



December 2013

Department of Resources Recycling and Recovery (CalRecycle)

LOCAL GOVERNMENT WASTE TIRE CLEANUP GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

15th Cycle (TCU15) – Fiscal Year (FY) 2014/15

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GRANT CYCLE OVERVIEW

This resource document provides applicants with a cycle overview, instructions about how to access and complete the application online, and information about grant administration. The online application can be accessed on the [Grant Management System Web \(GMSWeb\) webpage](http://www.calrecycle.ca.gov/Grants/GMS/default.htm) (www.calrecycle.ca.gov/Grants/GMS/default.htm).

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

TIMELINE FOR LOCAL GOVERNMENT WASTE TIRE CLEAN UP GRANT PROGRAM, FY 2014/15

Date	Activity
February 5, 2014	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
February 12, 2014	<ul style="list-style-type: none"> • All answers will be posted (tentative)
February 27, 2014	<p>Application Due Date</p> <ul style="list-style-type: none"> • Applications must be submitted in GMSWeb by this date • Customer service will be available until 4:00 p.m. on this date
March 27, 2014	<p>Secondary Due Date</p> <ul style="list-style-type: none"> • If Resolution not submitted with the application Approved Resolution must be uploaded in GMSWeb by this date <p>If Applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) policy at time of application</p> <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMSWeb by this date
May 2014	<p>Grants Awarded</p> <p>CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)</p>
July/August 2014	<p>Grant Agreements</p> <p>Grant Agreements are distributed and executed</p>
June 30, 2016	<p>Grant Term</p> <p>Notice to Proceed to this date</p>

ELIGIBLE APPLICANTS

California jurisdictions including cities, counties, special districts, other political subdivisions and jurisdictions joined together by formal agreements, as well as Qualifying California Indian Tribes are eligible. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which (1) is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or (2) can establish that it is a government entity and which meets the criteria of the grant program.

Grants will not be awarded to two agencies within the same jurisdiction (example: City of Sacramento Public Works Department and City of Sacramento Health Department).

ELIGIBLE PROJECTS

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

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

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional program. A regional application is one in which two or more eligible jurisdictions join together in a regional partnership for the purpose of grant implementation. A Regional Lead jurisdiction must be designated to act on behalf of all Regional Participants (*see "Resolution Information" for specific instructions regarding authorization documentation*). The Regional Lead is the Grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead. If a jurisdiction is a Regional participant in a regional application, it may not apply individually.

AVAILABLE FUNDS

- A total of \$ 1,800,000 is available for this grant cycle, fiscal year (FY) 2014/15, subject to funding availability.
- \$100,000 is the maximum available for individual grant awards.
- \$250,000 is the maximum available for regional grant awards.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on June 30, 2016. This is also the date the Final Report and Final Payment Request are due to CalRecycle.

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than June 30, 2016.

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term which starts when the Grantee receives a Notice to Proceed from CalRecycle and ends on June 30, 2016 (*see "Grant Term" for additional information*).

Eligible costs include, but are not limited to:

- The cost of collecting less than 5,000 waste tires on private property where the owner is not responsible.
- The cost of collecting and loading waste tires into transporting vehicles for waste tire cleanup projects.
- The cost of transporting waste tires by a waste tire hauler, registered or exempted by CalRecycle, to a permitted, excluded or exempted waste tire storage facility or other authorized solid waste facility.
- The cost of transporting waste tires for a specific end-use to a CalRecycle approved end-use facility. The waste tires must be transported by a CalRecycle approved waste tire hauler to a CalRecycle approved end-use facility.

- The cost for disposing of waste tires at a CalRecycle permitted, excluded or exempted waste tire storage facility or disposal site.
- Equipment rental.
- Mileage of up to 56.5 cents per mile (or the rate identified on the Department of Personnel Administration website at the time the cost was incurred) for tire cleanup related activities.
- The reasonable cost for labor and materials (not greater than 5 percent of project costs reimbursed by CalRecycle) for fencing, gates, signs, and other methods to secure the property where illegal dumping has occurred.
- Any salaries and benefits for personnel directly involved in waste tire cleanup activities including the preparation of payment requests and final progress reports incurred prior to the grant term end date.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed email or after June 30, 2016.
- Personnel time for preparation of a Waste Tire Cleanup Grant Application.
- Cleanup of a site on private property with 5,000 or more tires.
- Any costs that are not consistent with local, state and federal laws, guidelines and regulations.
- Personnel costs incurred while an employee assigned to the waste tire cleanup grant project is not working on the grant (e.g., use of accrued time such as sick leave, vacation, etc.).
- Costs currently covered by or incurred under another CalRecycle funded loan, grant, grant cycle or contract.
- Purchasing or leasing of vehicles.
- Overhead (costs for accounting/budget/finance staff, rental/lease of space, utilities, copying, office supplies, etc.).
- Costs for obtaining permits and licenses.
- Cleanup/removal of waste tires from an operating business where the owner or operator of the property is actively stockpiling tires.
- Costs of collecting waste tires from waste tire generating businesses that are responsible for contracting with registered waste tire haulers for the removal of their waste tires. If it is determined that the Grantee has used grant funds for this purpose, costs incurred will be deemed ineligible.
- Research costs for specific end use projects associated with the site cleanup.
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations;
- Personnel travel or per diem costs.
- Cameras, cell phones, electronic personal data devices, pagers, and other similar personal electronic devices.
- Costs connected with contractor claims against the grantee.
- Any costs that are unrelated to the grant project or unreasonable as determined by the Grant Manager.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, all Applicants are required to develop, adopt and implement an EPPP Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the application. Any Applicant that does not have an EPPP Policy in place when it submits its application must adopt one and upload the EPPP Notification to the Documents tab. CalRecycle must receive the EPPP Notification by the secondary due date or the application will be disqualified.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies open the EPPP Information document located in the Resource Document section of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be submitted in writing and received by February 5, 2014 via email at: Linh.Johnson@CalRecycle.ca.gov. Questions received by any other method or after February 5, 2014 will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the Applicant's responsibility to check this website for the latest information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMSWeb). Access to GMSWeb is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site \(https://secure.calrecycle.ca.gov/WebPass/\)](https://secure.calrecycle.ca.gov/WebPass/).

After logging into [GMSWeb \(https://secure.calrecycle.ca.gov/Grants\)](https://secure.calrecycle.ca.gov/Grants), select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Local Government Waste Tire Cleanup Grant Program TCU15: FY 2014/15 and select "Apply."

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about requirements for each tab is listed below.

Summary Tab

This tab provides a summary of the application, directions, and resources. In addition, it contains several checklists to assist Applicants with completing the application:

- Application Checklist
- Required Document(s) By Application Due Date
- Other Supporting Document(s) as applicable for your Application/Project
- Required Document(s) By Secondary Due Date

The checklists are provided for the Applicant's convenience and are not intended to be all inclusive. It is the Applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The Applicant's name is entered in this tab. The Applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded.

- Department or unit names are not included in the Applicant name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."
- Every application must have a Lead Applicant even if it is an individual application with no participating jurisdictions. See GMSWeb instructions for more information.
- For Regional Applications, add the name of each eligible participating jurisdiction.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

This tab contains several required elements of the application.

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$100,000 for an individual application or \$250,000 for a regional application. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the "Ctrl" key while selecting the numbers.
- Enter the Applicant's department name, e.g. "General Services. If the Applicant does not have a department the Applicant's name may be entered.
- Enter the grant payment mailing address.

- Project Summary/Statement of Use: Provide a general description of the types of areas that the grant funds will remediate, including the proximity to populated areas or sensitive environments, number of tires, proposed method of remediation and end use, indicating if the tires will be recycled or landfilled.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for Environmentally Preferable Purchasing and Practices Policy.

Contacts Tab

The application must include only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact’s detail screen. The contact will be able to log into GMSWeb using his/her own CalRecycle WebPass and access the application.

Primary Contact	One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
Secondary Contact	A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
Signature Authority	The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable). <i>Please see Applicant’s Documents section for more information about documentation for Signature Authorities.</i>
Consultant	A professional who provides advice in a particular area of expertise. If the Applicant is awarded a grant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the Applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Enter a dollar amount in each applicable budget category. Total budgeted amount must equal the Grant Funds Requested amount.

Example:

Budget Category: Personnel	
* Budget Amount:	<input type="text" value="20000"/>
Budget Detail:	<div style="border: 1px solid gray; padding: 2px;"> Maintenance Worker (handling tires) - \$14,000 Programs Coordinator - \$4,000 Office Assistant - \$2,000 </div>

See Grant Cycle Overview section titled “Eligible Costs” for further information.

Documents Tab

Application documents must be uploaded in the Documents tab to complete the application. When uploading a document, enter a unique title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

After all the application documents are uploaded, print the Application Certification from the **Application Submission** section in the **Summary tab**. The Applicant must obtain a signature from the authorized

Signature Authority, scan the document, upload it, and retain the original hard copy document. *See the section titled "Application Documents" for more information about document requirements.*

APPLICATION SUBMITTAL and DEADLINE

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to Submitted. *The application can only be submitted once, however you will be able to upload documents until the secondary due date.*

Applications must be submitted in GMSWeb no later than **February 27, 2014**. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

Each Applicant must upload certain documents in addition to filling out the application. The application is not complete until all required documents have been uploaded to the Documents tab of the GMSWeb application.

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab, in the Application Documents section. To access the document, you must click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list and examples of some of those documents.

Priority Ranking Criteria Checklist

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

Cost Per Tire Calculation

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

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

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

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

Property Access Authorization and Non-Responsibility Affidavit for Private Property

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

Environmentally Preferable Purchasing and Practices Policy Notification

Any Applicant who does not have an EPPP Policy in place when it submits its application must adopt one and upload the EPPP Notification in GMSWeb. CalRecycle must receive the EPPP Notification by the secondary due date or the application will be disqualified. **Do not upload a copy of the policy.**

EPPP Notification	
For applicants that adopt an EPPP Policy after the application is submitted. Upload the signed EPPP Notification to GMSWeb by March 27, 2014 or the application will be disqualified.	
Must check box	
<input type="checkbox"/>	Yes, our entire organization has an EPPP Policy.
	Date Adopted: _____ By: (e.g., governing body name, executive officer, etc.) _____
<i>Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and correct to the best of my knowledge.</i>	
X	
<i>Signature Authority - as authorized in Resolution or Letter of Commitment or Authorized Designee - as authorized in submitted Letter of Designation</i>	Date
Print Name	Print Title

APPLICANT'S DOCUMENTS

The following provides information and examples of documents that you, as the Applicant, must provide. It is the Applicant's responsibility to ensure that the documents necessary to complete its application are uploaded to the Documents tab of GMSWeb.

Resolution Information

-for Individual Applicants subject to a governing body, e.g., City Council, Board of Directors

A copy of the authorizing Resolution is a required application document. However, if the Applicant needs additional time to obtain the Resolution, it must be uploaded no later than the secondary due or the application will be deemed incomplete and will be disqualified.

Applicants that are subject to a governing body must submit a Resolution that specifically authorizes certain grant-related matters. The following identifies the required Resolution provisions.

- The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the Applicant is eligible.
- The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution submitted to CalRecycle does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
- The Resolution must identify the job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

Regional Applications:

- The Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle. (see example below)
- If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
- Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date. *Please see Letter of Authorization section.*

Resolution Example for Individual Applicants

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the application.

RESOLUTION OF THE **(Name Of The Governing Body)** APPROVING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH **(Name Of Applicant)** IS ELIGIBLE

The following “Whereas” provisions are applicable to all CalRecycle grants; however, they are not required.

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), to administer various Grant Programs (grants) in furtherance of the state of California’s (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an Applicant’s governing body to declare by Resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to CalRecycle for (choose one of the following options) 1) (names(s) of specific grants) or 2) all grants for which **(Name of Applicant)** is eligible. [Note: this provision is either/or; do not include both options]; and

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for (choose one of the following options) 1) five (5) years from the date of adoption of this Resolution or 2) for a period less than five years (**insert Time Period: from Month, Day, Year through Month, Day, Year**). [Note: this provision is either/or; do not include both options.].

Letter of Commitment Information
-for Applicants not subject to a governing body

Applicants, that are not subject to a governing body, must upload, a letter on Applicant’s letterhead, dated, and signed by a person with authority to contractually bind the Applicant. If the Applicant needs additional time to obtain the letter, it must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The document with the original signature must be maintained in Applicant/Grantee grant file. This letter must:

- Authorize submittal of the (name of this Grant Program) application on behalf of Applicant.
- Designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
- Authorize the Signature Authority to delegate this authority (*not required but encouraged*).

Letter of Commitment Example

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the application

Date
I am (Job Title) of (Name of Applicant) . I am authorized to contractually bind (Name of Applicant) . Pursuant to this authority, I hereby 1) authorize the submittal of an application for the (Local Government Waste Tire Cleanup Grant Program) ; 2) authorize (Job Title) as our Signature Authority to execute all grant documents necessary to secure grant funds and implement the approved grant project; documents include, but are not limited to, applications, agreements, amendments and requests for payment; and, 3) authorize our Signature Authority to delegate this authority. The following information more specifically identifies our Signature Authority:
Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number

Letter of Designation Information

- A Letter of Designation (LOD) is required when the authorized Signature Authority delegates his/her authority to another person. The approved Resolution must indicate the Signature Authority’s ability to delegate or designate his/her authority. The letter must be submitted prior to the Designee’s exercise of his/her authority. If the Designee signs any document in the application, the letter must be submitted with the application. The letter must:

- Be on the Applicant’s letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee’s authority.
- Identify the period during which the Designee may exercise the authority. The Designee’s authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2013, then the LOD may be effective only until December 31, 2013).
- Be signed by the Signature Authority.

Letter of Designation Example

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the application.

Date

Pursuant to the Resolution authorizing an application for **Local Government Waste Tire Cleanup Grant Program**, I am the designated Signature Authority for **(Name of Applicant/Grantee)**. I am authorized by the Resolution to execute on behalf of **(Name of Applicant/Grantee)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project for this grant. The Resolution also authorizes me to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**. This delegation is effective as long as the Resolution is in effect.

Letter of Authorization Information

A Letter of Authorization is a letter submitted by a jurisdiction (Regional Participant) to authorize another jurisdiction (Regional Lead) to apply for and to act on its behalf in the implementation and administration of the CalRecycle Grant/Program. If the Lead Applicant needs additional time to obtain the Letter(s) of Authorization, it must be uploaded no later than the secondary due date or the participating jurisdiction will be removed from the application.

The letter must be on the participating jurisdiction's official letterhead and dated within 12 months prior to the application deadline. The letter must authorize the submittal of the regional grant/program application, designate the Applicant as the lead agency, and be signed by an individual authorized to contractually bind the Applicant. The document with the original signature must be maintained in Applicant/Grantee grant file.

Letter of Authorization Example

Date

I am **(Job Title)** of **(Name of Regional Participant)**. I am authorized to contractually bind **(Name of Regional Participant)**. Pursuant to this authority, I hereby authorize **(Name of Regional Lead)** to submit a regional application and act as Lead Agency on behalf of **(Name of Regional Participant)**. The **(Name of Regional Lead)** is hereby authorized to execute all documents necessary to implement the grant under the **Local Government Waste Tire Cleanup Grant program, TCU 15**.

Signature

Name & Job Title

Mailing Address

City, State, Zip

Regional Participant Resolution Example

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the application.

Resolution of the **(Name of the Governing Body)** authorizing submittal of a regional grant application(s) for all CalRecycle grants for which **(Name of Regional Participant)** is eligible.

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's efforts to reduce, recycle, and reuse solid waste generated in the state, thereby preserving landfill capacity and protecting public health and safety and the environment; and WHEREAS, in furtherance of this authority CalRecycle is required to establish necessary procedures governing the application, awarding and management of its grants; and

WHEREAS, CalRecycle allows regional grant projects for certain grant programs; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the (**Name of Regional Participant**) designates (**Name of Regional Lead**) to act as the Lead Agency and authorizes the submittal of applications on its behalf to CalRecycle for (**All Available Grants or Specify Grant Program**). The (**Name of Regional Lead**) is hereby authorized and empowered to execute on behalf of (**Name of Regional Participant**) all grant related documents, including but not limited to, Applications, Payment Requests, Agreements and Amendments necessary to secure Grant Funds and to implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for (*choose one of the following options*) 1) five (5) years from the date of adoption of this resolution **or** 2) for a period less than five years (**insert Time Period: from Month, Day, Year through Month, Day, Year**). [*Note: this provision is either/or; do not include both options.*]

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications can be considered for award. The Priority Ranking Criteria Checklist is used to rank each grant application. **Any applications with an overall cost exceeding \$8.00 per tire will be disqualified.**

The Waste Tire Cleanup Grant applications for FY 2014/15 will be ranked as follows:

Rank 1 – Serious threat to public health and safety and the environment.

(Projects that propose to remediate waste tire piles within 1,000 feet of residential homes, schools, commercial or industrial centers, recreational areas, airports, waterways, electrical transmission lines, or an environmentally sensitive area.)

Rank 2 – Lowest cost per tire.

Tie Breaking Criteria 1 – Existing tire pile(s) identified.

Tie Breaking Criteria 2 – At least one existing tire pile with 10 or more tires.

Tie Breaking Criteria 3 – Did not receive a grant for the previous TCU grant cycle.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for May 2014. CalRecycle reserves the right to partially fund or fund individual phases of selected applications, and CalRecycle may fund an amount less than requested. CalRecycle reserves the right to not award any grant funds under one or more cycles.

GRANT AWARDS CONDITIONS

When awarded, this Grant will be subject to two conditions: 1) the recommended Grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle; and 2) the recommended Grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the Grant.

Failure to comply with either requirement will nullify the grant award (i.e., the Applicant will not receive a grant).

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the Grant awards, Grantees will be emailed the following:

- Award letter.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C – Grantee's Approved Application with revisions, if any, and any amendments.

REPORTING PROCESS

Grantees are required to report on the progress of their Grant when submitting a payment request and at the end of the grant term. The Final Progress Report is due on June 30, 2016. Detailed reporting information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Report, the Final Payment Request, and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements, or failure to receive the Grant Manager's approval of these documents by June 30, 2016, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.