material**—as defined in the Public Contract Code (PCC) 12200 (b) "...a finished material that would have been disposed of as a solid waste, having completed its life cycle as a consumer item." It does not include manufacturing wastes. Post consumer material is generally a product that was bought by the consumer, used, and then recycled into another product.

**Practicable**—sufficient in performance and available at a reasonable price within a reasonable time period.

**Pre-Consumer**—materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to; obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting, and other converting operations.

**Primary Contact**—the main person with whom the CIWMB grant manager will communicate regarding questions, requests, and clarifications.

**Personnel Services**—may include salaries, wages, and benefits for personnel who are employed by the applicant and who will work directly on the project.

**Project Cost**—all allowable costs, incurred by the recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.

**Public Entity**—a city, county, park district, special district, public school district, state-owned recreational facility, college, university, and qualifying California Indian tribe.

**Qualifying California Indian Tribe**—“qualifying California Indian tribe” means an Indian tribe, band, nation, or other organized group or community, residing within the borders of California, which: 1) is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians; or 2) which can establish that it is a governmental entity and which meets the criteria of the grant program.

**Quote**—to provide in writing, the current or market price of a service, supply, materials, or piece of equipment.

**Recipient**—the jurisdiction receiving a grant award from CIWMB to complete a project.

**Recreational Site**—is defined as an area, not including a playground, that is designed, equipped, and set aside for the public's recreation. For example, but not limited to; running tracks, tennis courts, skateboard parks, swimming pools, soccer fields, football fields, hockey fields, weight rooms, and fairgrounds.

**Recycle**—to treat or process used or waste material so as to make it suitable for re-use or a new use.

**Recycled-Content Material (Recycled Product)**—as defined in PCC, Section 12200(a)(1). All materials, goods, and supplies, no less than fifty (50) percent of the total weight of which consists of secondary and post-consumer material with not less than ten (10) percent of its total weight consisting of post-consumer material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

**Recycled-Content Purchasing Directive**—an administrative order, policy, or memo instructing the purchase of recycled-content products.

**Recycled-Content Purchasing Policy**—a policy of a jurisdiction specifically to purchase recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable.

**Recycling Program**—a plan of action to accomplish recycling and/or to create awareness of the importance of recycling.

**Reference**—a formal statement regarding a person's or organization's character or experience.

**Resolution**—a formal authorization of opinion, support or intention made, usually after voting by a formal organization.

**Resume**—a brief written account of personal, educational, and professional qualifications and experience.

**Secondary Contact**—the alternate person (if the primary contact is not available) with whom the CIWMB grant manager will communicate regarding questions, requests, and clarifications.

**Secondary Material**—as defined in PCC 12200(c) "...fragments of unfinished products or finished products of a manufacturing process that has converted a resource into a commodity of real economic value, and includes post-consumer material, but does not include excess virgin resources of the manufacturing process." The material (product) did not get to the consumer before being recycled.

**Task**—the specific activities conducted to complete a project.

**Timeframe**—a period of time during which something has taken or will take place; the project beginning and ending date required to complete the project or task.

**Total Grant Request**—the amount of the grant funds requested.

**Unmet Need**—a lack of service, equipment, funding, or facility to fulfill the project.

**Used Tire**—means a tire that meets all of the following requirements:

1. The tire is no longer mounted on a vehicle but is still suitable for use as a vehicle tire;
2. The tire meets the application requirements of the Vehicle Code and Title 13 of the California Code of Regulations; and
3. The used tire is stored by size in a rack or a stack, but not in a pile, in a manner approved by the local fire marshal and vector control authorities and in accordance with the state minimum standards. The used tire shall be stored in a manner to allow inspection of each individual tire.

**Volunteer Labor**—work produced by a person or persons willingly and without pay or compensation.

**Waste Tire**—a tire that is no longer mounted on a vehicle and is no longer suitable for use as a vehicle tire due to wear, damage, or deviation from the manufacturer's original specifications. A waste tire includes a repairable tire, scrap tire, and altered waste tire, but does not include a tire derived product, crumb rubber, or a used tire that is organized for inspection and resale by size in a rack or a stack in accordance with Public Resources Code Section 42950(k).

**Work Plan**—the detailed listing of all tasks (and sub-tasks) necessary to complete the proposed project.

**Appendix K  
SCORING CRITERIA**

<b>WASTE TIRE PLAYGROUND COVER GRANT PROGRAM AND WASTE TIRE TRACK AND OTHER RECREATIONAL SURFACING GRANT PROGRAM SCORING CRITERIA FOR FISCAL YEAR 2004/2005</b>		
<b>Applicants must score 70% of 100 points to be considered for funding.</b>		
<b>GENERAL CRITERIA</b>		
<b>Criteria</b>	<b>Description</b>	<b>Points</b>
1	<p><b>NEED</b>— Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)</p> <ul style="list-style-type: none"> <li>• Describe and document your community or regional need for a waste tire project.</li> <li>• Include data from environmental impacts, surveys, maintenance and safety reports, studies, accident reports, etc. that support the need.</li> <li>• Describe how your community or region will benefit environmentally and financially if you receive grant funding.</li> </ul>	Up to 20
2	<p><b>GOALS AND OBJECTIVES</b>— Describe what you wish to accomplish by completing this grant project. Measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> <li>• List the goals and objectives for the project.</li> <li>• Describe the desired outcome of the project. Include reasonable measures, target dates, and the overall timelines for the project.</li> </ul>	Up to 10
3	<p><b>WORK PLAN</b>— Specific list of all grant eligible procedures or tasks used to complete your project.</p> <ul style="list-style-type: none"> <li>• List the individual activities, tasks or subtasks, and timelines necessary to implement your Work Plan.</li> </ul>	Up to 10
4	<p><b>EVALUATION</b>— Measures the outcome of the applicants project.</p> <ul style="list-style-type: none"> <li>• Describe how you will measure whether your project has met its goals and objectives.</li> <li>• Describe how you will evaluate interim progress and make adjustments to tasks, objectives, or goals.</li> <li>• Describe how you will address any problems or the challenges you may encounter implementing your project.</li> <li>• List who will be responsible for measuring and reporting your interim progress and your final project evaluation.</li> </ul>	Up to 5
5	<p><b>BUDGET</b>— Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> <li>• Itemize costs for each activity, task or subtask identified in your Work Plan.</li> <li>• Provide any quotes, estimates, or other documents to support the costs you are claiming.</li> </ul>	Up to 10
6	<p><b>APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b>— Is the proposal clearly presented and complete:</p> <ul style="list-style-type: none"> <li>• Ensure that your application is complete.</li> <li>• Ensure that all required attachments, forms, and signatures are included.</li> <li>• Provide letters of support for your grant project from local governments, board members, board of supervisors, and entities other than your organization.</li> <li>• Describe any relevant experience of personnel assigned to your project and include current resumes, endorsements, references, etc.</li> </ul>	Up to 5

7	<b>EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE—</b> <ul style="list-style-type: none"> <li>Complete Content Purchasing Policy or Directive Section.</li> </ul>	Up to 15
<b>TOTAL POSSIBLE GENERAL CRITERIA POINTS</b>		<b>75</b>

<b>PROGRAM CRITERIA</b>		
Criteria	Description	Points
8	<b>RECYCLING AND SUSTAINABLE PRACTICES PROGRAM—</b> <ul style="list-style-type: none"> <li>Describe how your recycling program diverts materials from the waste stream. Include the ways your organization incorporates waste prevention and recycling into your workplace and special events. [PRC § 42874 (d)].</li> </ul>	Up to 5
9	<b>ESTIMATED COST PER CALIFORNIA WASTE TIRE DIVERTED FROM THE WASTE STREAM—</b> <ul style="list-style-type: none"> <li>Determine the estimated cost per tire for the project based on the amount of grant funding requested. The estimated cost per tire must be \$15 or less to be considered for funding. Applications with the lowest cost per tire will receive more points than a project with a high cost per tire (Up to \$15). Applications with a cost per tire estimate over \$15 will not be considered for funding. [PRC § 42874(b)]. Only grant funds expended for the project should be included. Project costs include: administrative costs, costs for preparation, installation, signage, materials, labor, and the number of pounds of California waste tire rubber used in the project.</li> </ul>	Up to 10
10	<b>ECONOMIC NEED—</b> <ul style="list-style-type: none"> <li>Determine whether the project is located in an economic need area based on median household income data from the 2000 U. S. Census. This information can be found at the U.S. Census Bureau website. <a href="http://www.census.gov/main/www/cen2000.html">http://www.census.gov/main/www/cen2000.html</a></li> </ul>	Up to 5
11	<b>PRIOR WASTE TIRE PLAYGROUND COVER AND/OR WASTE TIRE TRACK AND OTHER RECREATIONAL SURFACING GRANT—</b> <ul style="list-style-type: none"> <li><b>Waste Tire Playground Cover Grant Program:</b> The public entity applying for Waste Tire Playground Cover Grant Program will receive five points if they have not been awarded a grant during the last two grant cycles (FY 2002/2003 and/or 2003/2004).</li> <li><b>Waste Tire Track and Other Recreational Surfacing Grant Program:</b> The public entity applying for Waste Tire Track and Other Recreational Surfacing Grant Programs will receive two points if they have not been awarded a grant during the last two grant cycles (FY 2002/2003 and/or 2003/2004). Additionally, applicants who received a passing score for the Waste Tire Track and Other Recreational Surfacing Grant Programs, but did not receive funding in FY 2003/2004 will receive three points. If a Waste Tire Track and Other Recreational Surfacing Grant Program applicant meets both the above criteria, they will receive five points.</li> </ul>	Up to 5
<b>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</b>		<b>25</b>

<b>TOTAL POSSIBLE SCORE</b> <i>(Total of General Criteria and Program Criteria)</i>	<b>100</b>
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