

August 2003

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

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



Appendix A - Sample Purchasing Policies
Appendix B - Sample Budget Itemization Form
Appendix C - Application Checklist
Appendix D - Definitions
Appendix E - Scoring Criteria

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

Appendix A Purchasing Policies

SAMPLE #1

WASTE REDUCTION AND RECYCLING

The applicant will act to make resource conservation an integral part of the physical operation of the jurisdiction and within the project location. The practice of discarding materials used in 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:

1. The jurisdiction will integrate the concept of resource conservation including waste reduction and recycling, into its environmental programs.
2. 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.
3. The jurisdiction will cooperate with, and participate in, recycling efforts being made by the governing entity. As systems for the recovering of waste and recycling are developed within the jurisdiction, the applicant will participate by appropriately separating and allowing recovery of recyclable waste products.
4. 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 by the governing entity.
5. Representatives of the jurisdiction will actively advocate where appropriate, for resource conservation practices to be adopted at all applicable levels of government.

SAMPLE #2

SAMPLE POLICY ON WASTE REDUCTION AND RECYCLING

Recreational Program

Code No.: 903.1

Business Procedures

Series 600

Series 800

Equipment &
Facilities
Series 900

It shall be the policy of the park district to make resource conservation an integral part of the physical operation of the park district and of the recreation and park programs. The Recreation and Park Board recognizes that the practice of discarding materials used in district facilities is wasteful of natural resources, energy, and money. Furthermore, one of the functions of this district is to set an example of stewardship of our natural resources. Therefore, it shall be the policy of the park district to implement the following actions:

- I. The park district will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental programs.
- II. The park district 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.
- III. The park district will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for the recovery of waste and recycling are developed within the city and county, the park district will participate by appropriately separating and allowing recovery of recyclable waste products.
- IV. The park district will purchase, where financially feasible, recycled-content products. The park district will also encourage suppliers, both private and public, to make recyclable products available for purchase by the district.
- V. Representatives of the park district will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

SAMPLE #3

City/County Purchasing Policy

Purpose

The city/county 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.

Definitions

Recycled Material - Waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw or virgin material in the production of a product. Recycled materials may consist of material derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural waste, and other items, all of which can be used in the manufacture of new products.

Post-Consumer Recycled Materials - A finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to old newspaper, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete, and tires.

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.

General Policies

- A. All city/county departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All 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.
- C. The city/county shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The city/county 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) shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all city/county 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 product along with a list of suggested uses. The (title) 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), products available with recycled-content and vendors from whom such products are available. The (title) will also be responsible for information and dissemination of that information to all departments and for all annual review.

Responsibilities of All Other City/County Departments

- A. Each department shall purchase recycled products whenever practicable.
- B. Evaluate recycled products on the establish list.

**Appendix B
Sample Budget Itemization Form**

Pre-Installation Phase

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
1	personnel	1 Sup. @ \$30 /hr for 100 hours		\$3,000	\$3,000
	bid advertising	Merryhill News		\$800	\$800
	materials & supplies				
	consultants/contractors	1 Architect @ \$75/hr for 200 hours		\$15,000	\$15,000
		(design sign – volunteer in-kind)		\$500	\$500
	other				
		Task 1 Total:		\$19,300	\$19,300

Installation Phase

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
2	personnel	3 maintenance workers @ \$10/hr at 80 hours each		\$2,400	\$2,400
	materials & supplies	Drainage materials	\$10,000	\$10,000	\$20,000
	material & supplies	Concrete work	\$24,000	\$13,680	\$37,680
	consultants/contractors	Contractor – preparation of site	\$15,000		\$15,000
		Task 2 Total:	\$49,000	\$26,080	\$75,080
Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
3	personnel	3 maintenance workers @ \$10/hr at 80 hours each		\$2,400	\$2,400
	materials/equipment	Rubberized Surfacing	\$50,000	\$33,070	\$83,070
	signage	6' X 8' wood fiber sign	\$1,000		\$1,000
	consultant/contractor	Contractor – installation of materials		\$15,000	\$15,000
	other				
		Task 3 Total:	\$51,000	\$50,470	\$101,470

Budget Sample continued on next page

Post-Installation Phase

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
4	personnel	1 coordinator @ \$20 /hr for 150 hours		\$3,000	\$3,000
	materials & supplies	Recycled-Content Paper for newsletter announcing new recreational site & recycled-content use		\$150	\$150
	advertising	Mailing newsletter to community		\$800	\$800
	signage	Installation		\$200	\$200
	other				
Task 4 Total:			0	\$4,150	\$4,150
Total Grant Funds (Not more than \$100,000)			\$100,000		
Total Matching Funds (at least equal amount of grant funds or fifty percent (50%) if qualified for financial hardship designation)				\$100,000*	
Total Project Funds					\$200,000*

***Tips**

- Since the cost per tire in Criterion #10 will go up with the total cost of the project, applicants are encouraged to include only the minimum match requirement in the budget (e.g., \$100,000 in grant monies would require a minimum of \$100,000 in match monies – unless financial hardship is claimed then the minimum match required is \$50,000).
- This form may be reproduced and enlarged as necessary.
- The tasks and corresponding dollar figures in the Budget Itemization Form and the Work Plan Form must match.
- Attach quotes and/or estimates to verify reasonable costs.
- Round all amounts to the nearest whole dollar.
- Check your calculations!!!

Appendix C

Application Checklist

This checklist has been provided for your benefit in completing the Waste Tire Track and Other Recreational Surfacing Grant application. A complete application contains thorough answers to all eleven (11) criteria and the inclusion of the required forms with complete information.

Step 1 – Project and Applicant Eligibility

- Did you verify that your agency is eligible to apply for this grant?
- Are you applying as a jurisdiction (i.e., school district, park district, special district, etc.)?
- Did you coordinate with your jurisdiction?
- Is this the only application your governing jurisdiction has submitted for this grant program?
- Can the applicant verify that surfacing materials will be from 100 percent California waste tires?
- Can your agency demonstrate the ability to provide an even match or fifty percent (50%) of the grant amount requested if qualified for “Extreme Financial Hardship”?
- Does the application include outreach information and a sample of a sign designating CIWMB as a contributor toward the project?
- Does the application identify the number of tires diverted from the waste stream?

Step 2 – Question and Answer Period

- After you have reviewed the application and application instructions, do you have any program-specific questions?
- Remember to submit your questions in writing by mail or E-mail before September 26, 2003.

Step 3 – Application (Most of the information is self-explanatory (name, address, etc.) however, key areas that have been incomplete in the past are:

- Application must be signed by an authorized signature or designee (as indicated in the resolution).
- Did you provide a summary of the project (i.e., what, when, how, and why)?
- Is the matching amount correct?
- Does the grant funds, matching funds, and total sum listed on the application cover sheet equal what is indicated on the Work Plan and budget pages?
- Did you include the Legislative District Numbers?
- Did you complete the General Checklist of Licenses, Permits, and Filings (CIWMB 669)?
- Did you check and initial the Environmental Justice box on the Application Cover Sheet?

Criterion #1 – Need (up to 25 points)

- Did you describe your funding needs and community needs (i.e., recreational site users in the jurisdiction, demographics, statistics, problems, and solutions)?
- Did you support the existence of the problem and project need with data from surveys, maintenance and safety reports, studies, accident reports, etc.?
- Did you describe health and safety and environmental concerns?

Criterion #2 – Goals/Objectives (up to 10 points)

- Did you describe goals and objectives indicating what you wish to accomplish with this project?
- Did you describe how the need was identified?
- Do the tasks listed in your Work Plan mirror the budget?

Criterion #3 – Work Plan (up to 5 points)

- Did you identify staffing from your agency required to complete the proposed project?
- Did you list cooperating individuals and/or organizations?
- Did you provide a specific funding plan for future maintenance and operational costs?
- Does the Work Plan task numbers mirror the budget itemization form?

Criterion #4 – Evaluation (up to 5 points)

- Did you describe how you would determine if the goals, objectives, and tasks will be completed successfully?
- Did you identify how you will measure the project’s impact on the community?
- Did you identify and describe your evaluation report?
- Did you list the staff responsible for the evaluation report?

Criterion #5 – Budget (up to 10 points)

- Did you provide a thorough itemization of all allowable expenditures?
- Did you include volunteer time, donated materials and equipment, and signage information?
- Did you check the list of eligible and ineligible costs?
- Did you make sure your costs do not include any expenses related to playground equipment?
- Does your budget equal the Work Plan?
- Did you provide quotes and/or estimates?
- Are all budget itemization totals accurate (check your math)?
- Are your contingent costs kept to a minimum?
- Are all expenses explained?
- Did you round up the cents to whole dollars?

Criterion #6 – Application Completeness, Letters of Support, Experience, etc. (up to 5 points)

- Did you include original application or three (3) copies?
- Did you remember not to bind the original application or three (3) copies?
- Did you print on both sides of the paper?
- Did you identify the original by marking it “original” and copies by marking them “copy”?

- Does the application contain a resolution? If not, did you indicate when you would provide the resolution?
- Does the application include letters of support from at least three (3) individuals/entities?
- Is the cover sheet of the original application (and copies) signed by the person with signature authority as indicated in the resolution?
- If applicable, is there a letter in the application designating signature authority to another? If so, is it from the authorized signature authority indicated in the resolution?
- Are all the criteria included in the original and each copy?
- Are all forms included in the original and each copy?

Criterion #7 – Recycled-Content Purchasing Policy or Directive (up to 15 points)

(Note: attaching the policy is not required.)

- Did you check off the box and indicate the date the policy or directive was adopted?
- Did you check off the boxes that correspond with the types of recycled or re-used products you have purchased?
- Did you evaluate your Recycled-Content purchasing policy or directive?
- Did you indicate what has been successfully implemented?
- Did you complete the entire form?

Criterion #8 – Recycling and Sustainable Practices Programs (up to 5 points)

- Did you explain how you handle easily recycled internal waste?
- Did you include information on how you handle waste recycling at special events and/or in recreational programs?
- Did you check off the boxes?

Criterion #9 –Prior Waste Tire Playground Cover or Track and Other Recreational Surfacing Grant (up to 5 points)

- Did you check off the appropriate box?

Criterion #10 – Estimated Cost Per California Waste Tire Diverted From The Waste Stream (up to 10 points)

(Note: without an accurate calculation you will receive zero points.)

- Did you provide an accurate calculation?
- Did you use both grant and match funds to calculate eligible costs?
- Did you check to make sure that you did not include ineligible costs in the calculation (see “Ineligible Costs” in the Grant Information and Instructions Section)?

Criterion #11 – Economic Need (up to 5 points)

- Did you go to the U.S. Census Bureau’s website to check the median household income using the ZCTA for the location of your project?
- If the median household income is below \$30,399 did you know you could reduce your matching fund requirement to 50% of the grant request?
- Did you check the box that applies to the location and median household income for your project?
- Did you include your ZCTA and corresponding Median Household Income on the lines provided?

Send the Applications to:

California Integrated Waste Management Board
 Waste Tire Track and Other Recreational Grant Program
 Financial Assistance Branch, Grant Administration Unit
 ATTN: Philip Poon
 P. O. Box 4025, MS 10
 Sacramento, CA 95812-4025

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.

**Applications must be postmarked or exhibit a commercial carrier tracking number by:
 Monday, November 3, 2003**

Appendix D Definitions

The following definitions apply only to the Waste Tire Track and Other Recreational Surfacing Grant Application.

Applicant – a qualified public entity (jurisdiction) submitting an application and requesting grant funds.

Athletic Court – a specially prepared area, usually four-sided, that may be paved or unpaved which may have lined boundaries or other markings and on which may be played or practiced games such as, but not limited to, basketball, tennis, handball, volleyball, racquetball, or squash. An athletic court is not a playground.

Athletic Playing Field – an area upon which athletic games, events, or sports, may be played or practiced, such as, but not limited to, soccer, football, baseball, or track and field. An athletic playing field is not a playground.

Authorized Signature – the signature of the person authorized by title by the applicant's governing body to execute in the name of the applicant all necessary applications, contracts, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant application.

Board – refers to the six member governing body of the California Integrated Waste Management Board.

Budget Itemization – a detailed listing of all eligible costs required to complete the project.

Cash Match – a.k.a “hard match” is funds from another source that is budgeted for the project.

Competitive Grant – an award of money for which applicants compete.

Contingency – liable to happen or not; uncertain; possible. For example: *contingent expenses*.

Cooperating Agencies – external organizations outside the applicant's agency that will work with the applicant to complete a project. For example: Rotary, Kiwanis, neighborhood association, etc.

Criterion – the rules or principles for evaluating; a standard of judgment or criticism.

Cost Savings – sum of money reserved as a result of the economical use of funds.

Endorsement – written approval or sanction.

Environmental Concerns – impacts from the environment that might have a negative effect on the children using the facility. For example: animal feces, inadequate drainage, excessive debris, etc.

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(e)}.

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 – assessment methods used to measure the success of the project such as the comparison of injury reports, post-construction inspection, a survey of neighborhood users or a change in the number of users pre- and post-construction.

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

Facility – the physical location of the track or other recreational surfacing project.

Gap in Service - an open interval or hiatus in the use or availability of the recreational site or for the lack of recreational services facilities (new and refurbished).

Goal - an object or end one tries to attain.

Grantee – the term used to refer to the applicant after it has a signed grant agreement with CIWMB.

Grant Agreement – legal, binding document that includes a cover sheet, terms and conditions, procedures and requirements, work plan, budget, attachments and is signed by both the grantee (with designated signature authority) and the CIWMB Executive Director or his/her designated signator.

Grant Award – amount of money awarded by the Board to complete the proposed project.

Grant Request – the amount of grant money requested by the applicant.

Health and Safety Threats – hazards that could be unsafe or cause injury, illness or death to a child on a playground – protruding nails, animal feces, inadequate fall surfacing, etc. Additionally, the community could experience health and safety threats from the lack of play facilities in the community.

In-Kind Match – a.k.a. “soft match” is the project’s contribution of non-cash outlay of materials or resources to support a percentage of the CIWMB grant award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

JPA (Joint Powers Authority) – an agreement between two or more agencies that specifies the responsibilities of each agency in implementing the project.

Jurisdiction – a public entity in California that is a city, county, city and county, college, university, state owned recreational facility, public school district, qualifying California Indian tribe, park district, and special district.

Matching Funds – means money that is provided by the grantee and does not consist of funds currently or previously received from CIWMB. These fund may be from other private, state or federal entities.

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 that specifies the responsibilities of each agency in implementing the project.

Notice to Proceed – the formal letter from the CIWMB notifying the grantee to start its project.

Need – a lack of something wanted or deemed necessary.

Non-California Tires- Waste tires not generated in California.

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

Other Costs – costs not included in the listed categories of the budget and not listed as ineligible costs.

Personnel Services – includes salaries, wages, and benefits for personnel who are employed by the applicant and will work directly on the project.

Playground - 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, internal land forms, vegetation, and related structures.

Primary Contact – the first person with whom the CIWMB grant manager will communicate regarding questions, requests, and clarifications.

Program-Specific Questions – questions that specifically address issues pertaining or relating to the Waste Tire Track and Other Recreational Surfacing grant application.

Project Cost – all allowable costs, as set forth in the applicable cost principles, 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, city and county, college, university, state owned recreational facility, public school district, qualifying California Indian tribe, park district, and special district.

Qualifying California Indian Tribe – For purposes of this grant a “Qualifying California Indian Tribe” means an Indian tribe, band, nation, or other organized group or community of Indians residing within the boundaries of California, which can establish that it is a governmental entity and can meet the criteria of this grant program.

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

Reasonable Costs – moderate, especially in price; not expensive for the geographical location.

Recreational Site – means an area designed, equipped, and set aside for the public’s recreation. For purposes of this grant program, a playground is not considered a recreational site. Examples of recreational sites include, but are not limited to, running tracks, tennis courts, skateboard parks, swimming pools, soccer fields, football fields, hockey fields, weight rooms, and fairgrounds.

Recipient – the jurisdiction receiving an award from CIWMB to carry out a project.

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

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

Recycled-Content Purchasing Directive – an administrative order, policy, or memo instructing purchasing practices.

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.

School District- a geographical division, with specified limits, whose school or schools are administered by a local board of education.

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

Special District - are a unit of local government--separate from cities and counties-- which provide public services such as fire protection, waste disposal, water supply, electric utilities, and libraries.

Sustainable Recycling Practices – practices that result in resource conservation and/or efficiency that reuse, reduce, or recycle material before it enters the waste stream.

Task – the specific activities conducted to complete a project.

Time Frame – a period of time with a beginning and ending date.

Total Grant Request – the amount of the grant funds requested.

Unmet Need – a lack of services, equipment or facilities for the target population.

Volunteer Labor – services provided by a person or persons willingly and without 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 (PRC) Section 42950(k).

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

Appendix E

Scoring Criteria

Applications will be evaluated using the following Grant Scoring Criteria adopted by the Board for this grant program. The bullets noted under each of the criteria below are provided for general guidance and may or may not appear on the Application Form.

THE WASTE TIRE TRACK AND OTHER RECREATIONAL SURFACING GRANT PROGRAM SCORING CRITERIA FOR FISCAL YEAR 2003/2004	
Applicants must score 70% (70 points) of 100 points to be considered for funding.	
Points	Description
GENERAL CRITERIA	
25	<p>1. NEED – Grant application 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"> • Provides convincing reasons why the project should be funded; addresses the identified gap in service availability; current unmet need; • Describes and documents the problem; supports the existence of the problem with surveys, studies; • Adequately describes any health and safety threats or environmental concerns.
10	<p>2. GOALS AND OBJECTIVES – 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"> • Is based on the identified need described in the proposal; • Describes specific and measurable goals and objectives; • Demonstrates that objectives can be achieved within indicated time frame.
5	<p>3. WORKPLAN – Specific list of all grant eligible procedures or tasks used to complete your project.</p> <ul style="list-style-type: none"> • Describes in detail how the objectives will be met with available time and resources; • Identifies staffing required to carry out the proposed project; • Describes involvement of cooperating organizations; • Presents a specific plan for future funding for operation and maintenance costs.
5	<p>4. EVALUATION – Measures the outcome of the applicants project.</p> <ul style="list-style-type: none"> • Describe your methods to evaluate the project and determine whether the goals, objectives, and tasks will be accomplished successfully. • Explains any statistical tests or questionnaires to be used; • Describes any evaluation reports to be produced and who will be responsible for the evaluation.
10	<p>5. BUDGET – Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> • Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable; • Quotes, estimates, or other documentation to support the costs claimed are provided; • All program tasks described in the Work Plan are itemized in the budget; • Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.; • Budget items for miscellaneous, contingency or managerial costs are clearly described and kept to a minimum.
5	<p>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. – Is the proposal <u>clearly presented and complete</u>?:</p> <ul style="list-style-type: none"> • Provide evidence that the applicant or his/her contractor(s) have sufficient staff resources, technical expertise, and experience to successfully manage this grant project. • Provide letters of support and/or commitment for your grant project from local governments (employees/officials), board members, Board of Supervisors, etc., from entities other than your agency. • Includes current resumes, endorsements, and references. • Within the last three years have you received <u>any</u> Board grant? If yes, please briefly describe the outcome of the prior grant funded project. If applicable, briefly describe the current state of the funded grant project.

15	7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE - Provide evidence that a recycle-content purchasing policy is in place or evidence to show that the policy will be adopted during the application period requiring the Grantee to purchase recycled-content products, recycled or reusable products, or engage in other waste reduction activities where appropriate and feasible.
75	TOTAL POSSIBLE GENERAL CRITERIA POINTS
PROGRAM CRITERIA	
5	8. RECYCLING AND SUSTAINABLE PRACTICES PROGRAMS – The degree to which a recycling and a sustainable practices program has been developed and implemented by the public entity to recover materials from the waste stream. The degree to which the program mitigates or avoids adverse environmental effects.
5	9. PRIOR WASTE TIRE PLAYGROUND COVER OR TRACK AND OTHER RECREATIONAL SURFACING GRANT –The applicant will receive five (5) points if the track and recreational facility <u>has not been awarded</u> a grant during either of the last two grant cycles (fiscal years 2001/2002 and /or 2002/2003) for Playground Cover and/or Track and Other Recreational Surfacing Grants funded by the California Tire Recycling Management Fund.
10	10. ESTIMATED COST PER CALIFORNIA WASTE TIRE DIVERTED FROM THE WASTE STREAM – The applicant must provide a calculation of the cost of each waste tire diverted from the waste stream by using <i>eligible</i> costs of the total project (match plus grant funding, which includes costs for preparation, installation, public education, signage, materials, and labor) and the number of pounds of California waste tire rubber used in the project). If the applicant does not provide an accurate calculation, (0) zero points will be awarded.
5	11. ECONOMIC NEED – The applicant demonstrates economic need in the zip code area in which the project is located, based on median household income data from the U. S. Census. The applicant will receive two (2) points if the project is located within a ZCTA in which the median household income is between and including 70.00 percent to 75.00 percent of the State’s median household income; three (3) points if the project is located within a ZCTA in which the median household income is between and including 64.01 percent to 69.99 percent of the State’s median household income; and five (5) points if the project is located within a ZCTA in which the median household income is 64.00 percent or less of the State’s median household income.
25	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
100	TOTAL POSSIBLE SCORE (Total of General Criteria and Program Criteria Points)