



**LOCAL GOVERNMENT WASTE TIRE
AMNESTY GRANT PROGRAM**
APPLICATION GUIDELINES & INSTRUCTIONS
TA3 Cycle – Fiscal Year 2015–16

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GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed on [Grant Management System Web \(GMS\) webpage](http://www.calrecycle.ca.gov/Funding/GMS/default.htm) (<http://www.calrecycle.ca.gov/Funding/GMS/default.htm>).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Government Waste Tire Amnesty Grant Program pursuant to Section 42889(b)(5) of the Public Resources Code. The purpose of the grant is to provide funds for eligible applicants to conduct amnesty events for the public to recycle their waste tires at no charge.

TIMELINE FOR LOCAL GOVERNMENT WASTE TIRE AMNESTY GRANT PROGRAM, FY 2015–16

Date	Activity
February 17, 2015	Question and Answer Period <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
February 25, 2015	<ul style="list-style-type: none"> • All answers will be posted (tentative)
March 5, 2015	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
April 7, 2015	Secondary Due Date If Resolution not submitted with the application: <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application: <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMS by this date
June 2015	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
June 30, 2017	Grant Term Notice to Proceed to this date
June 30, 2017	Final Progress Report, final Payment Request and Request for 10 percent withhold Deadline

ELIGIBLE APPLICANTS

California jurisdictions including cities, counties, special districts, and jurisdictions joined together by formal agreements, as well as Qualifying California Indian Tribes are eligible. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which (1) is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or (2) can demonstrate it is a government entity which meets the criteria of the grant program.

Grants will *not* be awarded to two agencies within the same jurisdiction (example: City of Sacramento Public Works Department and City of Sacramento Health Department).

Pay special attention to the cost per tire limits set forth on page 11.

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all participating jurisdictions. The Regional Lead Participant is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead Participant. If a jurisdiction is a participant in a regional application, it may not apply individually.

JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over solid waste management, listing all member entities, and containing the signature of all members.

ELIGIBLE PROJECTS

Amnesty events are intended to be free and convenient waste tire collection events for the public to bring in tires that they generate and for businesses that have been victims of illegal dumping, and are not intended for the disposal of waste tires from waste tire generating businesses (PRC §42954(a)(7)).

- The grantee may accept up to 20 tires per individual, twice per month, at an amnesty event.
 - An individual hauling 10 to 20 waste tires must obtain written authorization from the Local Enforcement Agency (LEA) prior to the amnesty event. Go to [LEA Directory \(http://www.calrecycle.ca.gov/LEA/Directory/default.asp\)](http://www.calrecycle.ca.gov/LEA/Directory/default.asp) to find the LEA for your jurisdiction.
 - The LEA shall provide copies of any written authorizations to CalRecycle within 30 days of their issuance.
 - If the individual has not received written authorization for hauling 10 or more tires from the LEA, the grantee must report this information on the Unregistered Hauler & Comprehensive Trip Log Substitution Form (CalRecycle 204) and submit the form to CalRecycle within 30 days after the amnesty event.

An amnesty event can be held in a parking lot, or may be in the form of a coupon program that allows members of the public to take waste tires to a transfer station, landfill, or Household Hazardous Waste Facility free of charge.

If an individual is transporting illegally dumped waste or used tires to an amnesty event and has received written LEA authorization to haul without a CalRecycle hauler registration, the individual is exempt from the hauler registration requirements pursuant to PRC section 42954(a)(8). The grantee does not need to report this type of hauler on a CalRecycle 204 form. The LEA authorization must include specific conditions, dates, and documentation proving a police report was filed for the illegally dumped tires.

Amnesty events are not authorized end-use facilities for registered used and waste tire haulers and other tire-related businesses.

AVAILABLE FUNDS

- A total of \$1,800,000 is available for this grant cycle, fiscal year (FY) 2015–16, subject to funding availability.
- \$ 40,000 is the maximum available for individual grant awards.
- \$100,000 is the maximum available for regional grant awards.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed and ends on June 30, 2017. This is also the date the Final Progress Report and Final Payment Request are due to CalRecycle. There is no longer a Report Preparation Period.

CalRecycle recommends reserving the period from May 1, 2017 to June 15, 2017 exclusively for the preparation of the Final Progress Report and Final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Progress Report and Final Payment Request are only eligible for reimbursement during the Grant Term.**

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on June 30, 2017.

Eligible costs include, but are not limited to:

1. Cost of loading tires into transporting vehicles at waste tire amnesty events;
2. Cost of transporting waste tires by a waste tire hauler, registered or exempted by CalRecycle, to a permitted, excluded or exempted waste tire storage facility or other solid waste facility;
3. Cost of transporting waste tires for a specific end-use to a CalRecycle approved end-use facility. Waste tires must be transported by a CalRecycle approved waste tire hauler to a CalRecycle approved end-use facility;
4. Cost of disposing of waste tires at a permitted, excluded or exempted waste tire storage facility or disposal site;
5. Any salaries and benefits for personnel directly involved in the administration and supervision of amnesty events, and the preparation of payment requests and reports, **not to exceed 15 percent** of the total amount of the approved Budget;

6. Any salaries and benefits for personnel directly involved in event planning, creation of educational materials and advertisements in support of amnesty events and working at the amnesty events;
7. Costs associated with outreach, such as the production/media buys for educational materials such as flyers, brochures, and radio and newspaper advertisements, in support of the amnesty events **not to exceed 10 percent** of the approved Budget;
8. Supplies necessary for the events such as gloves, traffic cones and clipboards;
9. Cost of loading and transporting tires collected from specific cleanup days such as beach and river cleanups;
10. Mileage of up to 57.5 cents per mile (or the current rate in the State Administrative Manual) for travel to amnesty events; and
11. Overtime costs for local government staffing during specially scheduled evening or weekend events when **pre-approved** in writing by the Grant Manager when law or labor contracts require overtime compensation.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

1. Personnel time for the preparation of a Waste Tire Amnesty Grant Application;
2. Any costs that are not consistent with local, state and federal laws, guidelines and regulations;
3. Personnel costs incurred while an employee assigned to the grant project is not working on the grant (e.g., use of accrued time such as sick leave, vacation, etc.);
5. Costs covered by, or incurred under, another CalRecycle-funded loan, grant, grant cycle or contract;
6. Overhead (costs for accounting/budget/finance staff, rental/lease of space, utilities, copying, office supplies, etc.);
7. Costs for obtaining necessary permits and licenses;
8. Fines or penalties due to violation of federal, state or local laws, ordinances or regulations;
9. Personnel travel or per diem costs, unless pre-approved in writing by the Grant Manager;
10. Cameras, cell phones, electronic personal data devices, pagers, and other similar electronic devices;
11. Costs connected with contractor claims against the grantee;
12. Cost of collecting waste tires from waste tire generating businesses and/or waste tire haulers;
13. Cost of collecting waste tires from businesses that are responsible for contracting with registered waste tire haulers for the removal of their waste tires; and
 - *If it is determined that the grantee has used grant funds for this purpose, costs incurred will be deemed ineligible and disbursed grant funds associated with these costs must be returned to CalRecycle.*
14. Any costs that are unrelated to the grant project, or unreasonable as determined by the Grant Manager.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY (EPPP POLICY) REQUIREMENT

Consistent with CalRecycle's core values, all applicants are required to develop, adopt, and implement an EPPP Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the application. Applicants that do not have an EPPP Policy must adopt one by the secondary due date or the application will be disqualified.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies, open the EPPP Information document located in the Resource Document section on the Summary tab of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to Carla.Repucci@calrecycle.ca.gov. Questions must be received by February 17, 2015, or they will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available, or from the application. Similar or related questions may be grouped together or reworded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find Local Government Waste Tire Amnesty, TA3: FY2015-16 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in disqualification from the Local Government Waste Tire Amnesty grant program.

Examples of disqualifications include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification
- Missing information in the online application as required below

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radial button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.

- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution. Do not include the department or unit name.
- County names must be listed with the name first followed by the word “County,” e.g., “Sacramento County.”
- City names must be listed as “City of” followed by the city’s name, e.g., “City of Sacramento.”
- For Regional Applications
 - Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radial button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled “Eligible Applicants.”

Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$40,000 for an individual applicant or \$100,000 for a regional applicant. Round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the “Ctrl” key while selecting the numbers.
- Enter the applicant’s department name, e.g. “General Services.” If the applicant does not have a department the applicant’s name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use:
 - Provide a description of the number of events you plan to hold during the two year grant term and the number of tires you hope to collect.
 - The estimated number of tires to be collected must be based on data collected from past amnesty grants, if available. Contact the Grant Manager if you need this historical information.
 - Indicate if the tires will be recycled or landfilled.
 - Recycling includes: creating a new product from the tires, such as rubber mulch or bender board, using tires for fuel, and all uses other than landfilling.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
- Select the appropriate answer for Program Questions.

Contacts Tab

The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact’s detail screen. The contact will be able to log into GMS using his/her own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Complete the budget document provided in GMS. Transfer the total of each budget category from the document into the Budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. The total must equal the Grant Funds Requested amount shown on the Detail tab.

See Grant Cycle Overview section entitled “Eligible Costs” for further information.

Site(s) Tab

If known, enter a site location for each date on which amnesty events are planned.

Documents Tab

See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority (identified in your Resolution), scan the document, upload it, and retain the original hard copy document.

APPLICATION SUBMITTAL and DEADLINE

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on March 5, 2015. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab in the Application Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list of the documents.

BUDGET

Waste tire amnesty events must be performed to achieve maximum cost effectiveness and efficiency. Expenditures within a budget may be reduced, or removed if they appear unreasonable. See *Cost per Tire Calculation* on page 11 for allowable program costs.

For regional applications, only one budget should be uploaded for the grant.

Budget Categories

Costs associated with the project should be arranged according to the categories detailed below.

Administration: Up to **15 percent** of the budget may be dedicated for salary and benefits for personnel directly involved in the administration and supervision of amnesty events, including the preparation of payment requests and progress reports

Personnel: Includes salary and benefits for personnel directly involved in event planning, creation of educational materials and working at the events. It is not necessary to include salary rates or the names of staff that will work on the grant.

Contracts: Includes the waste tire haulers cost of removal, transportation, recycling and disposal of the waste tires collected at the amnesty events.

Equipment: The cost to rent equipment associated with the amnesty events should be included here.

Materials: Includes the cost of items such as gloves, clipboards and traffic cones necessary for the implementation of the amnesty events. Provide detail for each proposed expenditure. For example, the words "*Event supplies*" would be insufficient and must be broken down into the amount and type of each expenditure such as *5 pair leather gloves, 15 traffic cones, 3 clipboards.*

Education: Up to **10 percent** of the budget may be allocated for the cost of educational materials, such as flyers, brochures, radio, and newspaper advertisements in support of the amnesty events. Do not include associated personnel hours here, but in *Personnel*. Any publicity or advertisements for amnesty events must clearly state:

- Tires will be accepted at no charge
- Whether tires on rims are accepted
- No tires from tire generating businesses will be accepted

- Number of tires allowed
 - up to 9 without an exemption
 - between 10 and 20 tires with an exemption
- Acknowledgment of CalRecycle’s support and the CalRecycle logo

Cost Per Tire Calculation

Each grantee must calculate the cost per tire for the **two-year** grant term. The cost per tire is calculated by dividing the total grant cost by the number of tires estimated to be collected at all amnesty events during the grant term. For applicants who received previous tire amnesty grants, the estimated number of tires to be collected should be determined by the actual number of tires collected at amnesty events for the past several years. This data is available upon request from your Grant Manager. If the total amount of tires provided in the application is more than 50 percent of the amount collected in the last completed and closed amnesty grant, an explanation must be provided to justify the higher amount.

CalRecycle reserves the right to reduce a budget that is unreasonable or disqualify an application altogether.

The cost must not exceed \$5.00 per tire or the grant application will be disqualified.

A cost per tire of up to \$7.00 is allowed from the applicant types listed below if applicant did not receive a Waste Tire Amnesty grant for fiscal year 2013-14 (TA1 and TA2) *and* is applying as a single jurisdiction (not as part of a regional grant application):

- A city with less than 20,000 residents
- A county with less than 50,000 residents
- Special Districts
- Qualifying Indian tribes

WORK PLAN

The Work Plan should consist of a step-by-step list of the tasks necessary to plan, advertise, conduct and report on the waste tire amnesty events.

Environmentally Preferable Purchasing and Practices Policy Notification

If you checked “No our organization does not have an EPPP Policy” on the Detail tab of your application, your organization must adopt one by the secondary due date and upload the EPPP Notification or your application will be disqualified. **Do not upload a copy of your organization’s policy. Your policy does not replace the required EPPP Notification document.**

APPLICANT’S DOCUMENTS

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than April 7, 2015 or the application will be deemed incomplete and will be disqualified. Resolution requirements

vary for individual and regional lead applications. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements:

1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
2. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Regional Lead Application Requirements:

1. The Regional Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
3. Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Joint Powers Agreement

Joint Powers Authorities (JPA) must upload a copy of its joint powers agreement giving it authority to conduct the project, listing all member entities, and containing the signature of all members. Letters of Authorization are not required for JPA applicants.

Letter of Designation

A Letter of Designation is required **ONLY** when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the

Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2014, then the Letter of Designation may not be effective beyond December 31, 2014). If a time period is not identified then the letter will follow the same time frame as the Resolution.
- It must be signed by the Signature Authority.

Letter of Authorization

A Letter of Authorization is used for grants that allow for Regional applications. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Regional Lead Participant must upload the Letter of Authorization no later than April 7, 2015 or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Regional Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the Regional Lead to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications that have overall program costs within the specified amount, can be considered for award. The Priority Ranking Criteria is used to rank each grant application. Applications will be ranked beginning with the lowest cost per tire.

Priority Ranking Criteria

Applications that meet the following criteria will be Rank One and considered for funding first:

- Provide documentation showing coordination with a Local Conservation Corps (LCC), *and*
- Have a total program cost of \$5.00 or less per tire.

The ways in which an applicant might coordinate with the LCC include, but are not limited to, assisting with planning or running an amnesty event, creating public education/advertising materials, covering the cost of tire hauling. Costs covered by an LCC should be shown in the Budget document as a separate column as “in-kind” and will not be included in the cost per tire calculation.

Applications that meet all of the following criteria will be Rank Two and considered for funding after those applications in Rank One:

- Applicant did not receive a grant award for Fiscal Year 2013–14 (TA1 and TA2) cycle, and
- Applicant is a city with less than 20,000 residents, a county with less than 50,000 residents, a special district or a Qualifying Indian Tribe, and
- Applicant’s total program cost for this cycle will be \$7.00 or less per tire.

This change will provide resources to applicants who typically have higher transportation costs and are unable to qualify for funding at a cost of \$5.00 or less per tire.

Applications not meeting the requirements for Rank One or Two that have a total program cost of \$5.00 or less per tire, will be Rank Three and considered for funding after Ranks One and Two. Any applications with a total program cost of more than \$5.00 per tire will be disqualified.

In the case of a tie within any of the Ranks, the following will be used:

- Tie Breaking Criteria 1 - Applicant did not receive a Local Government Waste Tire Amnesty Grant for FY 2013–14 (TA1 or TA2)
- Tie Breaking Criteria 2 - Applicant did not receive amnesty grant funds for FY 2010–11 (TCA8)

Note: It is possible to meet all of the criteria, but fail to be awarded grant funds if the total amount requested by all eligible applicants for the TA3 grant cycle exceeds the amount of funds available.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for June 2015. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

GRANT AWARD CONDITIONS

When awarded, this grant will be subject to two conditions:

- 1) The recommended grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle.
- 2) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the grant.

Failure to comply with either requirement will void the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- Award email.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C – Grantee's approved application with revisions, if any, and any amendments.

Note: See [CalRecycle Grant Forms Website](http://www.calrecycle.ca.gov/Funding/Forms/)

(<http://www.calrecycle.ca.gov/Funding/Forms/>) to download the forms.

REPORTING PROCESS

Grantees are required to report on the progress of their grant with each payment request and at the end of the Grant Term. The Final Progress Report is due on June 30, 2017. Detailed reporting information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and the accompanying Progress/Final Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices) in addition to other documentation. Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress Report, the Final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements, or failure to receive the Grant Manager's approval of these documents by June 30, 2017, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.