



February 2020

Department of Resources Recycling and Recovery

Local Government Waste Tire Cleanup Grant Program Application Guidelines and Instructions 18th Cycle (TCU18) Fiscal Year 2020–21

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Grant Cycle Overview

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

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's [Grants Management System \(GMS\)](https://www.calrecycle.ca.gov/Funding/GMS/) (<https://www.calrecycle.ca.gov/Funding/GMS/>). You will need to sign into GMS to complete and submit an application.

Timeline

February 13, 2020: Question and Answer Period

- Questions may be submitted from application release date to this date.
- Questions must be submitted by email.

February 20, 2020: Questions and Answers Posted

- All answers will be posted (tentative).

March 3, 2020: Application Due Date

- 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.

April 2, 2020: Secondary Due Date

- Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application.
- Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date.

July 2020: Grants Awarded

- CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative).

September 29, 2022: Grant Term

- Notice to Proceed to this date

September 29, 2022: Final Report and final Payment Request Deadline

Eligible Applicants

Local Government Waste Tire Cleanup Grant Program eligible applications include:

- All California local government entities (including cities, counties, and cities and counties).
- Special districts.
- Joint Powers Authorities (JPA) where all JPA members are also otherwise eligible applicants.
- 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.

Regional Application Requirements

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant/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 Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

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/Products

Local Government Waste Tire Cleanup Grant Program 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 rights 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, a waste tire storage facility, or a disposal site that is permitted, excluded, or exempted by CalRecycle to accept waste tires.

Available Funds

- \$1,500,000 is available for this grant cycle, fiscal year 2020–21.
- \$100,000 is the maximum available for individual grant awards.
- \$250,000 is the maximum available for the regional grant awards.

Grant Term

The Grant Term begins on the date of the Notice to Proceed. Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on September 29, 2022 and all eligible program costs must be incurred and paid for by this date.

The Final Report and final Payment Request are due on September 29, 2022. CalRecycle recommends reserving the period from July 1, 2022 to September 29, 2022 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

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 September 29, 2022. (See “Grant Term” for additional information).

Eligible costs are limited to the following:

- 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 to another 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 \$0.575 per mile (or the rate identified on the [CalHR website](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>) at the time the cost was incurred) for waste tire cleanup related activities.
- The reasonable cost for labor and materials (not greater than five 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 letter or after September 29, 2022.
- Personnel time for preparation of a Local Government Waste Tire Cleanup Grant Program 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, and 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 have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations. To see examples of existing EPPP Policies, visit the [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/), [Environmentally Preferable Purchasing Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/) (<https://www.calrecycle.ca.gov/EPP/LawPolicy/>) and [Tools and Resources](#)

(<https://www.calrecycle.ca.gov/EPP/Resources/>). Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies include:

- Buildings and Grounds
 - All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy & Environmental Design [Green Building Rating System](https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version) (<https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version>).
- Continual Improvement
 - Training is provided to new and existing employees.
 - Organization regularly evaluates and/or improves implementation of EPPP policy.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact on the Detail tab in the application. Applicants that do not have an EPPP Policy at the time of application submittal must adopt one by the secondary due date and upload the EPPP Notification to the application.

For more information, visit the [EPPP Frequently Asked Questions web page](https://www.calrecycle.ca.gov/Funding/EPPPQandA) (<https://www.calrecycle.ca.gov/Funding/EPPPQandA>).

Question-and-Answer Process

Questions regarding the application and its requirements must be in writing and emailed to Cathy.Aggergaard@CalRecycle.ca.gov. Questions must be received by February 13, 2020 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 webpage 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 February 20, 2020 and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

Public Records Requests

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the [laws](#) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>) 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 entire contents of your submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information.

Confidentiality

CalRecycle appreciates applicants' desire to treat certain documents provided to CalRecycle as confidential. The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on

whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information

Title 14 of the California Code of Regulations (14 CCR), [sections 17041-17046](#), states that confidential or proprietary information shall include, but is not limited to:

1. Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications or other documents submitted to [CalRecycle] which if released would result in harmful effects on the person's competitive position
2. Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, "confidential or proprietary information" will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041-17046. However, the mere marking of documents (such as sales brochures, promotional literature and other general non-financial documents) as "confidential or proprietary information" will not result in their being treated as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as "confidential." If there was any question whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in 14 CCR 17046.

What program procedures will keep information confidential?

Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide specific key financial information for three years to develop benchmarks to evaluate the program (edit as needed for your program). Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

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 in to 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 in to [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 Local Government Waste Tire Cleanup TCU18: 2020–21 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.

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.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Local Government Waste Tire Cleanup Grant Program. Examples of disqualifications may 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 or any document that requires a signature
- The online application is incomplete or missing information
- Applicant fails to adopt an EPPP policy by the secondary due date

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 Regional, Collaborative, or 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. 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.
- 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 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 in the application may be granted access by checking the box on the top of the contact’s detail screen. The contact will be able to log in to 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 an 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

Complete the budget document provided in GMS. Transfer the total of each budget category from the document into the budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. The total must equal the Grant Funds Requested amount shown on the Detail tab.

Site(s) Tab

If the cleanup site is known at the time of the application, add an entry for each grant project/site. The following information is required for each grant project or site:

- **Site Name.** Label site name in accordance to grant payment number.
- **Site Type.** Select from drop-down list.
- **Summary.**
 - Provide a brief description of two to five sentences describing the following:
 - Location (address, cross street, GPS coordinates, mile markers, etc.)
 - Approximately how many tires per pile

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.

Application Submittal and Deadline

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and 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 **March 3, 2020**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6228.

Note: Applications that are not submitted by the due date will be automatically deleted from GMS.

Application Documents

Electronic and Original Signatures

CalRecycle documents or forms that certify legally binding information require an original wet ink signature. If a signature block with penalty of perjury language is provided, please provide a wet ink signature. CalRecycle will accept electronic signatures on all other documents. If you have questions, email grantassistance@calrecycle.ca.gov.

CalRecycle Documents

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. Below is a list of the documents. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 341-6228. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.

Application Certification

The Application Certification is a required application document that must be generated from GMS. After each tab of the application is complete and documents are uploaded, generate the Application Certification from the Summary tab. A wet ink signature from the authorized Signature Authority (identified in your resolution or letter of commitment) is required, then scan the document, upload it, and retain the original hard copy document.

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 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. For those that plan to work with Local Conservation Corps, contact information is provided in the application under Resource 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.

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, a Property Access Authorization and Non-Responsibility Affidavit for Private Property (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.**

Applicant's Documents

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

CalEnviroScreen 3.0 Map

Applicants with sites with existing tire pile(s) located within a census tract that is in the 71–100 percentile range as calculated using the California Communities Environmental Health Screening Tool (CalEnviroScreen 3.0) must submit printed output(s) from the [CalEnviroScreen version 3.0](https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30) (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>).

Joint Powers Agreement

Joint Powers Authorities (JPA) must upload a copy of its joint powers authority 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 Authorization

For grants that allow for Regional applications, a Letter of Authorization may be used. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Lead must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The Lead Participant must maintain the letter with the original signature in their file. The letter must be on the Participant's official letterhead, signed by an

individual authorized to contractually bind the Participating Jurisdiction, and include the information below.

- The letter may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months.
- It must authorize the Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- It must authorize the Lead to execute all documents necessary to implement the grant.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment that authorizes specific grant-related matters. Some publicly held businesses or private companies with a governing body may submit a Letter of Commitment under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The Letter of Commitment is due by the secondary due date or the application will be deemed incomplete and will be disqualified. The applicant/grantee must maintain the letter with the original signature in the grant file.

Letter of Commitment Requirements:

1. The letter must authorize submittal of the Local Government Waste Tire Cleanup Grant Program application on behalf of applicant.
2. It must 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).
3. **Optional.** The letter may authorize the Signature Authority to delegate this authority.

Letter of Designation

A Letter of Designation is required only when the authorized Signature Authority title identified in the approved Resolution 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, signed by the Signature Authority, and include the information below.

- Identify the job title of the Designee and 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 or Letter of Commitment. For example, if the Resolution is effective until December 31, 2020, then the Letter of Designation may not be effective beyond December 31, 2020. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

Photos

Please provide a photo(s) of existing tire cleanup site(s).

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. CalRecycle staff are available to answer questions about the Resolution or letter examples, or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a Draft Resolution, or for immediate review email it to grantassistance@calrecycle.ca.gov.

Note: Some publicly held businesses or private companies with a governing body may submit a Letter of Commitment, see Letter of Commitment section above.

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.

Regional Application Requirements:

1. The Regional Lead Participant (Lead) 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 and specifically named participants and includes authorization letters from the participating jurisdictions authorizing the Lead to act on their behalf for this cycle.
2. 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 participants with each new application without the necessity of obtaining a new Resolution).
3. Participants subject to a governing body must provide a Letter of Authorization to the Lead authorizing the Lead to act on its behalf for this cycle. Letters of Authorizations may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

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. An applicant's total program cost must be \$8 or less per tire or the application will be disqualified. Priority Ranking Criteria is applied to rank each grant application.

Priority Ranking Criteria

Applications within all ranks listed below will be sorted from lowest to highest cost per tire.

- 1. Rank One.** Applicants that meet one of the following criteria will be Rank One and considered for funding first:
 - Sites with existing tire pile(s) that are a serious threat to public health, safety, and the environment (projects that propose to remediate waste tire piles within 1,000 feet of residential homes, schools, recreational areas, waterways, public walkways, airports, commercial or industrial centers, electrical transmission lines, or an environmentally sensitive area).
 - Sites with existing tire pile(s) located within a census tract that is in the 71–100 percentile range as calculated using the California Communities Environmental Health Screening Tool (CalEnviroScreen 3.0). Applicant must submit printed output(s) from the [CalEnviroScreen version 3.0](https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30) (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>).
- 2. Rank Two.** Applicants that meet all the following criteria will be Rank Two and considered for funding after the applications in Rank One:
 - Applicant must provide documentation showing coordination between the jurisdiction and the Local Conservation Corps (LCC) for services related to this program. Example activities might include coordination with the LCCs to assist with additional staffing, tire hauling, and servicing surrounding areas. Costs covered by an LCC will be shown on the Budget as a separate column denoted as "LCC" and will not be included in the calculation of the cost per tire.
 - The rank two criterion was designed to encourage local jurisdictions to work with their LCCs. The LCCs were allocated \$5,000,000 from the Tire Recycling Management Fund in the FY 2017–18 Governor's Budget. Leveraging these resources so that LCCs perform some of the work could potentially free up grant funding and enable additional jurisdictions to receive grants.
- 3. Rank Three.** Applicants that are cities with less than 20,000 residents, counties with less than 50,000 residents, special districts, or Qualifying Indian Tribes:
 - This rank provides resources to those applicants who typically have higher transportation costs and may be at a disadvantage compared to applicants whose program costs are well under \$8 or less per tire.
- 4. Rank Four.** Applicants that do not fall into Ranks One, Two, or Three.

5. Rank Five. Applicants that have previously withdrawn or spent less than 50 percent of the grant award:

- Notwithstanding the above, and excluding applicants who meet Rank One criteria, applicants that were awarded any grants in the previous three fiscal years (2018–19, 2016–17 and 2014–15), but either withdrew their grant award or used less than 50 percent of their grant award, will be considered only after all other eligible applicants have been awarded.

In the event of a tie within any of the ranks, CalRecycle will apply the following criteria:

1. **Tie Breaking Criteria 1.** Sites with existing tire pile(s) of 10 or more tires.
2. **Tie Breaking Criteria 2.** Applicant did not receive a grant for the previous FY 2018–19 cycle.

Note: It is possible to meet all the criteria, but fail to be awarded grant funds if the total amount requested by all eligible applicants for the TCU18 grant cycle exceeds the amount of funds available.

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 July 2020. 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 must pay all outstanding debts due CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the date of the award email.
- 2) The recommended grantee's Signature Authority (or where delegation is authorized, his or her Designee) must sign and return the Grant Agreement to CalRecycle. The signed Grant Agreement must be received by CalRecycle within 60 days of the date of the award email.

Failure to comply with either condition 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. An original signature is required on the Grant Agreement. We cannot accept an electronic signature. These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, we will email grantees the information below.

- 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

Reporting Process

Grantees are required to report on the progress of their grant with each payment request and at the end of the Grant Term. The Final Report is due on September 29, 2022. Detailed reporting information is included in the Procedures and Requirements (Exhibit B).

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). CalRecycle will retain 10 percent of each approved Payment Request amount 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 (Exhibit B) or failure to receive the Grant Manager's approval of these documents by September 29, 2022, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).