



TIRE-DERIVED AGGREGATE GRANT PROGRAM
APPLICATION GUIDELINES AND INSTRUCTIONS
Fiscal Year 2019–20

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GRANT CYCLE OVERVIEW

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

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 [Grant Management System \(GMS\)](https://www.calrecycle.ca.gov/Funding/GMS/) (<https://www.calrecycle.ca.gov/Funding/GMS/>). You will need to sign in to GMS to complete and submit an application.

TIMELINE

Table 1. Timeline

Date	Activity
August 1, 2019 October 31, 2019 January 30, 2020	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
August 29, 2019 December 4, 2019 February 27, 2020	Secondary Due Date <ul style="list-style-type: none"> • 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
October 2019 January 2020 April 2020	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
April 1, 2022	Grant Term Notice to Proceed to this date Final Report and final Payment Request Deadline

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 on the Detail tab of the application 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:

- All California local government entities (including cities, counties, and cities and counties).
- Special districts (including transportation districts).
- Joint Powers Authorities (JPA) where all JPA members are also otherwise eligible applicants.
- Public school districts.
- All California State agencies (including offices, departments, bureaus, and boards).
- University of California campuses, California State University campuses, and California Community Colleges.
- 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](https://www.calrecycle.ca.gov/Tires/TDA/Uses/) (<https://www.calrecycle.ca.gov/Tires/TDA/Uses/>) 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). Projects that are currently underway or that have been completed at the same location within the same facility within three years of application are not eligible. 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) and are limited to a maximum of \$350,000 even if the project exceeds 4,000 tons.

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), with the exception of Low Impact Development projects, which must use a minimum of 200 tons of TDA in the project(s).
- 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 uploaded in GMS 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 Notice to Proceed and be completed by April 1, 2022.

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

- Landfill projects will not be reimbursed for use of more than 0.75 cubic yards (0.5 tons) of TDA per lineal foot of landfill gas collection or leachate injection line.
- 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

- \$850,000 is available for this grant cycle, fiscal year 2019–20, subject to funding availability.
- \$350,000 is the maximum available for individual grant awards.
- For VLPs (see “Eligible Projects” for definition): \$750,000 is the maximum available, subject to funding availability, with a limit of one per applicant.

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 **April 1, 2022** and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on **April 1, 2022**. CalRecycle recommends reserving the period from March 1, 2022 to April 1, 2022 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier.

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 April 1, 2022. (See “Grant Term” for additional information).

Eligible costs are costs directly related to the TDA portion of the project only and are limited to the following:

- TDA material (purchase and transportation)
- Installation
- Testing
- Engineering/design work

Installation cost may be incurred by the grantee and the grantee’s contractor(s), but costs incurred by contractors are only eligible for reimbursement after payment has been made by the grantee. Eligible costs include personnel cost and equipment cost directly related to trenching/preparation, placement, and covering of the TDA material.

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).

Table 2. 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 costs are subject to a percentage of the combined total cost of TDA material and installation only.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed e-mail or after April 1, 2022.
- Costs incurred for projects that start construction of the TDA portion of the project prior to the Notice to Proceed date, or end construction of the TDA portion of the project after April 1, 2022.
- 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.
- Landfill projects that are currently underway or that have been completed at the same location within the same facility 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 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](#), Environmentally Preferable Purchasing [Laws and Policies](#) and [Tools and 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](#).
- 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 webpage](#).

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 entire contents of your submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring 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: Fiscal Year 2019–20 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 Tire-Derived Aggregate 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 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, or \$750,000 for a single VLP. 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 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 top 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.

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 **August 1, 2019, October 31, 2019, or January 30, 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 Natalie Gandolfo at (916) 341-6809.

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) 341-6809. 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.

General Checklist of Business Permits, Licenses and Filings Information (for private, for-profit applicants, and non-profit organization 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 3: 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 for reimbursement

Table 4: 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 5: Tonnage: E*0.675 = F

E				F
Volume (yards ³)	X	Unit Weight³ (ton/yards ³)	=	Weight⁴ (tons)
9,259	X	0.675	=	6,250

³Typical in place density of 50 lbs/ft³ (0.675 ton/yd³)

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

Table 6: Delivered Cost: F*G = H

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

Table 7: Installation Cost: F*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 8: 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.

For more information, visit the [EPPP Frequently Asked Questions webpage](#).

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**.

Plans and Specifications

Project design plans must be uploaded in GMS at a minimum 50 percent design at the time of application submission. 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.

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 below.

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 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 Tire-Derived Aggregate 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, 2019, then the Letter of Designation may not be effective beyond December 31, 2019). If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of each of the three application periods, 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 uploaded in GMS 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.

All eligible applications shall be funded on a continual basis (based on application due dates) until initially allocated monies are exhausted. If all available initially allocated monies are exhausted, CalRecycle will continue to accept applications and consider funding should additional monies become available. CalRecycle may also consider using FY 2020-21 allocations for unfunded FY 2019-20 requests.

If there are more eligible applications received by a due date than available monies, 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 represent the lowest priority and will be funded only after all other eligible projects are funded, within each of the three cycles. 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 October 2019, January 2020, and April 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.
- Attachment I – Forms Guide. CalRecycle forms to be used throughout the grant term. See [CalRecycle Grant Forms Website](https://www.calrecycle.ca.gov/Funding/Forms) (<https://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, 2021.
- A Final Report is due April 1, 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 April 1, 2022, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).