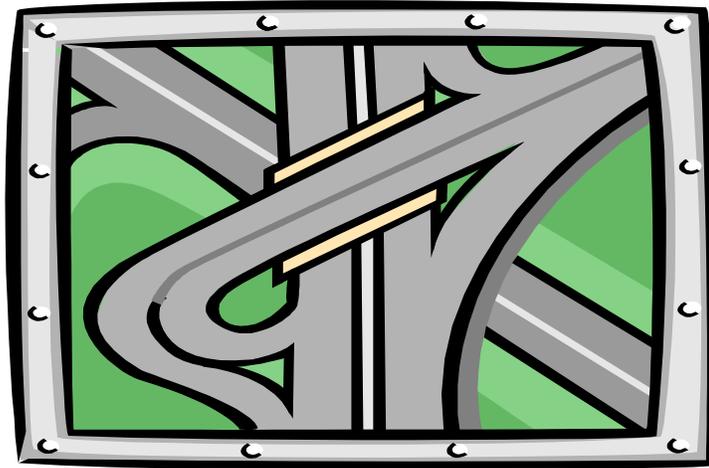


October 2004
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

**SENATE BILL 1346 RUBBERIZED ASPHALT CONCRETE
GRANT PROGRAM FY 2004/2005
APPLICATION INFORMATION AND INSTRUCTIONS**



Available to the Following Public Entities in California:
Cities, Counties, Special Districts, and other Local Government Agencies.

Applications must be received at the CIWMB Sacramento office
on or before 3:00 PM, Friday, January 14, 2005.

Facsimiled, E-mailed or late applications will not be accepted.

Applications sent by U.S Postal Service or a commercial delivery service should be sent by a means that permits tracking by the sender and that guarantees delivery on or before the application deadline. Failure to do so is at the applicant's risk; delayed delivery or loss of an application by the Post Office or a delivery service will not be justification for a late application.

Waste Tire Grants Hotline Number
(916) 341-6441

SB 1346 Rubberized Asphalt Concrete Grant Program

Question-and-Answer Period

Deadline For Written Questions: November 12, 2004

In order to give all applicants the same opportunity and the same information, California Integrated Waste Management Board (CIWMB) has established a question-and-answer period for competitive grant programs.

Program-specific questions must be submitted in writing by mail or E-mail. The deadline to submit questions is November 12, 2004. No questions will be answered after November 12, 2004. No phone calls regarding this grant program can be accepted after the release of the application.

All questions and answers will be posted on the CIWMB Tires Grant Program web page (see website below). The tentative web page posting date for these questions and answers is November 22, 2004, with updates posted as required. Questions and answers will be mailed to parties who request a hardcopy or disk copy of the application on the Notice of Funds Available (NOFA). If you would like a copy of the questions and answers e-mailed to you, forward your request to the address listed below.

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

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

Mailing address to request questions and answers:

California Integrated Waste Management Board
Attn: Nate Gauff
Special Waste Division
SB 1346 Rubberized Asphalt Concrete Grant Program
P.O. Box 4025, MS 22
Sacramento, CA 95812-4025



SB 1346 RUBBERIZED ASPHALT CONCRETE GRANT PROGRAM

Fiscal Year 2004/2005

I. GRANT SUMMARY

BACKGROUND

The California Integrated Waste Management Board (CIWMB) receives an annual appropriation from the California Tire Recycling Management Fund (Tire Fund) to administer the Tire Recycling Act (Act) (Senate Bill 937, Vuich, Statutes of 1990, Chapter 35) and related legislation. As part of the Act, CIWMB is offering the Senate Bill (SB) 1346 Rubberized Asphalt Concrete (RAC) Grant Program to encourage the reduction of landfill disposal and stockpiling of California waste tires.

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

CIWMB will award the grants on a competitive basis. The purpose of this competitive grant program is to fulfill the legislative mandates by assisting in the development of markets for products manufactured from California waste tires and supporting the diversion of waste tires from landfills and stockpiles.

GRANT FUNDING

SB 876 authorizes CIWMB to allocate monies from the Tire Fund in a manner consistent with a Five-Year Plan for the Waste Tire Management Program (Five-Year Plan) that is developed and approved by CIWMB and submitted to the Legislature. In the CIWMB approved Five-Year Plan, the proposed funding allocation for the SB 1346 Rubberized Asphalt Concrete grants for Fiscal Year (FY) 2004/2005 is one million two hundred thousand dollars (\$1,200,000).

Ten percent (10%) of the allocation will be set aside to fund projects from eligible rural entities. For the purposes of this grant program, a rural entity is a county or city within a county that has a

population of 400,000 or less (according to the 2000 U.S Census). If an insufficient number of applications is received from rural entities for a given funding cycle, the remaining set-aside funds will be applied to other eligible applicants. The maximum grant from the set-aside funds will be ten thousand dollars (\$10,000) per project.

The FY funding cycle will have a grant/project funding limit of fifty thousand dollars (\$50,000) and an applicant/jurisdiction aggregate project funding limit of one hundred fifty thousand dollars (\$150,000).

APPLICANT ELIGIBILITY

Cities, counties, special districts, and other local government agencies that fund public works projects are eligible to apply for this grant program.

ELIGIBLE PROJECTS

Eligible projects for the SB 1346 Rubberized Asphalt Concrete Grant Program must use a minimum of two thousand five hundred (2,500) tons of RAC and may use unlimited amounts of RAC; however reimbursement is only available for up to twenty thousand (20,000) tons of RAC. Eligible RAC consists of twenty (20) pounds or more of crumb rubber made from California waste tires per ton of RAC.

Each applicant or jurisdiction for this grant program may submit applications for more than one project. Each project must have a separate application to be considered for funding.

INELIGIBLE PROJECTS

Projects that use crumb rubber materials derived from non-California waste tires are not eligible for grant funding. Private entities are not eligible to apply for grant funding. Projects that do not meet the eligibility requirements above are not eligible for grant funding.

QUESTIONS AND ANSWERS

To give all applicants the same opportunity and the same information, CIWMB has established a question-and-answer period for competitive grant programs. Program-specific questions must be submitted in writing, by mail or E-mail. The deadline for all questions is November 12, 2004. No questions will be answered after November 12, 2004. No phone calls regarding this program can be accepted after the release of the application.

All questions and answers will be posted on CIWMB's web page (see below for web page address). The tentative web page posting date for the questions and answers is November 22, 2004, with updates posted as required. A copy of these questions and answers will be mailed to those applicants who request them by mailing or E-mailing a request to one of the addresses below.

Web page address:

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

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

Mailing Address:

California Integrated Waste Management Board
 Attn: Nate Gauff
 Special Waste Division
 SB 1346 RAC Grant Program
 P.O. Box 4025, MS 22
 Sacramento, CA 95812-4025

GRANT TERM

The term of the grant is from the time the Grantee receives a Notice to Proceed from CIWMB through April 1, 2007, for FY 2004/2005 grants.

PROPOSED PROGRAM MILESTONES

Date	Activity
November 12, 2004	Question-and-Answer period submission deadline
November 22, 2004	Questions and answers available (tentative)
January 14, 2005	Application deadline 3:00 PM
March 2005	Grant Award recommendations considered by the Board (tentative)
Date Grantee receives Notice to Proceed - April 1, 2007	Performance period for FY 2004/2005 grants

II. GRANT APPLICATION AND AWARD PROCESS

The application process consists of submitting:

- A completed and signed SB 1346 Rubberized Asphalt Concrete Grant Program Application Form (**initial and mark the box where appropriate for certification of Environmental Justice compliance and California Rubber use**);
- A copy of the applicant's Recycled-Content Purchasing Policy or Directive;
- A signed resolution or submittal timeline.

An omission of any of the above information will not initially disqualify an application from consideration. All applicants that fail to include all of the above information by the application deadline of January 14, 2005, may submit documents until February 15, 2005. This late submission will cause the application to be considered for funding after all complete applications have been ranked (i.e., the incomplete applications will go to the bottom of the list). Missing documents or information must be received by the CIWMB no later than February 15, 2005. Failure to submit all documentation by February 15, 2005 will result in disqualification of the application from consideration for grant award.

Applicants must submit a separate application for each proposed project. Applicants can submit applications that in aggregate may exceed the per jurisdiction funding limit of one hundred fifty thousand dollars (\$150,000); however, these applicants must include additional documentation (e.g., a letter) detailing project funding priority information with their applications.

APPLICATION DEADLINE

The completed and signed application must be **received** at the CIWMB Sacramento offices **no later than 3:00 PM Friday, January 14, 2005.** **Facsimiled or e-mailed applications will not be accepted at any time.** It is the applicant's responsibility to ensure that CIWMB receives the application with all required information on time. The CIWMB strongly discourages the use of standard certified/registered mail for the delivery of applications, because of the inherent delays in that method of mail delivery. The use of priority of next day mail delivery of the application is encouraged to ensure the application is received by the application deadline.

GRANT EVALUATION PROCESS

After the close of the application period, staff will review and rank the grant applications. The three criteria below will be applied sequentially on each project to determine the highest ranking projects, (i.e., criterion two will be used to differentiate tied projects after applying criterion one; and criterion three will be used to differentiate tied projects after applying criteria one and two).

Criterion 1 – Amount of RAC used per project. Projects that propose to use the greatest amount of RAC (tons) will receive highest rank (i.e., projects will be ranked from those using greater than 20,000 tons of RAC [maximum reimbursable] to 2,500 tons of RAC [minimum for reimbursement]).

Criterion 2 – Amount of crumb rubber per ton of RAC used. Projects that propose to use the greatest amount of crumb rubber per ton of RAC will receive higher rank (after applying Criterion 1). The applicant must show how this number is derived for each project. All projects must meet the minimum crumb rubber content requirement of twenty (20) pounds of rubber per ton of RAC.

Criterion 3 – Readiness status of project. This criterion will be applied to the RAC projects as follows:

1. contract for the project has been awarded to contractor (highest ranking for criterion 3)
2. contract for the project has been put out to bid
3. contract for the project is in the planning/design phase (lowest ranking for criterion 3)

AWARDING OF GRANTS

Based on the ranking process, staff will develop funding recommendations for the Board's consideration during its monthly business meeting in March 2005 (tentative). If the total amount of funds requested by the successful applications exceeds the funding amount available, CIWMB will allocate grant funds by ranked order.

All applicants will be notified of staff's recommendations by mail. Approximately a month after the March 2005 Board meeting, applicants selected for grant funding will receive instructions to initiate the Grant Agreement process.

In the event CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate additional conditions or amend the Grant Agreement.

III. APPLICATION INSTRUCTIONS

The application form is a self-explanatory, fill-in-the-blank type form. The completed application must include information for all sections in the application form, including the check boxes and signature/initial spaces, and all required documents, (e.g., resolution).

RESOLUTION/AUTHORIZING LETTER

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application to CIWMB. The resolution must also identify by position title, the person authorized to execute the Grant Agreement, and all related

grant documents including requests for payment. In addition to the resolution, if the signature authority is authorized and wishes to delegate someone else, an authorization letter must be submitted that will empower another to execute documents on the behalf of the applicant. (See Sample Resolution on page 5 and sample authorization letter on page 6 of the application form & samples section.)

The resolution and authorization letter, if applicable, must be received by CIWMB with the application or no later than February 15, 2005. Failure to submit all documentation by February 15, 2005, will result in disqualification of the application from consideration for a grant award.

RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE

The grant application must include a copy of the applicant's Recycled-Content Purchasing Policy or Directive. (See Policy/Directive samples on pages 3 & 4 of the application form & samples section).

The Purchasing Policy or Directive must be enacted **prior** to January 14, 2005, to meet the requirements of this grant program.

IV. PAYMENT REQUESTS AND AUDIT REQUIREMENTS

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis at a rate of \$2.50 per ton of RAC used in the project as approved (\$50,000 maximum per grant project). All Payment Requests must be prepared as described in the Procedures and Requirements section of the Grant Agreement. Include itemizations with documentation of claimed expenses (e.g., receipts, invoices, weigh tickets, proof of payment, etc.). The authorized signature authority must sign the payment request.

Grantees are required to submit a final report. The report will describe the project, the amount of RAC used, amount of crumb rubber used, cost, and an evaluation of the RAC project. The report must be submitted with the Grant Payment Request Form in order to receive payment.

AUDIT REQUIREMENTS

All Grantees are required to comply with the following provisions:

1. Audit/Records Access (defined in the Grant Agreement Terms and Conditions). The Grantee agrees that CIWMB, the Bureau of State Audits, the Department of Finance or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement.
2. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) 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 the Grant Agreement.
3. Waiver of Personal Jurisdiction (defined in the Grant Agreement Terms and Conditions): Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses.

V. APPLICATION SUBMITTAL

An applicant must mail an **original and two (2) copies** of the application to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." The original and two (2) copies must be typed in a font of no less than 10 (ten) point, printed on recycled-content paper, double-sided and fastened in the upper left-hand corner (**do not bind the application**).

Applications submitted to CIWMB must be received at the office location below on or before **Friday, January 14, 2005, no later than 3:00 p.m.** Applications received after **3:00 p.m. Friday, January 14, 2005** will not be accepted and will be returned to the applicant. **Facsimiled or e-mailed applications will not be accepted at any time.**

Applications missing required documents or corrected information received after January 14, 2005, and before February 15, 2005, will cause the application to be considered for funding after all complete applications have been ranked (i.e., the incomplete applications will go to the bottom of the list). It is the applicant's responsibility to ensure that the application is submitted on time to CIWMB. Failure to submit all required documents by February 15, 2005, will result in disqualification of the application from consideration for a grant award.

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

**California Integrated Waste Management Board
SB 1346 Rubberized Asphalt Concrete Grant
Financial Assistance Branch, Grants Administration Unit, MS10
ATTN: Liz Huerta
P.O. Box 4025
Sacramento, CA 95812-4025**

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

**California Integrated Waste Management Board
SB 1346 Rubberized Asphalt Concrete Grant
Financial Assistance Branch, Grants Administration Unit, MS10
ATTN: Liz Huerta
1001 "I" Street
Sacramento, CA 95814**

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