



January 2016

Department of Resources Recycling and Recovery

LOCAL GOVERNMENT WASTE TIRE CLEANUP GRANT PROGRAM

APPLICATION GUIDELINES AND INSTRUCTIONS

16th Cycle (TCU16) – Fiscal Year (FY) 2016–17

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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 \(GMS\) webpage](http://www.calrecycle.ca.gov/Grants/GMS/default.htm) (<http://www.calrecycle.ca.gov/Grants/GMS/default.htm>).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Government Waste Tire Cleanup Grant Program pursuant to Public Resources Code Section 42889(b)(5). The purpose of the grant is to pay for the cost of cleanup, abatement, or other remedial actions related to the disposal of California waste tires.

TIMELINE

Date	Activity
February 5, 2016	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
February 12, 2016	<ul style="list-style-type: none"> • All answers will be posted (tentative)
March 3 2016	<p>Application Due Date</p> <ul style="list-style-type: none"> • Applications must be submitted in GMS by this date • Customer service will be available until 4:00 p.m. on this date
April 5, 2016	<p>Secondary Due Date If Resolution not submitted with the application:</p> <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date <p>If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application:</p> <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMS by this date
June 2016	<p>Grants Awarded</p> <p>CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)</p>
June 29, 2018	<p>Grant Term</p> <p>Notice to Proceed to this date or July 1, 2016</p>

ELIGIBLE APPLICANTS

California jurisdictions including cities, counties, special districts, other political subdivisions 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 establish that it is a government entity and 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).

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 (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead 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 Lead. 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. An entity may not submit an individual application if that entity is also a member of an applicant JPA.

ELIGIBLE PROJECTS

Local Government Waste Tire Cleanup projects include the collection, removal, transportation, recycling, and disposal of California waste tires from illegal tire piles and areas where illegal dumping has occurred along public rights-of-way. Sites can be located on private or public property. Sites located on property zoned for agricultural use must first be reviewed by the Grant Manager for the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program and considered ineligible in order to be considered for cleanup under this grant program. Tires dumped primarily onto the right of way that spill over onto agriculturally zoned property are potentially eligible. A site where an operating business, including a farm or ranch, buys, sells, or otherwise trades tires, or that is actively stockpiling waste tires is ineligible for grant funding.

The waste tires must be transported by a waste tire hauler who is registered or exempted from registration requirements by CalRecycle pursuant to Public Resources Code section 42954. Additionally, the waste tires must be transported to a CalRecycle approved solid waste facility or a waste tire storage facility or disposal site that is permitted, excluded or exempted by CalRecycle to accept waste tires.

AVAILABLE FUNDS

- A total of \$ 1,800,000 is available for this grant cycle, fiscal year (FY) 2016–17, subject to funding availability.
- \$100,000 is the maximum available for individual grant awards.

- \$250,000 is the maximum available for regional grant awards.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on June 29, 2018. This is also the date the Final Report and Final Payment Request are due to CalRecycle.

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than June 29, 2018.

CalRecycle recommends reserving the period from April 16, 2018 to June 15, 2018 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 29, 2018.

Eligible costs include, but are not limited to:

- The cost of collecting less than 5,000 waste tires on private property where the owner is not responsible.
- The cost of collecting and loading waste tires into transporting vehicles for waste tire cleanup projects.
- The 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 authorized solid waste facility.
- The cost of transporting waste tires for a specific end-use to a CalRecycle approved end-use facility. The waste tires must be transported by a CalRecycle approved waste tire hauler to a CalRecycle approved end-use facility.
- The cost for disposing of waste tires at a CalRecycle permitted, excluded or exempted waste tire storage facility or disposal site.
- Equipment rental.
- Mileage of up to 57.5 cents per mile (or the rate identified on the Department of Personnel Administration website at the time the cost was incurred) for waste tire cleanup related activities.
- The reasonable cost for labor and materials (not greater than 5 percent of project costs reimbursed by CalRecycle) for fencing, gates, signs, and other methods to secure the property where illegal dumping has occurred.
- Any salaries and benefits for personnel directly involved in waste tire cleanup activities including the preparation of payment requests and final progress reports incurred prior to the grant term end date.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed email or after June 29, 2018.
- Personnel time for preparation of a Local Government Waste Tire Cleanup Grant Application.

- Cleanup of a site on private property with 5,000 or more tires.
- Any costs that are not consistent with local, state and federal laws, guidelines and regulations.
- Personnel costs incurred while an employee assigned to the waste tire cleanup grant project is not working on the grant (e.g., use of accrued time such as sick leave, vacation, etc.).
- Costs currently covered by or incurred under another CalRecycle funded loan, grant, grant cycle or contract.
- Purchasing or leasing of vehicles.
- Overhead (costs for accounting/budget/finance staff, rental/lease of space, utilities, copying, office supplies, etc.).
- Costs for obtaining permits and licenses.
- Cleanup/removal of waste tires from an operating business where the owner or operator of the property is actively stockpiling tires.
- Costs of collecting waste tires from waste tire generating businesses that are responsible for contracting with registered waste tire haulers for the removal of their waste tires. If it is determined that the Grantee has used grant funds for this purpose, costs incurred will be deemed ineligible.
- Research costs for specific end use projects associated with the site cleanup.
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations.
- Personnel travel or per diem costs.
- Cameras, cell phones, electronic personal data devices, pagers, and other similar personal electronic devices.
- Costs connected with contractor claims against the grantee.
- Any costs that are unrelated to the grant project or unreasonable as determined by the Grant Manager.

Environmentally Preferable Purchases and Practices Policy (EPPP) 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 Jill.Hayashida@CalRecycle.ca.gov. Questions must be received by February 5, 2016 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 Cleanup TCU16: 2016-17 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 Cleanup 16 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 radio 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 or Letter of Commitment. 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 or Joint Powers Authority Applications

- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radio button.

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 \$100,000 for an individual application or \$250,000 for a regional application. Please round all amounts to the nearest whole dollar.
- 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 general description of the types of areas that the grant funds will remediate, including the proximity to populated areas or sensitive environments, number of tires, proposed method of remediation and end use, indicating if the tires will be recycled or landfilled.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for Environmentally Preferable Purchasing and Practices Policy.

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 the cleanup site is known at time of application, add an entry for each grant project/site. The following information is required for each grant project or site:

- **Site Name:** Label site name in accordance to grant payment number.
- **Site Type:** Select from drop down.
- **Summary:**
 - Brief description, 2 to 5 sentences, describing:
 - Location (address, cross street, GPS coordinates, mile markers, etc.)
 - Approximately how many tires per pile

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 or letter of commitment), 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 3, 2016. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling 916-324-8867.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab, in the Application Documents section. To access the document, you must 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 the documents.

Priority Ranking Criteria Checklist

The Priority Ranking Criteria Checklist is a required application document. The answers provided on the checklist will be used by CalRecycle to rank each grant application and determine eligibility.

Cost Per Tire Calculation

Each grantee must calculate the cost per tire for the cleanup project. This is done by dividing the total grant cost by the number of tires estimated to be collected during the two year grant cycle. For those who have had previous cleanup grants, the estimated numbers of tires to be collected should be determined by the actual number of tires collected in past cycles.

Any cost per tire that is derived from an estimate of tires that exceeds twice the amount cleaned up under previous cycles of this grant must be accompanied by a statement from the applicant explaining why the estimated number of tires has increased. Failure to submit an explanation, or if the Grant Manager determines that the explanation is not reasonable or does not satisfactorily explain the increase, will result in the application being given the lowest priority rank.

CalRecycle reserves the right to reduce a grant budget that is unreasonable or disqualify a grant budget altogether. **The cost per tire must not exceed \$8.00 per tire or the grant application will be disqualified.**

The California Conservation Corps (CCC) or Local Conservation Corps (LCC) may be available to assist in the cleanup of waste tires for your grant project. Applicants that utilize the services of the CCC or LCC can deduct all costs associated with the CCC or LCC from their cost per tire calculations. This effort has the potential to increase an Applicant's possibility of being awarded grant funds by lowering their cost per tire. The CCC and LCC costs should be included in the final grant award. For those that plan to work with Local Conservation Corps contact information is provided in the application under Resource Documents for those that plan on working with an LCC.

Property Access Authorization and Non-Responsibility Affidavit for Private Property

For sites on private property with at least 500 tires, but not more than 4,999, a Property Access Authorization and Non-Responsibility Affidavit for Private Property (Affidavit) (CalRecycle 741) must be completed by the property owner and uploaded with the application. The Affidavit includes a declaration signed under penalty of perjury that the owner did not personally bring the tires onto their property, did not profit from the placement of tires on their property, did not direct, authorize, license, permit, lease (legally or illegally) or otherwise provide consent to another to bring the tires on site, nor did they inherit property from relatives that conducted any of these activities. **Sites with 5,000 tires or more are ineligible for cleanup under this grant program.**

Photos

Please provide a photo(s) of existing tire cleanup site(s).

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 the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional applications. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements:

- 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.
- 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.
- 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 Participant (Lead) 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 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 to the Lead authorizing the Lead to act on its behalf for this cycle. Letters of Authorization may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months. 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 Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Local Government Waste Tire Cleanup application on behalf of applicant.
- Designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
- Authorize the Signature Authority to delegate this authority (not required but encouraged).

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 Lead must upload the Letter of Authorization no later than the

secondary due date 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 valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within 12 months.
- Authorize the Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the 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 can be considered for award. An applicant's total program cost must be \$8.00 or less per tire or the application will be disqualified. Priority Ranking Criteria is used to rank each grant application.

Priority Ranking Criteria

Applications within all ranks listed below will be sorted from lowest to highest cost per tire.

Rank One – Serious threat to public health and safety and the environment. Projects that propose to remediate waste tire piles within 1,000 feet of residential homes, schools, recreational areas, waterways, public walkways, airports, commercial or industrial centers, electrical transmission lines or an environmentally sensitive area.

Rank Two – Coordination with LCCs. Applicant must provide documentation showing coordination between the jurisdiction and the LCC for services related to this program. Example activities might include coordination with the LCCs to assist with additional staff, tire hauling, and servicing surrounding areas. Costs covered by an LCC will be shown on the Budget as a separate column as "LCC" and will not be included in the calculation of the cost per tire.

Rank Three – Less populated cities and counties, special districts, or Qualifying Indian Tribes. 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.

Rank Four – Applicants that do not fall into the above ranks.

Rank Five – Applicants that have previously withdrawn or spent less than 50 percent of the grant award. Notwithstanding the above, and excluding applicants who meet Rank One criteria, applicants that were awarded any TCU grants in the previous three FYs (2014–15, 2012–13 and 2010–11) but either withdrew their grant award or used less than 50 percent of their grant award will be considered only after all other eligible applicants have been awarded.

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

- Tie Breaking Criteria 1 – Existing tire pile(s) identified, with at least one existing pile with 10 or more tires.
- Tie Breaking Criteria 2 – Did not receive a grant for the previous TCU grant cycle (2014–15).

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 TCU16 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 2016. 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.
- Attachment I–Forms Guide: CalRecycle forms to be used throughout the Grant Performance Period.
Note: See [CalRecycle Grant Forms Website](http://www.calrecycle.ca.gov/Funding/Forms/) (<http://www.calrecycle.ca.gov/Funding/Forms/>) to download the forms.
- Attachment II – Signage (if applicable)

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 29, 2018. Detailed reporting information is included in the Procedures and Requirements of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, 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). 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 and Requirements or failure to receive the Grant Manager's approval of these documents by June 29, 2018 may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements of the Grant Agreement.