



## **Sustainable (Green) Building**

### **Sustainable Building Tire Grant Solicitation-Fiscal Year 2004/2005**

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The Sustainable Building Tire Grant Program solicited grant proposals for the development of markets and new technologies for California waste tires. Archive versions of the grant documents are available for download:

- [Notice of Funds Available \(NOFA\)](#)
- [Questions and Answers](#)
- [Grant Application Instructions](#)
- [Grant Application Definitions](#)
- [Grant Application](#)

## **Update**

At its June 14, 2005, meeting, the California Integrated Waste Management Board exercised its authority and decided to not fund the Sustainable Building Tire Grants for Fiscal Year 2004/2005. There was much discussion among the Board members, staff and interested parties during the Board meeting, as well as during the Committee meeting the previous week; however, in the end, after much deliberation, the Board decided not to fund this grant.

Transcripts of the Board and Committee meeting are [available](#) on line.



## **Sustainable Building Tire Grant Program**

# **Notice of Funds Available (NOFA): Fiscal Year 2004/2005**

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## **Issued February 2005**

The California Integrated Waste Management Board (Board) approved the Sustainable Building Tire Grant (SBTG) Scoring Criteria and Evaluation Process for Fiscal Year 2004/2005. The purpose of this grant solicitation is to advance the use of California waste tire products in sustainable building projects and applications. These grants will provide an opportunity to develop markets for waste tires while advancing the use and acceptance of recycled-content, California tire-derived products in the built environment.

## **Funding**

The funding allocation available for this solicitation is three hundred thousand dollars (\$300,000), from the Tire Recycling Management Fund. The maximum award for each proposal is seventy five thousand dollars (\$75,000).

## **Applicant Eligibility**

All cities, counties, local government, state agencies, non-profits and Indian tribes are eligible to apply for funding under this solicitation. Applicants must submit a proposal following the instructions in the grant application package. Only one (1) application per organization may be submitted for consideration in this grant solicitation. If more than one is received for a particular organization, the organization will need to determine which proposal will be the final one submitted for this grant solicitation, if this can not be agreed upon, all proposals for that organization will be disqualified.

## **Eligible Projects**

The SBTGs are intended to advance the use of California waste tire products in sustainable building projects and applications. This grant offering's primary purpose is to encourage the creative application and inclusion of waste tire products into construction projects. This can include indoor or outdoor applications (e.g., matting, ADA ramps, landscaping, etc.).

## **Ineligible Projects**

Ineligible project include, but are not limited to, any project that doesn't include the incorporation of waste tire products into the project. If you are unsure if your project is eligible or not, you may submit a question in writing as described on pages 5-6 under Questions and Answers.

## **Resolution Requirement**

Applicants from local governments and nonprofits must submit a resolution from the applicant's governing body, which authorizes the jurisdiction to submit the application. Resolutions are due with the proposal, or no later than May 6, 2005. Applicants from state agencies must submit a letter from their Director, or authorized person, authorizing the agency to submit the application.

## **Grant Term**

The grant term is approximately two (2) years. All costs must be incurred and invoices received by the CIWMB after the issuance of the Notice to Proceed and before the end of the grant term.

## **Question and Answer Period**

All questions must be submitted **in writing** by April 8, 2005; instructions for submitting questions and details of the grant requirements are included in the application package. Answers to questions will be [posted](#) continually on the Green Building website throughout the question and answer period.

## **Application**

An application package may be obtained by:

- [Downloading from this site.](#)
- Faxing request to (916) 319-7252.

Mailing request to California Integrated Waste Management Board, Sustainable Building Program, P.O. Box 4025, Sacramento, CA 95812-4025.

## **Application Deadline and Filing Instructions**

- Applicants must submit one (1) original and three (3) copies of the application.
- Applications must be submitted on paper with 100 percent postconsumer recycled-content that bears a recycled logo or text confirming the use of recycled paper.
- Applications must be double-sided with pages numbered consecutively.
- Applications e-mailed or faxed will not be accepted.
- The CIWMB must receive all applications on or before 2:00 p.m. on Friday, April 29, 2005. Applications delivered on April 29, 2005 must be received at the Environmental Services Center at the California Environmental Protection Agency's headquarters building located at 1001 "I" Street, 1st Floor, Sacramento, Calif. Mailed applications must be received by the application deadline and sent to: California Integrated Waste Management Board, Grants Administration Unit, MS-10, P.O. Box 4025, Sacramento, CA 95812-4025.
- Clearly note "Sustainable Building Tire Grant Application--Immediate Attention Requested" on envelope.
- Incomplete applications or applications received after 2:00 p.m. on April 29, 2005, will be returned to the applicant and will not be considered for grant funding.

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

## **Award of grants**

This will be a competitive grant solicitation, meaning that staff will review, score and rank all qualified applications based on the Board approved scoring and evaluation criteria. The Board will then award the grants in order of ranking until all funding is exhausted.



## Sustainable (Green) Building

# Questions and Answers: Sustainable Building Tire Grant Solicitation—Fiscal Year 2004/2005

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## Question and Answer Period

All questions must be submitted **in writing** by April 8, 2005; instructions for submitting questions and details of the grant requirements are included in the application package. Answers to questions will be continually updated and posted here throughout the question and answer period.

## Questions and Answers

1. **Q. Is there a match requirement for the Sustainable Building Tire Grants, and if not, does offering matching funds make the application more competitive?**
  - A. There is NO match requirement for this grant solicitation, and there are NO additional points awarded for providing matching funds.
  
1. **Q. Can the Sustainable Building Tire Grant funds be used for parking lot construction?**
  - A. Yes, as long as you use rubberized asphalt concrete made from California waste tires.
  
1. **Q. Can funds be used for tennis court resurfacing?**
  - A. Yes, as long as you use rubberized asphalt concrete made from California waste tires.
  
1. **Q. We are a local public community college and also have a nonprofit 501 (c)(3) foundation. Can our foundation be a legal applicant since it is a nonprofit?**
  - A. Nonprofit organizations who meet the definition of a 501(c)(3) with the Internal Revenue Service are eligible to apply for funding.
  
1. **Q. Approximately how many grants do you anticipate awarding?**
  - A. It depends on how many people apply, receive a passing score, and how much each of the passing proposals request in funding. We currently have \$300,000 available for this solicitation, and there is a maximum request of \$75,000 per proposal. So assuming that we receive enough proposals, and everyone requests the maximum amount, then we would award 4.
  
1. **Q. Has this program been offered before?**
  - A. Yes and No. Yes, we have offered sustainable building tire funds for solicitation in the past; however, those were for contracts and were solicited in a request for proposals (RFP). We have also provided sustainable building grants in a noncompetitive bid process. However, we have not solicited for Sustainable Building Tire Grants in the past.
  
1. **Q. Are there any priority areas for this program?**
  - A. The goal of this grant program is to increase the amount of recycled content waste tire products being incorporated into sustainable buildings. We are also looking for the projects that incorporate products that divert a lot of California waste tires in the manufacturing process. Another priority of this grant solicitation is to encourage the incorporation of these tire-derived products into a whole-building approach to sustainable building. So there will be preference points given for projects that are striving for LEED or CHPS certification.
  
1. **Q. Can we submit more than one grant application?**
  - A. As stated in the [application instructions](#) on page 3, under Applicant Eligibility, "Each local public and State agency, nonprofit organization, and Indian tribe may submit only one (1) application."

**1. Q. Is the max \$75,000?**

A. As stated in the [application instructions](#) on page 3, under Grant Funding, "Applicants may request a maximum of seventy-five thousand dollars (\$75,000) for the entire grant term. Applicants who request more than seventy five thousand dollars (\$75,000) will be disqualified."

**1. Q. Could grant funding be used for a recycled building materials/green building materials outreach display that has recycled rubber products as a portion of the materials promoted?**

A. These funds can only be used for projects/programs directly related to the promotion, marketing or incorporation of recycled rubber products. So, funds could be used for the development of fact sheets, case studies promoting tire-derived products, or incorporation of tire-derived materials on the display booth. These funds can not pay for anything outside the scope of tire-derived products.

**1. Q. Are rammed Earth or Tire bale building projects eligible for funding in the Sustainable building grant?**

A. Since only tire projects are eligible for funding, the rammed Earth project would not be eligible for funding under this grant solicitation; however, the tire bale building project would be.

STATE OF CALIFORNIA  
ENVIRONMENTAL PROTECTION AGENCY  
California Integrated Waste Management Board

Sustainable Building Tire Grant Application

Fiscal Year 2004/2005 Offering

**Application Delivery Deadline:  
Friday, April 29, 2005 at 2:00 P.M.  
Postmarks will not be considered.**

Applications must be received by the CIWMB on or before  
2:00 p.m. on Friday, April 29, 2005.

Applications delivered on Friday, April 29, 2005, must be received at the Environmental Services  
Center at the California Environmental Protection Agency's headquarters building located at  
1001 "I" Street, Floor, Sacramento, CA.

Mailed applications must be sent to the address below:

California Integrated Waste Management Board  
Attention: Grants Administration Unit, MS-10  
SUSTAINABLE BUILDING TIRE GRANT APPLICATION  
P.O. Box 4025  
Sacramento, CA 95812-4025

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 risk of the applicant, and delayed delivery or  
loss of an application by the Post Office or a delivery service will not be justification for a  
late application.

Applications received after 2:00 p.m. on Friday, April 29, 2005  
will be disqualified.

Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

This application package contains the following:

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PROPOSED SCHEDULE:

Date	Activity
February 2005 to April 29, 2005	Application period
April 8, 2005	Question period ends. All questions regarding this grant solicitation must be submitted by close of business on this date.
April 15, 2005	Compilation of questions and answers posted on Sustainable Building Web site.
April 29, 2005	Applications due
May 2005	Applications reviewed and award recommendations prepared
June 2005	Board approves grant awards
July 2005	Grant agreements developed and signed
August 2005	Grant recipients begin grant projects
April 2007	Grant term ends
May 15, 2007	Final Progress Reports due

## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

### I. GRANT SUMMARY AND GUIDELINES

#### A. BACKGROUND

The concept of Sustainable Building is an integrated approach that encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused and recycled content building and landscaping materials. Sustainable buildings have a high potential to improve the markets for used and recycled-content materials, given the high levels of debris entering landfills as a result of construction and demolition activities in California.

The focus of this grant solicitation is California waste tire products, and their incorporation into sustainable building products and projects in California. These grants will provide an opportunity to develop markets for waste tires while advancing the use and acceptance of recycled-content, California tire-derived products in the built environment.

#### B. APPLICANT ELIGIBILITY

The SBTG's are available to California local public and state agencies, Indian tribes, and non-profit organizations. For the purposes of this offering a "local public agency" is a city, county, or local government agency. Receipt of a previous grant award(s) from the CIWMB will not affect an applicant's eligibility.

Each local public and state agency, non-profit organization and Indian tribe may submit only one (1) application. If more than one (1) application is submitted by any of the above mentioned organizations, it will be the organization's responsibility to decide which application should go forward. If the additional applications are not withdrawn, all applications from that organization will be disqualified.

#### GRANTEE RESPONSIBILITY

The Grantee's responsibilities include, but are not limited to: 1) responsibility for supervising and administering the grant; 2) accountability for how the grant funds are expended; and 3) responsibility for requesting grant funds.

#### C. ELIGIBLE PROJECTS

The SBTGs are intended to advance the use of California waste tire products in sustainable building projects and applications. This grant offering's primary purpose is to encourage the creative application and inclusion of waste tire products into construction projects. This can include indoor or outdoor applications (e.g., matting, ADA ramps, landscaping, etc.)

#### D. INELIGIBLE PROJECTS

Ineligible projects include, but are not limited to, any project that doesn't include the incorporation of waste tire products. If you are unsure if your project is eligible or not, you may submit a question in writing as described on pages 5-6 under Questions and Answers.

#### E. GRANT FUNDING

For the purposes of this grant offering, the CIWMB anticipates allocating three hundred thousand dollars (\$300,000) from FY 2004/2005 funds to fund successful applicants. Applicants may request a maximum of seventy five thousand dollars (\$75,000) for the entire grant term. **Applicants who request more than seventy five thousand dollars (\$75,000) will be disqualified.** Grant funds may be used only for activities directly related to the approved proposal (see Eligible Project Costs below). This is a competitive grant. All grant awards are subject to funding availability. The CIWMB reserves the right to reduce the amount of any grant request and/or to not award this grant.



## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

### F. ELIGIBLE PROJECT COSTS

All costs incurred with grant funds, must be directly related to the approved proposal. Materials, services, equipment, or facilities that directly enhance the approved project are eligible project costs. Costs must be reasonable, cost-effective, and focused on local needs. If you are uncertain as to whether a proposed project cost is eligible, you may submit a question in writing to one of the following addresses: Sustainable Building Tire Grant, P.O. Box 4025, MS-12, Sacramento, CA 95812-4025. Grantees are bound by the State Administration Manual, which is available through the Department of General Services' Web site at [sam.dgs.ca.gov/default.htm](http://sam.dgs.ca.gov/default.htm).

#### 1. Direct Costs

The Grantee may claim as direct costs all eligible costs specifically associated with planning and implementing the grant project (e.g., staff time to work on the project and submit Progress Reports and Payment Requests).

#### 2. Overhead/Indirect Costs

Overhead/Indirect Costs are not allowed in this grant solicitation, and will NOT be eligible for reimbursement.

#### 3. Travel Costs

Travel costs within California are eligible costs, as long as they are reasonable, directly related to the project, and pre-approved by the CIWMB's Grant Manager. Travel costs, like all other costs, must be identified in the Budget (Exhibit C). Expenses will be reimbursed according to the guidelines set forth in the State Administrative Manual Sections 0700-0741 and the current Department of Personnel Administration memorandum. For example: mileage rate may not exceed \$0.34 per mile.

#### 4. Purchase/Lease of Vehicles

The purchase/lease of a vehicle by a Grantee is not an eligible expense under this grant solicitation. Any cost associated with this activity will not be eligible for reimbursement.

### G. INELIGIBLE PROJECT COSTS

Any costs not directly related to the grant project are ineligible for grant funding or as matching contributions. Ineligible costs include, but are not limited to, the following:

- Costs incurred prior to issuance of the Notice to Proceed or after the end of the grant term;
- Costs not included in the approved budget;
- Costs currently covered by another CIWMB loan, grant, or contract;
- Overhead, contingency, or indirect costs
- Purchasing or leasing of vehicles
- Overtime costs (except for local public agency staffing during evening or weekend events when law or labor contract requires overtime compensation);
- Out-of-state travel;
- Any food or beverages (e.g., as part of meetings, workshops, training, events, etc.);
- Public education costs not directly associated with the approved project;
- Profit or mark-up by the Grantee or partner;
- Cell phones and pagers;
- Overhead and indirect costs above five percent (5%) of the amount approved for payment;
- Any costs that are not consistent with local, state, and federal guidelines, regulations, and laws; and
- Any other costs not deemed reasonable by the Grant Manager.

## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

### H. GRANT TERM

The grant term is approximately two (2) years. All costs must be incurred and invoices received by the CIWMB after the issuance of the Notice to Proceed and before the end of the grant term.

### I. QUESTIONS AND ANSWERS

All questions about this application must be submitted **in writing** by April 8, 2005, or via e-mail, fax (916-319-7252), or mail ([Sustainable Building Tire Grants, MS-12, P.O. Box 4025, Sacramento, CA 95812-4025](mailto:Sustainable Building Tire Grants, MS-12, P.O. Box 4025, Sacramento, CA 95812-4025)). Questions will **not** be answered via phone. Questions will **not** be accepted after April 8, 2005. Answers to questions will be posted on the SBTGs' Web site throughout the Question and Answer period. The final compilation of questions and answers will be available on the website by April 15, 2005.

### J. COMPLIANCE RESPONSIBILITY

The SBTGs embrace a wide range of activities, some of which may be subject to local, state and federal laws, guidelines, or regulations. The applicant is responsible to comply with all applicable laws, regulations, and requirements. The applicant must complete and submit with its application the General Checklist of Business Permits, Licenses and Filings Form (Exhibit H (pages 29-30)). Grantees are required to update this list upon execution of the Grant Agreement and with the submittal of each Payment Request if applicable.

## II. GRANT APPLICATION REVIEW AND AWARD PROCESS

### A. APPLICATION REVIEW

After the closure of the application period, CIWMB staff will evaluate applications using the Scoring Criteria and Evaluation Process below. Applicants must score at least 75 points within the General Review and Preference Criteria to qualify for funding consideration. All applications will be scored based solely on the information provided in the application, and ranked according to the total number of points received. Staff's recommendation for funding will be based on the order of ranking.

### B. SCORING CRITERIA AND EVALUATION PROCESS

#### General Review Criteria (100 possible points)

Applications must score at least 75 points within the General Review and Preference Criteria to qualify for grant funding consideration.

1. **Need (25 points)** –Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)
  - Provides a detailed description of the project proposed for funding including an explanation of the need that the project will meet and description of what the project will accomplish and how it will be accomplished.
  - Provides convincing reasons why the project should be funded
  - Describes potential impact of the project on other projects
  - Demonstrates the use of waste tires in the project (how many tires will your project divert from the landfill?)
2. **Goals and Objectives (10 points)**-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.
  - Explanation of the project's specific goals and objectives, and how they relate to the need.
  - Quantification of outreach goals (e.g., how many people will be affected).
  - Quantification of desired results.
  - Demonstrate that goals and objectives can be achieved by the end of the grant term.

## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

3. **Evaluation (5 points)-Measures the outcome of the applicant's project.**
  - Grant proposal describes a method to evaluate the success of the project and determine whether the goals and objectives were accomplished. (This must include a cost per tire breakdown).
  - Describe clearly the criteria for determining success
  - States who will be responsible for the evaluation
  - Describes any evaluation reports to be produced (in addition to required quarterly reports to the Board).
4. **Work Plan (10 points)-Specific list of all grant eligible procedures or tasks used to complete your project.**
  - Complete the Work Plan template (sample provided in application), to include a detailed description of each task required to achieve the goals and objectives, the time frame, and who will perform each task.
5. **Budget (10 points)-Cost (dollar figure) associated with activities necessary to complete the project.**
  - Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes or other goals
  - Budget itemization is highly detailed to determine that the proposed expenses are reasonable and breaks down the overall cost for the entire project into specific cost categories. (This should include estimates/quotes)
  - All costs are accurately calculated and totaled
  - All program tasks described in the Work Statement and narrative 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 or managerial costs are clearly described and kept to a minimum
  - Budget must be submitted in the format requested, and according to the example provided in application.
  - Specify any other funding sources that will be used to complete the project.
6. **Completeness, Two (2) Letters of Support, Experience, Etc. (5 points)-**
  - Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs, to carry out the proposed project.
  - Should be clearly presented and complete
  - Should be checked to assure that all required attachments, forms, signatures and initials are included.
  - Should be signed in all appropriate places by the person whose title is designated in the authorizing document. Note: If an authorizing document is unavailable at the time of application submittal, one must be submitted to the CIWMB Grant Manager no later than May 6, 2005.
  - Should include a signed General Checklist of Business Permits, Licenses and Filings form which certifies required permits have been obtained, or will be obtained. Permit and licensing assistance may be obtained through the following website: [www.calgold.ca.gov](http://www.calgold.ca.gov)
  - Includes 2 letter of support for the project (no more or less)
  - Addresses ability of the applicant to coordinate contracted activities, if applicable
  - Includes resumes, endorsements, references, etc.

## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

7. **Recycled-Content Purchasing Policy (20 points)**-This policy requires the applicant to use recycled-content and/or environmentally preferable products, recycled or reused products, or engage in other waste reduction activities where appropriate and feasible.
- Description of applicant's Recycled-Content Purchasing Policy or Environmentally Preferable Policy with recycled-content purchasing provisions). List and document the types of recycled products their agency has previously purchased, etc.
  - Evaluation of applicant's Recycled-Content Purchasing practices, which includes a description of the aspects that have been successfully implemented and a description of at least one (1) aspect that could be improved.
  - Discussion of applicant's use of re-refined oil in vehicles or evidence of sustainable practices such as grasscycling, composting, water-efficient landscaping, retreaded tires, etc.
  - Attach a formal Recycled-Content Purchasing Policy that has been adopted or modified within the last five (5) years (to receive full credit for this section). Adoption or modification of policy during the application period is acceptable.

\*Applicants are encouraged to reevaluate their RCP Policy, as this area has changed dramatically over the years. In doing so, applicants may realize they can incorporate a new aspect to increase their application's score.

### Preference Criteria (15 possible points)

The grant proposal has the potential to be leveraged for wider application that can result in widespread use of sustainable building practices. At a minimum, the project should:

- Be highly visible and educational
- Keep significant amount of waste tire materials out of landfills
- Enhance the markets for secondary materials collected through recycling collection programs
- Use of waste tire products in the context of a sustainable building, not just a sustainable feature (i.e., requiring LEED or CHPS commitment consistent with the new Executive Order S-20-04, or higher).

### C. CIWMB AWARD OF GRANTS

The CIWMB anticipates consideration of staff funding recommendations at a Board meeting in June 2005. Staff's recommendations will be made available on the CIWMB's Web site prior to the meeting.

### III. APPLICATION INSTRUCTIONS

All requested information must be provided in a clear and succinct manner. The application must be:

- Typed with a minimum 10-point font, and double-sided with one-inch margins;
- Single-spaced on 8 ½" x 11" paper with pages numbered consecutively;
- Three-hole punched, and submitted on paper with one hundred percent (100%) post-consumer recycled-content that bears a recycled logo or statement confirming the use of recycled paper;
- Prefaced with a Table of Contents identifying each section and its page number; and
- Received by the CIWMB on or before 2:00 p.m. on Friday, April 29, 2005.

The application must contain the following information in the prescribed order:

- A. Application Cover Sheet Form (Exhibit A);
- B. Proposal Narrative (Exhibit B);
- C. Work Plan and Budget (Exhibit C);
- D. Two (2) Letters of Support (Exhibit D);
- E. Applicant's Recycled-Content Purchasing Policy(ies) (Exhibit E);

## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

- F. Preference Criteria (Exhibit F);
- G. Resolution (Exhibit G) (This may be submitted after April 29, 2005 only if the local public agency can show good cause in its application as to why the Resolution was not turned in on time; however, the Resolution **must** be received by May 6, 2005.); and
- H. General Checklist of Business Permits, Licenses and Filings Form (Exhibit H).

### Please note that:

- Applicants must submit one (1) original and three (3) copies of the application package (each of the three (3) copies must follow the same requirements as the original application);
- Applications must be stapled in the upper left-hand corner and not submitted in a binder or folder;
- Applications e-mailed or faxed will not be accepted;
- Applications must be received by the CIWMB on or before 2:00 p.m. on Friday, April 29, 2005. Applications delivered on April 29, 2005 must be received at the Environmental Services Center at the California Environmental Protection Agency's headquarters building at 1001 "I" Street, Floor, Sacramento, CA. Mailed applications must be received by the application deadline and sent to: California Integrated Waste Management Board, Grants Administration Unit, MS-10, P.O. Box 4025, Sacramento, CA 95812-4025;
- Envelopes must clearly note "Sustainable Building Tire Grant Application—Immediate Attention Requested";
- Applications sent by U.S. Postal Service or by 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 risk of the applicant, and delayed delivery or loss of an application by a delivery service will not be justification for a late application;
- All application materials will become the property of the CIWMB; and
- **Incomplete applications or applications received after 2:00 p.m. on Friday, April 29, 2005 will be returned to the applicant and will not be considered for grant funding.**

### A. ATTACHMENTS

Attachments may be included in the application, provided they are relevant and assist in responding to the requirements of the Scoring Criteria and Evaluation Process.

### B. APPLICATION LENGTH

There is no application length requirement; however, the application must follow the instructions for submittal and provide all of the information requested, considering the importance of waste prevention.

## IV. GRANT ADMINISTRATION

### A. GRANT AGREEMENT

After the CIWMB's grant awards at a Board meeting in June 2005, Grantees will receive a Grant Agreement, which is comprised of *Terms and Conditions*, *Procedures and Requirements*, and the Grantee's approved Work Plan and Budget. Only the signatory designated in the Grantee's Resolution is authorized to sign the Grant Agreement.

**A grant may not be funded unless the following two (2) conditions occur: 1) return of a completed and signed Grant Agreement within ninety (90) days from the mailing of the Grant Agreement by the CIWMB; and 2) full payment of all outstanding debt(s) owed by the proposed Grantee to the CIWMB within ninety (90) days from the award of the grant by the Board.**

### B. PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved—**advances are not available**. Payment will be made only for eligible costs

## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

described in the Grantee's approved Budget (Exhibit C). All Payment Requests must be prepared as described in the *Procedures and Requirements* and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, *Personnel Expenditure Summary Form*, *Grant Payment Request Form*, *Travel Log Form*, *Recycled-Content Certification Form*, etc.). **The CIWMB will withhold ten percent (10%) of each approved Payment Request until all conditions stipulated in the Grant Agreement have been satisfied.**

### C. REPORTING REQUIREMENTS AND GRANT CLOSING

Grantees must submit a Progress Report on December 1, 2005; June 1, 2006; December 1, 2006; and with each Payment Request. At the end of the grant term, Grantees must submit a Final Report, as well as a Payment Request for the final payment and ten percent (10%) withheld during the grant term. **The Final Report and Payment Request must be received by April 30, 2007, and all grant funds must be expended before April 1, 2007 to be reimbursable.** Failure to submit the Final Payment Request and Final Report, with appropriate documentation, by April 30, 2007, may result in rejection of the Payment Request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The final payment including the ten percent (10%) withholds will not be released until the Final Report is received and approved by the CIWMB's Grant Manager. Included with the Final Report, Grantees must provide a copy of all products and materials produced with the grant funds. If requested, Grantees must make an oral presentation to the Board.

### D. RECYCLED-CONTENT CERTIFICATION

Public Contract Code §12210 requires that "fitness and quality being equal, all local and state public agencies shall purchase recycled products instead of non-recycled products whenever available at no more than the total cost of the non-recycled products." Grantees must submit a *Recycled-Content Certification Form* with all Payment Requests documenting their purchases of materials and goods, regardless of recycled-content.

### E. COPYRIGHT ACKNOWLEDGEMENT

Grantees acknowledge that the CIWMB shall have exclusive title to all copyrightable and trademarkable materials developed as a result of this grant project.

### F. AUDIT REQUIREMENTS

Grantees shall agree that the CIWMB, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement. Further, Grantees shall agree 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. Further, Grantees shall agree 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, Grantees shall agree 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.

## Sustainable Building Tire Grant-Fiscal Year 2004/2005 Offering

### Instructions for Application Cover Sheet (Exhibit A)

The form may be adapted to each applicant's computer software; however, **the format must be followed exactly.**

#### **Applicant**

The qualified local public agency submitting the grant application (e.g., City of Pristineville).

#### **Department**

For example, Department of Public Works, Environmental Management Department, etc.

#### **Partner(s) – Non-Local Public Agencies (if applicable)**

The private entity or entities partnering with the local public agency (Grantee) to perform the grant. Partners may be businesses, nonprofits, etc.

#### **Primary Contact**

This individual has ultimate responsibility for the project (e.g., Public Works Director, City Engineer, etc.). All CIWMB correspondence will be directed to this individual.

#### **Project Director**

This individual is responsible for carrying out the day-to-day management and implementation of the grant (e.g., Recycling Analyst, Environmental Technician, etc.).

#### **Finance Officer**

This individual is responsible for compiling Payment Requests and tracking all grant expenditures and encumbrances (e.g., Budget Officer, Accounting Technician, etc.).

#### **Grant Funds Requested**

The total number of dollars being requested from the CIWMB (not to exceed seventy five thousand dollars (\$75,000)).

#### **Brief Summary of Project**

Include a three to five (3-5) sentence summary of the proposed project. The CIWMB may distribute this summary to the public.

#### **Signature**

The individual designated, or to be designated, in the Resolution is the "designated signatory," and only (s)he is authorized to sign the application, the Grant Agreement, and the Payment Request forms. **The designated signatory must also check the box and initial the Environmental Justice Certification.** The designated signatory must be an employee of the applicant.



## **Sustainable (Green) Building**

### **Sustainable Building Tire Grant Definitions**

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The following definitions apply only to the FY 2004/2005 Offering of Sustainable Building Tire Grants.

**Applicant**—A qualified local public agency submitting the grant application (e.g., City of Pristineville).

**Board**—The California Integrated Waste Management Board.

**Budget** – A detailed itemization of all eligible costs required to complete the grant project that contains a delineation of grant funds requested, as well as secured matching contribution.

**Competitive Grant**—An award of money for which applicants compete.

**Crumb Rubber**—Rubber granules derived from a waste tire that are less than or equal to, one-quarter inch or six millimeters in size.

**Designated Signatory**—The individual(s) authorized by the applicant's Resolution to sign the grant application, the Grant Agreement, Payment Request forms, and other grant related documents.

**Direct Cost**—Eligible costs specifically associated with planning and implementing the grant project.

**Eligible Costs**—Costs included in the approved Budget and incurred within the grant term.

**Endorsement**—Written approval or sanction.

**Environmental Justice**—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.

**Estimate**—A written statement of the approximate charge for the grant work proposed, submitted by an individual or company ready to undertake the work.

**Evaluation**—Assessment methods used to measure the success of the grant project.

**Evaluation Criteria**—The approved, published standards for evaluating the grant applications.

**Executive Order S-20-04**—Governor Schwarzenegger's Green Building order for the construction and/or renovation of state-owned facilities.

**Finance Officer**—The individual responsible for compiling Payment Requests and tracking all grant expenditures and encumbrances on behalf of the Grantee (e.g., Budget Officer, Accounting Office staff, etc.).

**Goal**—The object of the grant.

**Governing Body**—The applicant's decision-making body (e.g., City Council, Board of Supervisors, etc.).

**Grant Agreement**—The legally binding document enumerating the rights and duties of the Board and the Grantee regarding the Reuse Assistance Grant. The document consists of a cover sheet, Terms and Conditions, Procedures and Requirements, the Grantee's approved Work Plan and Budget, and attachments, and is signed by the Grantee's designated signatory and the Board's Executive Director or his/her designated signatory.

**Grant Award**—Amount of money awarded by the Board to complete the proposed grant project.

**Grantee**—The recipient of Sustainable Building Tire Grant funds.

**Grant Funds Requested**—The total number of dollars requested from the Board.

**Grant Manager**—The Board staff person responsible for monitoring the grant.

**Ineligible Costs**—Costs incurred prior to the Notice to Proceed or after the end of the grant and costs not included in the approved budget.



**Letter of Support**—A letter written by businesses, organizations, or community members stating their support of the applicant's proposed project.

**Local Public Agency**—A city, county, or regional agency that has obligations to develop and implement waste reduction programs pursuant to the requirements of Public Resources Code section 40900 et seq.

**Methodology**—The methods to be employed to accomplish the objectives and the goals of the grant project. The methodology is embodied in the "Work Plan."

**MOU (Memorandum of Understanding)**—A formal agreement between two or more local public agencies that specifies the responsibilities of each agency in implementing the grant project.

**Need**—A lack of something wanted or deemed necessary.

**Nonprofit Organization**—An organization who meets the definition of a 501(c)(3) non-profit organization with the Internal Revenue Service.

**Objective**—A measurable target that must be met on the way to attaining a goal.

**Partner**—The entity(ies) partnering with the applicant to perform the grant project. Partners may be other local public entities, businesses, nonprofits, etc.

**Payment Request**—A detailed itemization of eligible expenditures made by the Grantee according to the terms of the grant agreement, for which the Grantee is requesting reimbursement by the Board.

**Primary Contact**—This individual has ultimate responsibility for the project (e.g., Public Works Director, City Engineer, etc.). All Board correspondence will be directed to this individual.

**Progress Report**—A detailed description of all work completed to date that includes an indication of the state of completion (percentage) of all the tasks listed in the Work Plan, a discussion of anticipated accomplishments for the next reporting period, a discussion of problems or special situations encountered during the reporting period and the Grantee's response to those problems or situations, and a copy of all final public education, advertising, or promotional materials produced, purchased, and/or distributed with grant funds.

**Project Cost**—All costs incurred by the Grantee in performing the grant project. (The Board will only reimburse eligible costs incurred by the Grantee.)

**Project Director**—This individual is responsible for carrying out the day-to-day management and implementation of the grant (e.g., Recycling Analyst, Environmental Technician, etc.).

**Quote**—To provide in writing the current or market price of services, supplies, materials, or equipment.

**Reasonable Costs**—Moderately priced for the geographical location.

**Recipient**—The state or local agency or the non-profit organization receiving an award from the Board to carry out a grant project (i.e., Grantee).

**Recycled-Content Purchasing (Green Procurement) Policy**—A policy of an applicant and regional participants specifically to purchase recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable.

**Reference**—A formal statement regarding a person's or organization's character or experience.

**Regional Participants**—The local public agencies that are participating in a regional application.

**Resolution**—A formal authorization by the local public agency's(ies)' governing authority(ies) to participate in or apply for and accept this grant, as applicable.

**Resume**—A brief, written account of personal, educational, and professional qualifications and experience.

**Start Work Notice**—The formal letter from the Board authorizing the Grantee to start its grant project.

**Sustainable Building (a.k.a. Green Building)**—An integrated approach that encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused and recycled content building and landscaping materials.

**Sustainable Practices**—Operating in an environmentally sustainable manner (e.g., grasscycling, composting, water-efficient landscaping, conserving energy, etc.).

**Tasks**—The specific activities conducted to complete a grant project.

**Time Frame**—A period of time during which something has taken or will take place. A task's beginning and ending dates.

**Used Tire**—A tire that meets the following requirements: the tire is no longer mounted on a vehicle but is still suitable for use as a vehicle tire; and the tire meets the application requirements of the Vehicle Code and Title 13 of the California Code of Regulations; and the used tire is stored by size or a stack, but not in a pile, in a manner approved by the local fire marshal and vector control authorities and in accordance with the state minimum standards. The used tire shall be stored in a manner to allow inspection of each individual tire.

**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 section 42950(k).

**Work Plan**—The detailed listing of all tasks and sub-tasks necessary to complete the proposed grant project. Formally termed "Methodology."



Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

Type or Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

*The following is an application requirement (check the box and initial):*

\_\_\_\_\_ I affirm to the best of my knowledge that the applicant will comply with the principles of Environmental Justice as described below.

***Environmental Justice***

*Public entities that receive grant funding from the California Integrated Waste Management Board for this grant project must also comply with the following principles of Environmental Justice.*

*Environmental Justice is defined in Government Code Section 65040.12(c) as: "...the fair treatment of people of all races, cultures, and incomes with respect to development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."*

*SB 115 (Solis, Statutes 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."*

Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

**Exhibit B: Proposal Narrative**

**Instructions:** The following format must be used to complete this exhibit. This must be typed double-sided on 8 ½" x 11", one hundred percent (100%) post-consumer content recycled paper (a recycled logo or statement confirming the use of recycled paper is required), with all pages numbered consecutively. Using the spaces provided below, this must be single-spaced, have one-inch margins and minimum 10-point font. Do not include attachments other than those requested.

**Criterion #1: Need  
(25 points)**

(5 points) Describe in detail the project proposed for funding with a Sustainable Building Tire Grant, including an explanation of the need that the project will meet and a description of what the project will accomplish and how it will be accomplished.

(5 points) Provide necessary background and convincing reasons why your project should be funded, including: the current sustainable building efforts of your community, and current outreach efforts.

Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

(5 points) Describe the use of waste tire products in your project. Describe the impact of this sustainable building project on other building projects.

(5 points) Describe how many tires your project will divert from the landfill that if the project is not funded will be disposed of.

(5 points) Explain why your jurisdiction needs funding for this project. Acknowledge how much funding the project will require, and describe your agency's current funding capabilities to fund the project. Describe what other possible funding sources exist to fund the project. Describe other grants you have applied for and/or received to fund this or related projects.

Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

Criterion #2: Goals and Objectives  
(10 points)

(4 points) Explain the project's specific goals and objectives, including desired results, and how they relate to the need.

(2 points) Quantify outreach goals (e.g., how many people will be affected, impacted, or educated).

(2 points) Quantify desired results (e.g., measures of project or program outcomes, activities,

Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

achievements, etc.).

(2 points) Describe how the goals and objectives will be achieved by the end of the grant term. (e.g., have you received quotes, met with a planner, have a timeline established, etc.)



Criterion #3: Evaluation  
(5 points)

(3 points) Describe the methods that will be used to measure and evaluate the success, including quantifying results, of the project to determine the extent to which the objectives were accomplished at the conclusion of the grant term. (This must include a breakdown of the cost of the project versus the number of tires diverted, to give you a “cost per tire.”)

(2 points) Specify who will be responsible for conducting the project evaluation, reports to the Board, and at what intervals the results will be reported. Provide the individual’s name, title, employer, etc.

## Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

### Exhibit C: Work Plan and Budget

#### Criterion #4: Work Plan (10 points)

##### INSTRUCTIONS FOR COMPLETING THE WORK PLAN:

The Work Plan and Budget must list all activities described in the Proposal Narrative that are necessary to complete the proposed project.

- Use the Work Plan and Budget (Template) on page 23 to provide a Work Plan following the format included as Exhibit C (Sample) on pages 21-22. **The format must be followed exactly;** however, adjust the information to fit your project. Additional or fewer tasks may be needed for your project.
- List (number) and describe all of the proposed activities to be undertaken, whether each activity will be completed by jurisdiction staff or a contractor, and the start and ending dates for each activity.

#### Criterion #5: Budget (10 points)

##### INSTRUCTIONS FOR COMPLETING THE BUDGET:

- Reference the Eligible and Ineligible Project Costs sections of this application package (pages 4-5) to determine eligible and ineligible costs.
- If an applicant proposes a project that could be completed for less than the amount requested, the application may be docked points in the Budget portion of the Scoring Criteria and Evaluation Process.

(2 points) Use the Work Plan and Budget (Template) on page 23 to provide a Budget following the format included as Exhibit C (Sample) on pages 21-22. **The format must be followed exactly;** however, adjust the information to fit your project. Additional or fewer tasks may be needed for your project.

- Include the grant request for the project.

(3 points) The Budget must be highly detailed to demonstrate that the proposed expenses are reasonable, and must break down the overall cost for the project into very specific cost categories. All costs **must** add up correctly.

(2 points) Provide recent quotes and estimates for **all** costs and indicate on each quote/estimate to which Budget item it belongs. Attach these quotes following Exhibit C.

- For work to be done by the agency, attach the cost estimate from the Department performing the work (e.g., 20 staff hours @ \$50/hour).

(2 points) A cost is associated with each item listed in the Work Plan portion of Exhibit C.

(1 point) Provide specific details for equipment, services, and supplies requested.

The following two pages contain a sample Work Plan and Budget. Use the format shown but adjust the information to fit your project. Additional or fewer pages may be needed for your proposed project.

## Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

Exhibit C: Work Plan and Budget (Sample)

Task Number	Description of Activity	Who is Working: Staff or Contractor	Start & End Dates	Rate	Unit	Hours	Cost
Task 1	Secure contract with Acme Contractor.	Staff	12/1/05 - 1/16/06	\$74.81 (Manager)		24	\$1,795.44
Task 2	Coordinate photo shoots for reuse info. card, ads & billboards.	Staff	12/4/05 - 1/8/06	\$66.22 (Administrator)		24	\$1,589.28
Task 3.1	Compile lists of those pulling permits w/in last year from bldg. depts. of 11 jurisdictions.	Staff	12/6/05 - 3/5/06	\$74.81 (Manager)		35	\$2,618.35
Task 3.2	Develop database for direct mail piece.	Staff	12/6/05 - 3/5/06	\$66.22 (Administrator)		12	\$794.64
Task 4.1	Reserve billboard space.	Staff	12/6/05	\$74.81 (Manager)		14	\$1,047.34
Task 4.2	Design ad for billboard.	Staff	12/6/05	\$74.81 (Manager)		14	\$1,047.34
Task 5	Design reuse info. card.	Staff	12/8/05 - 1/30/06	\$74.81 (Manager)		40	\$2,992.40
Task 6	Order ads for 2003 phone book.	Staff	12/11/05	\$278.40 (1/2 pg. ad)	2		\$556.80
Task 7	Design imprint for business card files.	Staff	12/14/05 - 2/28/06	\$74.81 (Manager)		5	\$374.05
Task 8	Produce photos for reuse info. cards, ads & billboards.	Contractor	12/25/05 - 1/8/06	\$850.00		4	\$3,400.00
Task 9	Purchase billboard.	Staff	12/31/05	\$6,500.00	1		\$6,500.00
Task 10	Purchase business card files.	Staff	1/1/06 - 2/13/06	\$3.07	2,500		\$7,675.00
Task 11.1	Research reusable construction & demolition material categories & weights.	Staff	1/1/06 - 1/22/06	\$74.81 (Manager)		49	\$3,665.69
Task 11.2	Compile info. into categories for data entry & eventual diversion calculation.	Staff	1/1/06 - 1/22/06	\$74.81 (Manager)		50	\$3,740.50
Task 12	Design direct mail envelope.	Staff	1/16/06 - 1/31/06	\$74.81 (Manager)		6	\$448.86
Task 13	Design business cards.	Staff	1/16/06 - 1/31/06	\$74.81 (Manager)		3	\$224.43
Task 14	Design newspaper ads.	Staff	1/18/06 - 2/5/06	\$74.81 (Manager)		40	\$2,992.40
Task 15	Develop computer program to track origin of donated materials & material type.	Staff	1/22/06 - 2/9/06	\$74.81 (Manager)		10	\$748.10
Task 16	Purchase display ads to start running February 12, 2003.	Staff	1/22/06 - 2/9/06	\$443.38	30		\$13,301.40
Task 17.1	Print reuse info. cards & business cards.	Contractor	2/1/06 - 2/14/06	\$364.65 (per 1 unit of 5,000) (includes tax)	1		\$364.65

## Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

Task Number	Description of Activity	Who is Working: Staff or Contractor	Start & End Dates	Rate	Unit	Hours	Cost
Task 18	Prepare articles for materials exchange catalogs, trade journals & press releases.	Staff	2/5/06 - 11/23/06	\$443.38			\$0.00
Task 19	Acme Contractor begins work.	Contractor	2/12/06 - 11/23/06	\$24.00		400	\$9,600.00
Task 20	Track Acme Contractor collections.	Staff	2/12/06 - 11/23/06	\$10.00 (Student Assistant)		290	\$2,900.00
Task 21	Respond to campaign generated calls.	Staff	2/12/06 - 11/23/06	\$66.22 (Administrator)		49	\$3,665.69
Task 22	Stuff business card files with business cards.	Staff	2/12/06 - 11/23/06	\$10.00	24		\$240.00
Task 23	Stuff direct mail envelopes.	Staff	3/2/06 - 3/9/06	\$45.71 (Analyst)		24	\$1,097.04
Task 24	Mail direct mail package.	Staff	3/12/06	\$0.38	2,500		\$950.00
Task 25	Distribute reuse info. cards.	Staff	3/26/06 - 11/23/06	\$66.22 (Administrator)		40	\$2,648.80
Task 26	Schedule & give presentations to contractor groups & other trade associations.	Staff	3/26/06 - 11/23/06	\$74.81 (Manager)		50	\$3,740.50
Task 27	Call contractors pulling permits for 1-on-1 education.	Staff	6/4/06 - 11/23/06	\$66.22 (Administrator)		96	\$6,357.12
Task 28	Submit final report to CIWMB.	Staff	3/1/07	\$0.00			\$0.00
Total Grant Funds Requested							\$45,257.06
Total Project Cost							\$86,800.78



Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

Exhibit D: Application Completeness, Letters of Support, Experience, Etc.  
Criterion #6 (5 points)

Instructions:

- Attach, to this form, two (2) current (dated during the application period) letters of support for the project as Exhibit D. The letters may be from businesses, organizations, or community members. Include **only two (2)** letters (no more, no less).
- Double check the application to verify everything requested is included, and in the order prescribed.

(2 points)

Two (2) current letters of support for the project are attached:  Yes  No

(2 points) Explain how you (the applicant), your contractor(s), and/or subcontractor(s) have sufficient staff resources, technical expertise, and experience to carry out the proposed project. Attach resumes, endorsements, references, etc.

(1 point) Completeness Check

Application is:

- Typed with a minimum 10-point font;
- Double-sided with one-inch margins;
- Single-spaced on 8 1/2" x 11" paper with pages numbered consecutively;
- Printed on paper with one hundred percent (100%) post-consumer recycled-content that bears a recycled logo or statement confirming the use of recycled paper;
- Prefaced with a Table of Contents identifying each section and its page number;
- Stapled in the upper left-hand corner and not submitted in a binder or folder;
- Three-hole punched;
- Submitted with one (1) original and three (3) copies of the application package (each of the three (3) copies must follow the same requirements as the original application); and
- Received by the CIWMB on or before 2:00 p.m. on Friday, April 29, 2005.

**Applications received after 2:00 p.m. on Friday, April 29, 2005 will be disqualified.**

Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

Exhibit E: Attach Applicant's and, if Applicable,  
Regional Participants' Recycled-Content Purchasing Policy(ies)  
Criterion #7 (20 points)

Instructions:

- Complete all sections below.
- Check with your local public agency's General Services Agency or Administrative Services Department for documentation of a Recycled-Content Purchasing (RCP) Policy (or Environmentally Preferable Policy that contains recycled-content purchasing provisions). The RCP Policy must have been adopted/modified within the last five (5) years to receive full credit (adoption or modification of policy during the application period is acceptable); and
- **Attach to this page** a copy of your local public agency's RCP Policy, which requires the local public agency to use recycled-content, recyclable, or reusable products, or other waste reduction measures where appropriate and feasible.

(4 points) Describe your agency's RCP Policy. List the types of recycled products your agency has previously purchased, etc. Attach documentation.

(3 points) Evaluate your agency's RCP practices:

1) Describe the aspects that have been successfully implemented.

2) Describe at *least* one (1) aspect that could use improvement.

(3 points) Discuss your agency's use of re-refined oil in vehicles or sustainable practices such as grasscycling, composting, water-efficient landscaping, energy efficiency, etc. Attach documentation.

(10 points)\* Applicant has a formal RCP Policy:  Yes  No

Date Policy was Adopted/Modified:

\*Full credit is available only for policies adopted/modified within the last five (5) years.

To Receive Credit, the Policy Must be Attached to the Application.

Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

Exhibit F: Preference Criteria  
(15 points)

(5 points) Will the project be highly visible and education to the community? If so, provide details and a description below.

(5 points) Will the project keep significant amounts of waste tires and waste tire materials out of the landfills (quantify numbers here)? If so, please provide the numbers of tires.

(5 points) Will the project incorporate the use of waste tire materials into the larger scheme of a building design or rehab project rather than just incorporating a “sustainable or green” feature into the project? (e.g., will the project be going for a LEED or CHPS building rating)? Is this project consistent with the new Executive Order S-20-04.



## Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

### Instructions for Resolution (Exhibit G)

Applications must include a signed and dated Resolution from the applicant's governing body. The Resolution must authorize submission of the application and designate the job title of the individual authorized to sign the Grant Agreement and other grant-related documents. **Select the designated signatory carefully because only the individual in the designated position will be able to sign the Grant Agreement and payment request form(s).** The designated signatory must be a local public agency employee of the Grantee. See attached Exhibit G for a Sample Resolution (page 28).

For single local public agency applications, attach the approved Resolution as Exhibit G. For regional applications attach the lead agency's approved Resolution and all other required supporting documents as Exhibit G (see below). The local public agency must assume the roles of the Primary Contact, Project Director, and Finance Officer.

Exhibit G may be submitted after April 29, 2005, if, in the application, the applicant sets forth good cause as to why the Resolution and/or supporting documents were not turned in on time (e.g., "The applicant's City Council meets quarterly. Its next meeting will not occur until May 1, 2005."). **Note: the Resolution and, if applicable, all supporting documents must be received by May 6, 2005. Failure to meet this deadline will result in a disqualified application.**

#### 1. Resolution For Single Applicant/Local Public Agency

The grant application package must include either:

- An approved Resolution from the applicant's governing body, which authorizes submittal of an application for the Sustainable Building Tire Grant for a period not to exceed five (5) years, and identifies the **title** of the individual authorized to execute any agreements, contracts, and payment requests (see Exhibit G); or
- An approved Resolution from the applicant's governing body, which authorizes the submittal of grant applications to the Board for all available grants under the California Integrated Waste Management Act for a period not to exceed five (5) years, and identifies the **title** of the individual authorized to execute any agreements, contracts, and payment requests.

#### 2. Letters For State Agencies

- State agencies must provide a letter from their Director, or other authorized person, designating a specific person (other than themselves) either by name or title, to be the authorized signator for all contracts, payment requests, etc., regarding the grant applicant to act both as applicant and grant administrator for this grant on behalf of the partner/local public agency.

## Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

The following language is presented for sample purposes only. Please consult with your attorney.

### Exhibit G: Sample Resolution for Sustainable Building Tire Grant

WHEREAS, Public Resources Code Section 42000 authorizes the California Integrated Waste Management Board to conduct market development activities to strengthen demand by manufacturers and end-use consumers for recyclable materials collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, the concept of *Sustainable Building*, also referred to as *Green Buildings*, is an integrated approach, which encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused- and recycled-content building and landscaping materials; and

WHEREAS, on February 15-16, 2005 the California Integrated Waste Management Board approved the Scoring Criteria and Evaluation Process for the Sustainable Building Tire Grant; and

WHEREAS, the California Integrated Waste Management Board will enter into an agreement with the Grantee 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 a Sustainable Building Tire Grant. The (Title of Official), or his/her designee, is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

The foregoing resolution was passed by the (Title of Governing Body) this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

ATTEST:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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*\*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional project or a partner in a regional project:*

**Lead Applicant for a Regional Project** – NOW, THEREFORE, BE IT RESOLVED that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Partner/Local Public Agencies) to the California Integrated Waste Management Board for a Sustainable Building Tire Grant. The (Title of Official for Lead Local Public Agency) of the (Name of Lead Local Public Agency), or his/her designee, is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

**Partner in a Regional Project** – NOW, THEREFORE, BE IT RESOLVED that the (Name of Partner/Local Public Agency) authorizes the (Name of Lead Local Public Agency) to submit on its behalf as a partner a regional application to the California Integrated Waste Management Board for the Sustainable Building Tire Grant. The (Name of Lead Local Public Agency) is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

# Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

## Exhibit H: General Checklist of Business Permits, Licenses and Filings Form

GRANT APPLICANT/GRANTEE NAME		
GRANT NAME AND CYCLE	GRANT NUMBER	DATE SUBMITTED/UPDATED

Mark (✓ or X) appropriate box on each line below. All lines must be completed.

Note: This list is not all-inclusive. Grant Applicant/Grantee must list other critical permits/licenses/filings not identified below.

Grant Applicant/Grantee currently holds this valid permit/license/filing			Grant Applicant/Grantee will modify and/or obtain this permit/license/filing		This permit/license/filing is not applicable for this grant project or business	
			LOCAL PERMITS, LICENSES & FILINGS	REGULATOR OR ISSUER		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Authority to Construct/Permit to Operate	Air Quality Management District		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Construction Permit	City or County		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business License	City or County		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fictitious Business Name Filing	County		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Hauler Permit	City or County		
			STATE PERMITS, LICENSES & FILINGS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Antifreeze, Battery, Oil & Paint (ABOP) Notification	CUPA or Cal/EPA-DTSC		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corporate, Company or Partnership Filings	Ca. Secretary of State		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Haulers Permit	Cal/EPA – DTSC		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industrial Activities Storm Water General Permit	Cal/EPA – SWRCB		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Profit Organization 501 (C) (3)	Ca. Secretary of State		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prop. 65 Safe Drinking Water & Toxic Enforcement Act	Cal/EPA – OEHHA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solid Waste Facilities Permit	Cal/EPA – CIWMB		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State EPA Identification Number	Cal/EPA – DTSC		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste and Used Tire Hauler Registration	Cal/EPA – CIWMB		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Discharge Requirements	Cal/EPA – SWRCB		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Tire Facilities Permit	Cal/EPA – CIWMB		
			FEDERAL PERMITS, LICENSES & FILINGS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	US EPA – Identification Number	US EPA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	US EPA – NPDES and/or NSR Permits	US EPA		
			OTHER PERMITS, LICENSES & FILINGS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

## Sustainable Building Tire Grants-Fiscal Year 2004/2005 Offering

DO NOT submit copies of the permits/licenses/filings with this form. Please retain all permits/licenses/filings in grant file for audit purposes.

Comments/Notes:

Mark (✓ or X) appropriate box below.

<input type="checkbox"/>	<p><b>PRIVATE ENTITY CERTIFICATION:</b> I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.</p>
<input type="checkbox"/>	<p><b>PUBLIC ENTITY CERTIFICATION:</b> I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.</p>

Executed at: \_\_\_\_\_ on \_\_\_\_\_  
City and State Date

\_\_\_\_\_  
*Print Name of Grant Applicant/Grantee (as identified in resolution)* *Title*

\_\_\_\_\_  
*Signature of Grant Applicant/Grantee (as identified in resolution)* *Date*

*Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; relinquishment by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the CIWMB's Unreliable Contractors List.*