



September 2016

Department of Resources Recycling and Recovery

TIRE-DERIVED AGGREGATE GRANT PROGRAM
APPLICATION GUIDELINES AND INSTRUCTIONS
6th Cycle (TDA6) – Fiscal Year 2016–17

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GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed on [Grant Management System \(GMS\) webpage](http://www.calrecycle.ca.gov/Funding/GMS/default.htm) (<http://www.calrecycle.ca.gov/Funding/GMS/default.htm>).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Aggregate Grant Program (Program) pursuant to Public Resources Code Sections 42872 and 42873.

The purpose of the Program is to promote the use of tire-derived aggregate (TDA) to increase recycling of California-generated waste tires. The Program provides assistance to civil engineers in solving a variety of engineering challenges. TDA is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional lightweight aggregates.

TIMELINE

Date	Activity
January 26, 2017	Question and Answer Period <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
February 2, 2017	<ul style="list-style-type: none"> • All answers will be posted (tentative)
February 16, 2017	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
March 16, 2017	Secondary Due Date If Resolution not submitted with the application: <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application: <ul style="list-style-type: none"> • EPPP Policy must be adopted and Notification must be uploaded in GMS by this date
April/May 2017	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
April 1, 2019	Grant Term <ul style="list-style-type: none"> • Date indicated in the Notice to Proceed (NTP) to this date. Final Progress Report and final Payment Request due

ELIGIBLE APPLICANTS

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead participating jurisdiction must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Only one application may be submitted per eligible applicant. Applicant must be the entity that owns the real property on which an eligible project/product will be located. However, an application may include multiple projects at different locations. Eligible applicants include:

- Local governments (cities, counties, and cities and counties) as defined in Public Resources Code Section 30109.
- Special districts (including transportation districts).
- Joint Powers Authorities (JPA) where all JPA members are also otherwise eligible applicants.
- State agencies (including offices, departments, bureaus, and boards).
- Private, for-profit entities. For purposes of this Program, a “private, for-profit entity” is defined as a business intended to operate at a profit and return a profit to its owner(s). The business must be California-based or domiciled in another state with an existing operational presence in California. The business must be qualified to do business in California and in good standing with all applicable California state agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board. Any and all subsidiaries, divisions and/or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under this Program. A business is considered an “affiliated business” if it has at least one owner with a 20 percent or greater interest in another applicant business.
- Non-profit organizations (except private elementary or secondary schools) registered with the federal government under section 501(c)(3), (c)(4), (c)(6), or (c)(10) of the Internal Revenue Code.
- Qualifying Indian Tribes. 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.

JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over solid waste management, listing all member entities, and containing the signature of all members. An entity may not submit an individual application if that entity is also a member of an applicant JPA.

ELIGIBLE PROJECTS

Eligible projects generally fall into one of four categories. See the [TDA Uses web page](http://www.calrecycle.ca.gov/Tires/TDA/Uses/default.htm) (<http://www.calrecycle.ca.gov/Tires/TDA/Uses/default.htm>) for more complete descriptions.

Category 1: Lightweight fill (slope stabilization, embankment fill, landslide repair, and retaining walls).

Category 2: Vibration mitigation (under rail lines).

Category 3: Low impact development/storm water management.

Category 4: Landfill application (aggregate replacement projects such as leachate and gas collection systems, drainage layers, leachate injection). Landfill application projects do not include use of shredded waste tires as alternative daily cover or alternative intermediate cover. Additionally, these landfill application project(s) are not eligible for consideration as a Very Large Project (see below for definition).

All projects are subject to the following requirements:

- Only California-generated waste tires, processed in California, must be used in the TDA portion of the project(s).
- The project(s) must be located in California.
- A minimum of 500 tons of TDA must be used in the project(s).
- The project(s) represent a new category of activity at the project(s) facility/location. Projects that are currently underway or that have been completed at the same facility/location within three years of application are not eligible. However, projects in a different category or different location within the same facility may be eligible.
- Plans and specifications must be reviewed by CalRecycle staff and/or its contractor(s) prior to commencement of work. The project design plans must be at a minimum 50 percent design at the time of application submission and 100 percent design prior to the start of the project. The design plans must include: project costs (preliminary costs must be submitted with the application), the location of TDA placement, the type and quantity of TDA (initial estimate must be submitted with the application), and any analysis necessary to validate the design.
- Each project must incorporate technical assistance/training that will be provided by CalRecycle contractors and/or staff.
- The real property on which the project will be located must be owned by the applicant (or by a member of an applicant JPA).
- If applicant's ownership of the property on which the project(s) is located does not give it complete and clear access to the project site(s), then prior to incurring any grant-eligible costs, applicant must obtain any and all access rights (e.g., easements) to the project site(s) necessary to complete the project(s) within the grant term and shall ensure that such access extends to CalRecycle staff and/or its designated contractors for the purpose of observing the project, providing technical assistance and/or training during the grant term. Such access must be in writing from the legal owner or his/her authorized agent.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).
- Construction of the TDA portion of any project must commence on or after the date indicated in CalRecycle's written NTP and be completed by April 1, 2019.

Additionally, each of the following project requirements is specific to the individual type of project as indicated:

- Landfill projects must not use more than 0.75 cubic yards (0.5 tons) of TDA per lineal foot of landfill gas collection or leachate injection line.
- For purposes of this Program, a “Very Large Project” (VLP) is defined as using over 400,000 passenger tire equivalents or 4,000 tons of TDA material. Landfill applications are not eligible for consideration as a VLP.

AVAILABLE FUNDS

- A total of \$800,000 is available for this grant cycle, fiscal year (FY) 2016–17, subject to funding availability.
- \$350,000 is the maximum available for individual grant awards, except for VLPs (see “Eligible Projects” for definition). VLPs are each eligible for up to \$750,000, subject to funding availability, with a limit of one per applicant.

GRANT TERM

The grant term starts on the date indicated in the NTP from CalRecycle and ends on **April 1, 2019**. The Final Report and final Payment Request are due to CalRecycle no later than April 1, 2019.

Grant-eligible program expenditures may start no earlier than the date indicated in the NTP. Eligible program costs must be incurred no later than **April 1, 2019**.

ELIGIBLE COSTS

Eligible costs may be incurred only during the grant term, which starts on the date indicated in the NTP from CalRecycle and ends on April 1, 2019. (See Grant Term for additional information).

Eligible costs include expenditures incurred during the grant term that are directly related to the purchase and transportation of the TDA material, and the installation, testing, and engineering/design work for the TDA portion of the project. One or more projects may be combined into a single grant application. Testing costs are subject to a maximum of \$5,000 per project category, except for VLP (see “Eligible Projects” for definition). Engineering/design costs are subject to a percentage of the combined total cost of TDA material, installation, and testing (see table below). For a single VLP, engineering/design and testing costs are subject to a percentage of the combined total cost of TDA material and installation (see table below).

Engineering/Design Cost (and Testing Cost for VLP)

Project Category	Maximum Percentage¹
Lightweight Fill	50%
Vibration Mitigation	35%
Low Impact Development	15%
Landfill Application	10%

¹Percentage of the combined total cost of TDA material, installation, and testing. For VLP, engineering/design and testing cost are subject to a percentage of the combined total cost of TDA material and installation only.

Installation cost may be incurred by the grantee and/or the contractor. Eligible costs include personnel cost and equipment cost directly related to trenching/preparation, placement, and covering of the TDA material.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the NTP letter or after April 1, 2019.
- Costs incurred for projects that start construction of the TDA portion of the project prior to the NTP date, or end construction of the TDA portion of the project after April 1, 2019.
- Projects using TDA material that is not made from only California-generated waste tires processed in California.
- Projects using less than the minimum required total amount of TDA material as specified in Project Requirements.
- Other project-related costs, including, but not limited to, planning, permitting, environmental studies, and site preparation.
- Projects that are currently underway or that have been completed at the same facility/location within three years of application.
- Use of shredded waste tires as alternative daily cover or alternative intermediate cover in landfill applications.
- Personnel costs, including fringe benefits, not directly related to installation, engineering, and testing of the TDA material.
- Overhead and indirect costs (including depreciation, etc.).
- Any other costs the CalRecycle Grant Manager deemed unreasonable or unrelated to the purpose of the grant.

Detailed cost information is included in the Procedures and Requirements of the Grant Agreement.

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. Applicants that do not have an EPPP Policy must adopt one 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 on the Summary Tab of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to grants@calrecycle.ca.gov. Questions must be received by January 26, 2017, or they 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 reworded 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 (GMS). Access to GMS 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/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find Tire-Derived Aggregate Grant; Cycle Code: TDA6: FY 2016–17 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

PUBLIC RECORDS REQUESTS

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a State agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure. Upon request, the contents of your submitted application are subject to public records requests. The information that may be requested includes but is not limited to, contact information, project summary, and uploaded documents.

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 the requirements for each tab is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in disqualification from the Tire-Derived Aggregate Grant Program. Examples of disqualifications include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification
- Missing information in the online application as required below

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. 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 name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit 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."

For Joint Powers Authority Applications

- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radio button.

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

Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. To determine amount, complete the Project Summary & Calculation document, found on the Summary tab, in the Application Documents section. Do not exceed the maximum grant award amount of \$350,000, unless applying for a single VLP. 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 brief description of the proposed TDA project(s), proposed construction date, and the amount of TDA material that will be used.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
- Select the appropriate answer for Program Questions.

Contacts Tab

The application is required to have 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 GMS 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.
- **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).
- **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)
- **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

Select the Materials budget category and enter a dollar amount. The Total must equal the Grant Funds Requested amount shown on the Detail tab. This Total is calculated in the Project Summary & Calculation document, located on the Summary tab, in the Application Documents section.

Documents Tab

See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document 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, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a wet ink signature from the authorized Signature Authority (identified in your resolution or letter of commitment), scan the document, upload it, and retain the original hard copy document.

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 no later than 11:59 p.m. on **February 16, 2017**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling Debbie Escobar at (916) 341-6498.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab in the Application Documents section. To access the document, 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 of the documents. Unless a document specifies that it may be altered or reproduced as necessary, **do not** alter CalRecycle documents. If you are having trouble with a document, please contact CalRecycle for assistance at grantassistance@calrecycle.ca.gov or call (916) 384-8152. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application, and you will not be considered for award.

ELECTRONIC SIGNATURES

CalRecycle will accept electronic signatures on certain application documents. However, CalRecycle documents or forms that certify information or are legally binding, require original signatures. If a signature block with penalty of perjury language is provided, please provide a wet ink signature. If you have questions regarding e-signatures you may email grantassistance@calrecycle.ca.gov.

General Checklist of Business Permits, Licenses and Filings Information *- for private, for-profit applicants only*

This is a required document to certify compliance, under penalty of perjury, with all required permits, licenses, and filings, both during the application process, and during the grant term and funding process. Complete as appropriate.

Project Summary & Calculation Information *- for all applicants*

This is a required document, detailing project summaries and determining the grant funds requested based on proposed amount of TDA material. Utilizing a document form other than the official CalRecycle versions (without prior CalRecycle approval), tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the grant Program.

Enter applicant's name. See Applicant/Participant tab of GMS for appropriate name format.

The document contains seven tabs. There is a Main tab, four Category tabs, and two Sub-Category tabs. Within each tab, fill out white areas only, as appropriate.

- An applicant can apply for more than one project category. See Eligible Projects section for "Project Category."
 - Complete section one. Check all that apply.
- For each category selected (in section one), provide project (section two) and budget cost information (section three) by navigating to the appropriate category tab.
 - Category tabs are located on the bottom left corner of the document.
- Transfer amount calculated in section four onto the "Grant Funds Requested" field in the Detail tab of GMS.

Note: Category Four has additional tabs for additional site location/address entries. If you require more than three site locations, please e-mail the Program Lead, Lito Tamondong at Loreto.Tamondong@CalRecycle.ca.gov.

Save and upload the completed document as an Excel file. Do not save as a PDF file. Additional instructions can also be found within the document.

Project Summary & Calculation Example

For your convenience, a sample spreadsheet has been provided on the **Summary** tab, in the **Resource Documents** section.

Calculation for Requested Grant Amount (Information and Example)

This document is designed to automatically calculate the grant amount based on required entries (e.g. length, width, height, delivered cost, and the cost for engineering and testing). The examples below are for informational purposes only.

The example calculations below are to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual project cost, not to exceed the grant award amount. For calculation purposes, historical, estimated, and/or actual bid costs can be used.

Table 1: Fill Volume: $A * B * C = D$

A		B		C		D
Length (feet)	X	Width (feet)	X	Height (feet)	=	Volume ¹ (feet ³)
500	X	50	X	10	=	250,000

¹For landfill projects, volume limited to 0.75 ft³ (0.50 tons)/lineal foot of trench

Table 2: Volume Conversion² to cubic yards: $D/27 = E$

D				E
Volume (feet ³)	/	27	=	Volume (yards ³)
250,000	/	27	=	9,259

²Conversion Factor: 1 yd³ = 27 ft³

Table 3: Tonnage: $E * 0.675 = F$

E				F
Volume (yards ³)	X	Unit Weight ³ (ton/yards ³)	=	Weight ⁴ (tons)
9,259	X	0.675	=	6,250

Table 4: Delivered Cost: $F * G = H$

F		G		H
Weight (tons)	X	Delivered Cost (\$/ton)	=	Material Cost (\$)
6,250	X	40	=	250,000

³Typical in place density of 50 lbs/ft³ (0.675 ton/ft³)

⁴A combined minimum of 500 tons of TDA must be used in the project(s)

Table 5: Installation Cost: $F \times 7.50 = I$

F				I
Weight (tons)	X	Installation Cost⁵ (\$/ton)	=	Installation Cost (\$)
6,250	X	7.50	=	46,875

⁵Maximum for reimbursement is \$7.50/ton

Table 6: Calculation for Requested Grant Amount Example: $H + I + J + K = L$

H		I		J		K		L
Materials	+	Installation	+	Engineering⁶	+	Testing⁶	=	Total
\$250,000	+	\$46,875	+	\$39,244	+	\$5,000	=	\$341,119

⁶Engineering/design costs are subject to a percentage of the combined total cost of material, installation, and testing. Testing costs cannot exceed \$5,000 per project category. For a single VLP (see “Eligible Projects” for definition), engineering/design and testing costs are subject to a percentage of the combined total cost of material and installation (see table under Eligible Cost for maximum percentage). To assist determining engineering cost (and testing cost for VLP), refer to the last tab of the document titled “Calculation Tool.”

Environmentally Preferable Purchasing and Practices Policy Notification

If you checked “No our organization does not have an EPPP Policy” on the Detail tab of your application, your organization must adopt one by the secondary due date and upload the EPPP Notification or your application will be disqualified. **Do not upload a copy of your organization’s policy. Your policy does not replace the required EPPP Notification document.**

APPLICANT’S DOCUMENTS

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional applications. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements:

1. 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.
2. 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 does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Joint Powers Agreement

Joint Powers Authorities (JPA) must upload a copy of its joint powers agreement giving it authority to conduct the project, listing all member entities, and containing the signature of all members. Letters of Authorization are not required for JPA applicants.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Tire-Derived Aggregate 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 Designation

A Letter of Designation is required **ONLY** when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. 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, 2018, then the Letter of Designation may not be effective beyond December 31, 2018).

If a time period is not identified then the letter will follow the same time frame as the Resolution.

- It must be signed by the Signature Authority.

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. Applicants may request funding for multiple projects in a single application. For each project, the applicant must provide engineered design plans. The plans must be at a minimum 50 percent design phase at the time of application submission. The document will be used to determine the eligibility of the project from a technical standpoint.

If oversubscribed, CalRecycle will fund one eligible application from each project category using the greatest appropriate amount of TDA material within each category, with the exception of applications for landfill projects. Landfill projects will represent the lowest priority and will be funded only after all other eligible projects are funded. To prioritize funding decisions, if an applicant requests funding for more than one category, the material type used that represents the greatest dollar amount shall determine the grant category. The remaining applications will be ranked starting with project(s) that use the greatest appropriate amount of TDA material in all categories except landfill projects, which will be funded only after all other eligible projects. Additionally, no more than 50 percent of the initially allocated funding will be for grants to private, for-profit entities.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; this is tentatively scheduled for April/May 2017. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, 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 AWARD 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.
- 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 void the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

The Grant Agreement binds the Grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. These documents shall guide the Grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following documents:

- Award email.
- 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.
- Attachment – Forms Guide. CalRecycle forms to be used throughout the grant term. See the [CalRecycle Grant Forms Website](http://www.calrecycle.ca.gov/Funding/Forms/) (<http://www.calrecycle.ca.gov/Funding/Forms/>) to download the forms.

REPORTING PROCESS

Grantees are required to report on the progress of their grant.

- A Progress Report is due April 1, 2018.
- A Final Report is due April 1, 2019.

Detailed reporting information is included in the Procedures and Requirements 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 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 and Requirements or failure to receive the Grant Manager's approval of these documents by April 1, 2019, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements of the Grant Agreement.