

August 2002

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

**WASTE TIRE TRACK AND OTHER RECREATIONAL
SURFACING GRANT PROGRAM FY 2002/2003
APPLICATION**



Available to the Following Public Entities in California that Operate Public Recreational Facilities Open to the Public During Normal Recreational Hours: Cities, Counties, City and County, Park Districts, Special Districts, Public School Districts, State Owned Recreational Facilities, Colleges, Universities, and Qualifying California Indian Tribes.

Applications must exhibit a postmark or a commercial carrier tracking number dated by Friday, November 1, 2002

Hand-delivered, late, faxed or E-mailed applications after November 1, 2002, will not be accepted.

**Maximum Points: 100
Applicants Must Score 70% (70 of 100 Points)
To Be Considered For Funding**

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

California Integrated Waste Management Board Tire Survey

Please note: The information you provide on this survey; does not reflect any determination in your Grant application. This is for informational purposes only.

1. **Other than the grant and match funds expended for this project are you using products made from waste tire rubber on any of your other projects?**

No

Yes If yes, please answer questions
2 and 3

2. **If yes, what is the source of the waste tire rubber?**

3. **If source is other than California, why didn't you use products made from California waste tire rubber?**

**WASTE TIRE TRACK AND OTHER RECREATIONAL GRANT PROGRAM
APPLICATION COVER SHEET**

APPLICANT INFORMATION			
Name:			
Mailing Address:			
City:		County:	Zip Code:
Name and Location of Project:			
Primary Contact/Title:		E-mail Address:	
Telephone Number:		Fax Number:	
Secondary Contact/Title:		E-mail Address:	
Telephone Number:		Fax Number:	
Legislative District Numbers:		Assembly:	Senate:
Federal Tax Identification Number:			
If a consultant completed the application, provide the following information:			
Company Name:			
Company Address:		Phone:	
Applicant Type: (circle or check one)			Funding Information:
City	County	City and County	Grant Funds Requested
Special District		School District	\$
State Agency		Qualifying California Indian Tribe	Matching Funds
Other: _____		College or University	(at least an equal amount of grant requested or 50% [if qualified – see p. 17])
			\$
			Total Sum of Grant plus Match
			\$

Provide a concise project summary below: What, When, How, and Why – limit five (5) sentences

Certification: I declare, under penalty of perjury, that all information submitted for CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge.	
Authorized Signature: _____	Date: _____
Type or print name and title: _____ (Title must be designated in the Resolution)	
<input type="checkbox"/> Environmental Justice - Applicant certifies that, if awarded a grant, it shall, in the performance of the grant agreement, conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Please check box and initial.)	

Environmental Justice

Public entities that receive grant funding from CIWMB for this grant program must comply with the following principles of Environmental Justice. Environmental Justice is defined in Government Code Section 65040.12(e) as: "...the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."

Senate Bill 115 (Solis, Statutes of 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to conduct their "programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state."

Grant Applicant: _____

Name of Project and Location: _____

The application is self-explanatory and contains instructions. The Appendices section provides a sample Budget Itemization Form; a sample Procurement Policies; a list of term and word definitions; an application checklist; and scoring criteria. A completed application should include answers to all eleven (11) criteria as well as the following completed forms: Work Plan; Budget Itemization; Summary of Current and Previous Grant Awards; and a Resolution, Joint Power Agreement (JPA), and/or Memorandum of Understanding (MOU). To assist you, a sample application that includes some of our best responses has been posted on the CIWMB website at: www.ciwmb.ca.gov/Tires/Grants/Track

**GENERAL CRITERIA
NEED
(Criterion #1 – 25 points)**

The grant application clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)

(10 pts.) Describe your project, why the project is needed, and how it will benefit the community. (Describe the project funding needs and community needs for the recreational surfacing project.) Address identified gap in service availability and/or the current unmet need. (Describe the length of time the refurbished or new recreational surfacing project may not be used if the rubberized surfacing is installed, and how obtaining the surfacing grant will meet the need of the community.)

Grant Applicant: _____

Name of Project and Location: _____

(10 pts.) Describe and document the problem. Support the existence of the problem and project need (described in the first part of this criterion) with data from surveys, maintenance and safety reports, studies, accident reports, etc. Provide statistics about how the community will be affected if new rubberized surfacing from waste tires is installed. (Note: photos of the condition of the existing project illustrating the need will be accepted. Photos do not replace the description.)

(5 pts.) Describe health and safety threats or environmental concerns for users of this project's surfacing for either existing or new recreational sites (i.e., the community recreating in unsafe/undesirable areas, contamination from animals, debris on surfacing, hard fall surfaces, or other health and safety hazards due to surfacing design, etc.).

Grant Applicant: _____

Name of Project and Location: _____

**GENERAL CRITERIA
GOALS/OBJECTIVES
(Criterion #2 – 10 points)**

Goals and objectives must describe what you wish to accomplish by completing this grant project.

(7 pts.) Describe specific goals and objectives for the project. (The goals should reflect what you wish to accomplish by providing surfacing for this project. The related objectives should be specific, measurable, relevant to the project, and time-limited. Please see the definitions for goals and objectives in Appendix D.)

Sample format:

Goal 1 -
Objective 1 -
Objective 2 -
Objective 3 -

Goal 2 -
Objective 1 –
Objective 2 –
Objective 3 –

Goal 3 -
Objective 1 –
Objective 2 –
Objective 3 –

(3 pts.) How was identified need as described in Criterion #1 determined for this project? For example: community workshops, planning sessions, user input, surveys, etc.

Grant Applicant: _____

Name of Project and Location: _____

**WASTE TIRE TRACK AND OTHER RECREATIONAL SURFACING GRANT PROGRAM
WORK PLAN (3 pts)**

The Work Plan is part of Criterion #3 and must match your Budget Itemization Form. The Work Plan must list all tasks, including grant funded and matching activities that are necessary to complete the proposed project. Please number each task. If additional space is needed, the Work Plan form may be reproduced.

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant \$	Match \$			
	Pre-Installation Phase					
	Installation Phase					
	Post-Installation Phase					
	(Hint: In one of the above phases, you must include public outreach and signage information.)					

Grant Applicant: _____

Name of Project and Location: _____

**GENERAL CRITERIA
EVALUATION
(Criterion #4 – 5 points)**

Measure the outcome of the applicants project.

(2 pts.) How will you determine if the goals, objectives, and tasks for this project have been met (post-construction inspection, use by the community, user surveys, etc.)?

(2 pts.) How will you measure the project's impact on the community and the project users?

(1 pt.) Describe any evaluation reports that will illustrate the success of the project.

List staff responsible for the project evaluation and evaluation reports:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Grant Applicant: _____

Name of Project and Location: _____

**GENERAL CRITERIA
BUDGET ITEMIZATION FORM
(Criterion #5 – 10 points)**

Cost (dollar figure) associated with activities necessary to complete the project. Provide a detailed itemization of funds requested and demonstrate that the project is cost-effective. Attach quotations, estimates, or other documentation to support costs. See page 9 of the Application Information and Instructions for more details. For the products, materials, goods, and supplies used in the performance of this Agreement, the Grantee shall certify under penalty of perjury the minimum, if not exact, percentage of recycled content, both secondary waste and post-consumer waste, as defined in Public Contract Code (PCC) §§ 12161, 12162, 12181, 12182, and 12200, as applicable. This certification shall be provided to the CIWMB Grant Manager on a Recycled-Content Certification Form if grant is awarded.

Pre-Installation Phase

(See Appendix B – Budget Sample)

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
	personnel	\$ /hr. X Hours; Activity			
	bid advertising	\$ /hr. X Hours; Activity			
	materials & supplies				
	consultants/contractors	\$ /hr. X Hours; Activity			
	other				
Task 1 Total:					

Installation Phase

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
	personnel	\$ /hr. X Hours; Activity			
	materials & supplies				
	consultants/contractors	\$ /hr. X Hours; Activity			
	other				
Task 2 Total:					

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
	personnel	\$ /hr. X Hours; Activity			
	equipment				
	signage				
	consultant/contractor	\$ /hr. X Hours; Activity			
	other				
Task 3 Total:					

Budget Form continued on next page.

Grant Applicant: _____

Name of Project and Location: _____

Post-Installation Phase

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
	personnel	\$ /hr. X Hours; Activity			
	materials & supplies				
	advertising				
	other				
Task 4 Total:					
Total Grant Funds (Not more than \$100,000)			\$		
Total Matching Funds (at least equal amount to grant funds or fifty percent (50%) if qualified for financial hardship designation)				\$	
Total Project Funds					\$ *

***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!!!*

Grant Applicant: _____

Name of Project and Location: _____

GENERAL CRITERIA
COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.
(Criterion #6 – 5 points)

Completeness (2 Pts.)

Applicant must submit:

- A completed and signed original and three (3) copies of the application; the original and three (3) copies must be marked as "original" and "copy."
- An application signed by the person whose title is designated in the resolution.
- An original and three (3) copies that are double-sided and printed on recycled-content paper, and fastened in the upper left-hand corner (do not bind).
- Application must include an approved resolution or a resolution timeline (see sample resolution), as well as a Joint Powers Authority or a Memorandum of Understanding (if applicable).

Letters of Support (1 Pt.)

Application packet includes at least three (3) letters of support for the project.

For the purposes of this requirement, provide letters of support and/or commitment for your grant from local governments (employees/officials), Board members, Board of Supervisors, etc., from entities other than your agency.

All letters of support must be submitted with your application packet.

Do not send letters to CIWMB separately.

Experience (2 Pt.)

Address the ability of the applicant to coordinate grant activities. Describe the project manager's experience coordinating similar grants in the space below.

Attach:

- Resumes
- Endorsements
- References

Previous CIWMB Grant Awards

CHECK ONE BOX

- Using the table on the following page, list CIWMB grants received in the past three fiscal years (1999/2000, 2000/2001, and/or 2001/2002).

OR

- This agency has received no other grants from CIWMB.

Grant Applicant: _____

Name of Project and Location: _____

SUMMARY OF CURRENT AND PREVIOUS CIWMB GRANT AWARDS

For Fiscal Years 1999/2000, 2000/2001, 2001/2002 only

Type of Grant	Grant Agreement Number	Grant Award \$	Brief Program Description (1-2 Sentences)	Audit (date/agency)

Grant Applicant: _____

Name of Project and Location: _____

PROGRAM CRITERIA
RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE
(Criterion #7 - 15 points)

Definition of recycled-content purchasing policy or directive: Either 1) a policy which specifies purchasing recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable or 2) a directive or memo instructing recycled-content purchasing practices. Examples include: a re-refined oil purchasing policy or a more general "recycled-content" procurement policy. See Appendix A – Sample Procurement Policies.

(4 pts.)

Does your organization have a recycled-content purchasing policy or directive? Yes No

Date policy or directive was adopted: _____ (The policy or directive may be adopted during the application process.)

(2 pts.)

Briefly describe your recycled-content purchasing policy or directive (do not attach your policy/directive):

(5 pts.)

Check the boxes that correspond with the types of recycled or re-used products you have purchased or used.

- | | | |
|--|---|---|
| <input type="checkbox"/> Office paper supplies | <input type="checkbox"/> Furnishings: benches, tables, chairs | <input type="checkbox"/> Shipping boxes |
| <input type="checkbox"/> Toner cartridges | <input type="checkbox"/> Leisure/play equipment | <input type="checkbox"/> Finishes: paint, wall coverings |
| <input type="checkbox"/> Construction/building materials | <input type="checkbox"/> Floor coverings | <input type="checkbox"/> Re-used concrete, asphalt, brick |
| <input type="checkbox"/> Re-treaded tires | <input type="checkbox"/> Compost/mulch | <input type="checkbox"/> Rubberized Asphalt Concrete |
| <input type="checkbox"/> Janitorial paper products | <input type="checkbox"/> Containers/storage systems | <input type="checkbox"/> Others, please list |
| <input type="checkbox"/> Re-refined oil | | |

Equipment/vehicles using re-refined oil: (mowers, trucks, vans etc.)

(2 pts.)

Evaluate your Recycled-Content Purchasing Policy or Directive

1. What areas need improvement?

(2 pts.)

2. What aspects have been successfully implemented?

If the applicant receives a grant award, as part of the final report they will be required to provide information on the amount of recycled-content products purchased such as paper, re-refined oil, paint, compost, etc. that are used in the performance of the contract (required as part of Public Contract Code Sections 10308.5 and 10354).

Grant Applicant: _____

Name of Project and Location: _____

**PROGRAM CRITERIA
RECYCLING AND SUSTAINABLE PRACTICES PROGRAMS
(Criterion #8 - 5 Points)**

Provide evidence that a recycling and a sustainable practices program has been developed and implemented by the public entity to recover materials from the waste stream. Provide evidence that the program mitigates or avoids adverse environmental effects.

(3 pts.)
Explain how the applicant handles easily recycled internal waste such as paper, bottles, and cans. Describe how the applicant integrates waste management and recycling practices into its special events and/or recreational programs at the project location. How does the applicant's recycling program lessen or avoid unfavorable environmental effects.

(2 pts.)
Evidence of performing sustainable practices (Sustainable practices are procedures that result in resource conservation and/or efficiency). Check the boxes that correspond to the sustainable practices your agency participates in.

- | | | |
|---|--|---|
| <input type="checkbox"/> Grass Cycling | <input type="checkbox"/> Composting / Mulching | <input type="checkbox"/> Sustainable Construction |
| <input type="checkbox"/> Integrated Pest Management | <input type="checkbox"/> Water-Efficient Landscaping | <input type="checkbox"/> Green Operations/Maintenance |
| <input type="checkbox"/> Energy Efficiency | <input type="checkbox"/> Demolition / Debris Recycling | <input type="checkbox"/> Renewable Energy |
- Other, describe:

**PROGRAM CRITERIA
PRIOR WASTE TIRE PLAYGROUND COVER OR TRACK SURFACING GRANT
(Criterion # 9 - 5 points)**

**CHECK ONE BOX
(0 pts.)**

- This track and recreational facility has been awarded a Playground Cover and/or Track and Other Recreational Surfacing grant funded from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (fiscal years 1999/2000, and/or 2001/2002). Check this box if your agency has been awarded a grant.

OR

- (5 pts.)**
- This track and recreational facility has received no Playground Cover and/or Track and Other Recreational Surfacing funding from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (fiscal years 1999/2000, and/or 2001/2002). Check this box if your agency has NOT been awarded a grant.

Grant Applicant: _____

Name of Project and Location: _____

PROGRAM CRITERIA
ESTIMATED COST PER CALIFORNIA WASTE TIRE DIVERTED FROM THE WASTE STREAM
(Criterion #10 - 10 points)

The applicant will receive points based on the number of waste tires diverted from the waste stream as it relates to the cost per tire. The cost per tire is calculated by dividing the total sum of the grant plus match (as listed on the application cover sheet) by the total number of tires used. (See Instructions pages 6 and 7 for a description of eligible and ineligible costs.) Tip: If the manufacturer is only able to indicate the number of pounds of rubber used in the project, CIWMB estimates that twelve (12) pounds of rubber can be recovered from each waste tire.

NOTE: If the applicant does not provide an accurate calculation, zero (0) points will be awarded for this criterion.

$$\frac{\text{Total eligible cost}}{\text{(divided by) number of tires}} = \text{total cost per tire}$$

Example of cost per tire calculation using the sample budget provided in the Appendices.

$$\frac{\$200,000}{\text{Total eligible cost}} \text{ (divided by) } \frac{5,221}{\text{number of tires}} = \frac{\$38.31}{\text{total cost per tire}}$$

PROGRAM CRITERIA
ECONOMIC NEED
(Criterion #11 - 5 points)

Please check only one box and provide the project zip code and the zip code median household income in the space provided below. To find the median household income of the project, refer to page 8 of the "Application Information and Instructions." Applicants that qualify for five (5) points also qualify for "Extreme Financial Hardship" and need only provide a match of fifty percent (50%) of the total grant amount requested. The following points are assigned based on the zip code median household income of the project's physical location.

- The project is located within a zip code for which the median household income is at or over 75.01%. **(0 Points)**
- The project is located within a zip code for which the median household income is between and including 70.00% - 75.00% (\$25,059 - \$26,849) of the state median household income (\$35,798). **(2 Points)**
- The project is located within a zip code for which the median household income is between and including 64.01% - 69.99% (\$22,912 - \$25,058) of the state median household income \$35,798.) **(3 Points)**
- The project is located within a zip code for which the median household income is at or below 64.00% (\$22,911) of the state median household income (\$35,798.) **(5 Points)**

Project Zip Code: _____ Zip Code Median Household Income: \$ _____

Grant Applicant: _____

Name of Project and Location: _____

Please submit an approved resolution with your application or the following acknowledgement.

- Approved resolution enclosed in the application.
- Our governing body will consider this resolution on: _____.

(initial) We acknowledge that the approved resolution must be received by CIWMB no later than Dec. 1, 2002

SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted Assembly Bill 1843 (Brown, Statutes of 1989, Chapter 974) that provides grants to public entities involved in activities that result in reduced landfill disposal of used whole tires and reduced illegal disposal or stockpiling of used whole tires; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program for the State, setting up necessary procedures governing program applications; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the State; and

WHEREAS, if awarded a grant, the applicant will enter into an agreement with the State of California for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the _____ (*Title of Governing Body*) authorizes the submittal of an application to the California Integrated Waste Management Board for the 2002/2003 Waste Tire Track and Other Recreational Surfacing Grant Program. The _____ (*Title of Official, or his/her authorized designee*) of the _____ (*Name of Entity/Agency/Government*) is hereby authorized and empowered to execute in the name of the _____ (*Name of Entity/Agency/Government*) all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (*Title of Governing Body*) this _____ day of _____, _____. Effective: _____, _____.

ATTEST:

Signed: _____ Date: _____
(Name and Title of Official Authorized to Sign)

* The wording in this Sample Resolution is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Joint Agreement: NOW, THEREFORE, BE IT RESOLVED that the _____ (*Name of Entity/Agency/Government*) authorizes the submittal of a regional application on behalf of _____, _____, _____, _____, and _____ to the California Integrated Waste Management Board for the 2002/2003 Waste Tire Track and Other Recreational Surfacing Grant Program. The _____ (*Title of Official, or his/her designee*) is hereby authorized and empowered to execute in the name of _____ (*Name of Entity/Agency/Government*) all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the _____ (*Name of Entity/Agency/Government*) authorizes the _____ (*Name of Lead Entity/Agency/Government*) to submit to the California Integrated Waste Management Board a regional application for the 2002/2003 Waste Tire Track and Other Recreational Surfacing Grant Program on its behalf. The designee of _____ (*Name of Lead Entity/Agency/Government*) is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

Grant Applicant: _____

Name of Project and Location: _____

APPLICATION SUBMITTAL

Applicants must submit an original and three copies of the complete application, with the original marked "Original," and the copies marked "Copy," to the address below. Applications must exhibit a commercial carrier tracking number or be postmarked or no later than **Friday, November 1, 2002**. Applications postmarked after this date will be returned to the applicant and will not be considered for grant funding. Hand-delivered, faxed, or E-mailed applications will **not** be accepted at any time. CIWMB strongly recommends that applicant's use priority or overnight mail to delivery their application package. Applications must be in a font no less than 10 points, printed on recycled-content paper, double-sided, and fastened in the upper left-hand corner (do not bind the applications).

Other than the Resolution, missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that the application is submitted on time to CIWMB.

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

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

The following physical address is necessary for applications sent by commercial carrier:

**California Integrated Waste Management Board
Waste Tire Track and Other Recreational Surfacing Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Philip Poon
1001 "I" Street, 19th Floor, MS 10
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.