



January 2021

Department of Resources Recycling and Recovery

Rubberized Pavement Grant Program Application Guidelines and Instructions

Fiscal Year 2020–21

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Rubberized Pavement (Pavement) Grant Program pursuant to Section 42872, 42872.1, and 42873 of the Public Resources Code. The purpose of the grant is to promote markets for Rubberized Asphalt Concrete (RAC) products with crumb rubber derived from only California-generated waste tires. The program is designed to encourage first-time or limited users of rubberized pavement in two project types – RAC Hot-Mix and Rubberized Chip Seal.

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.

Note: The following terms used in this document are defined below, unless the context clearly indicates otherwise:

- “Applicant” refers to either the legal name of the entity that is legally responsible for grant administration, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- “You” refers to a person who is completing the application on behalf of the Applicant.

Timeline

Table 1. Timeline

Date	Activity
<p>January 13, 2021 February 3, 2021</p>	<p>Question and Answer Period Due Date</p> <ul style="list-style-type: none"> • Applicants or interested parties may submit questions from the application release date to this date. • Applicants or interested parties must submit questions by email.
<p>January 20, 2021 February 10, 2021</p>	<p>Question and Answer Posted</p> <ul style="list-style-type: none"> • CalRecycle will post all answers to questions on the CalRecycle website that were submitted during Question and Answer Period.
<p>February 3, 2021 February 22, 2021</p>	<p>Application Due Date</p> <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 • Approved Resolution must be uploaded in GMS by this date • Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date
<p>March 2021</p>	<p>Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)</p>
<p>April 1, 2023</p>	<p>Grant Term Notice to Proceed to this date Final Report and final Payment Request Deadline</p>

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.

- Local Governments (cities, counties, and cities and counties) as defined in Public Resources Code section 48617.
- Other local governmental agencies (including regional park districts, special districts, and 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.
- State agencies (including offices, departments, bureaus, and boards). State agencies are only eligible for projects for Class 1 bikeways, greenways, and disability access at parks – see Eligible Projects for specific limitations.

Applicants (and participating jurisdiction if a joint application) may not apply for and receive grants in consecutive fiscal years (i.e., if you received a grant using FY 2019-20 funds, you are not eligible to apply in FY 2020-21).

For Individual Applications only (not Joint Applications): If you have received six total grants under the Targeted RAC Incentive Grant Program, RAC Use Grant Program, and/or Pavement Grant Program for hot-mix projects, you are no longer eligible to receive grants for hot-mix projects, but may be eligible for grants to fund chip seal projects. If you have received six total grants under the Chip Seal Grant Program and/or Pavement grants for chip seal projects, you are no longer eligible to receive grants for chip seal projects, but you may still be eligible for grants to fund hot-mix projects. If you have reached the limit for both types of grant projects, you are no longer eligible to receive Pavement grants from CalRecycle.

Joint Application Requirements

Local governments may join together in a joint grant application in which two or more eligible entities join together to implement the grant. A Lead Participant (Lead) must be designated to act on behalf of all participating entities. The Lead is the applicant, and if awarded, will be the grantee responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead. Lead must reimburse participating jurisdiction(s), then submit payment request to CalRecycle for reimbursement.

Note: An entity may not submit an individual application if that entity is also a participant of a joint application.

CalRecycle understands that it may be beneficial for two (or more) entities or jurisdictions to combine road pavement projects in order to achieve economies of scale and a lower overall cost to taxpayers. Accordingly, an eligible applicant may apply as a Lead for a hot-mix and/or chip seal project(s) to perform work in its own jurisdiction as well as one or more additional eligible jurisdiction(s) if:

- The work is performed subject to a written agreement (a contract or Memorandum of Understanding – MOU) between the Lead and participating jurisdiction(s) (an executed copy of the agreement and authorizing Resolutions [if applicable] must be provided to CalRecycle).
- The participating jurisdiction(s) must provide either Resolution(s) or a Letter(s) of Authorization from the City Manager (or other authorized individual) to participate in the project(s), subject to the written agreement.

- The All participating jurisdiction(s), including the Lead, must ~~is/are encouraged, but not required, to~~ have in place (or adopt, as appropriate) an Environmentally Preferable Purchasing and Practices Policy.
- The Lead is responsible for compliance with all terms and conditions of the grant, including but not limited to construction/paving activities within the participating jurisdiction(s).
- The projected reimbursement cannot exceed 80% of the total grant award for material used in a single jurisdiction, whether that jurisdiction is the Lead or a Participant. If at the end of the grant, more than 80% of the reimbursed material (by value) was used in a single jurisdiction, CalRecycle may treat the grant as if it were an individual grant and adjust the reimbursement rate and maximum amount as if that jurisdiction had applied individually.
- Grant reimbursement will be made [based on reimbursement per ton for hot-mix project(s) or per square yard for chip seal project(s)] to the Lead.

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 JPA Agreement that:

1. Give authority over public roadway construction projects.
2. Lists all member entities.
3. Contains the signature of all members.

Members of the JPA are also eligible to apply individually, as long as they are seeking funds for projects within their own jurisdiction and not for projects that are part of the JPA's application.

Eligible Projects

An application may include rubberized pavement (hot-mix and chip seal) projects for roadways, Class 1 bikeways [as defined in Streets and Highways Code section 890.4(a)], greenways, and disability access at parks. A greenway is a travel corridor for pedestrians, bicycles, non-motorized vehicle transportation, recreation, or a combination thereof, located along natural landscape features, such as an urban watercourse.

State agencies are eligible **only** for projects for Class 1 bikeways, greenways, and disability access at parks.

All projects are subject to the following requirements:

- The grantee will construct one or more Rubberized Asphalt Concrete (RAC) Hot-Mix or Rubberized Chip Seal project(s) at the location(s) specified in the approved grant application, unless otherwise approved by the Grant Manager.
- Only California-generated waste tires, processed in California, shall be used in the crumb rubber portion of the project(s). Recycled end-of-life crumb rubber that meets all specifications and standards can be used, as appropriate with prior written permission from the Grant Manager.
- The project(s) must be located in California.
- Projects must be owned and maintained by the applicant and accessible to the general public.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).

- Construction of the RAC portion of any project must commence on or after the date indicated in the Notice to Proceed and be completed by April 1, 2023.
- The binder material must contain a minimum of 300 pounds (equivalent to 15 percent by weight) of the tire-derived crumb rubber per ton of rubberized binder. The binder may be either asphalt rubber/field blend or terminal blend.

Additionally, the following are project requirements specific to the project type indicated:

- **Hot-Mix Project:** Project(s) must use a minimum of 2,000 tons of RAC hot-mix.
- **Chip Seal Project:** Project(s) must use a minimum area of 40,000 square yards of chip seal material.

Because of the amount of paving material used, local government and Qualifying Indian Tribe applicants may combine projects for Class 1 bikeways, greenways, and disability access at parks with eligible roadway projects in order to satisfy Program minimums.

If a majority of the request is for a greenway project(s) **and** the applicant entity has a median household income 80 percent or less of the statewide median household income, please indicate such in the Project Summary/Statement of Use field, located in the Detail tab of your application.

Available Funds

- \$4,387,000 is available for this grant cycle, fiscal year 2020–21, subject to funding availability.
- \$250,000 is the maximum available for individual grant awards.
- \$350,000 is the maximum available for the joint grant award, subject to funding availability.

The funding of project(s) is based on the amount of RAC material proposed, the applicant's county, and number of previous CalRecycle RAC/Pavement grants received. The maximum grant award for hot-mix and/or chip seal project(s) is \$250,000.

The maximum grant award, if applying as a joint applicant, shall not be greater than \$350,000. If a joint applicant includes projects in both a Tier 1 and Tier 2 county, the county with projects representing the greatest dollar amount shall determine the grant category. If the amount is equal, the application shall be considered Tier 1. The Lead or a participating jurisdiction is limited to no more than \$250,000 of the grant award.

RAC Hot-Mix (Hot-Mix) Project(s): Grant awards are calculated on a base rate of \$10 or \$20 per ton of RAC hot-mix, depending on the applicant's county, and are adjusted depending on the number of previous Rubberized Pavement grants. See Available Funds section for specific categories and reimbursement rates.

Rubberized Chip Seal (Chip Seal) Project(s): Grant awards are \$0.50 or \$1.00 per square yard of rubberized chip seal material proposed, depending on the applicant's county.

Table 2. Rubberized Pavement Grant Program Categories and Reimbursement Rates

Grant Category¹	Number of Previous RAC/Chip Seal Grants²	Tier 1 (Applicants in the following counties: Los Angeles, Orange, Riverside, San Bernardino, and Ventura)	Tier 2 (Applicants in all counties not in Tier 1)
RAC – 1 ³	0 – 1	\$10 per ton	\$20 per ton
RAC – 2	2 – 3	\$7 per ton	\$14 per ton
RAC – 3	4 – 5	\$4 per ton	\$8 per ton
Chip Seal ³	0 – 5	\$0.50 per square yard	\$1 per square yard

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2023.

For detailed information about requirements within the grant term, refer to the Procedures and Requirements document.

Eligible and Ineligible Costs

Grantees may incur eligible costs only during the Grant Term. For detailed information about eligible and ineligible costs, refer to the Procedures and Requirements document.

¹ To categorize the request, if an applicant requests funding for both hot-mix and chip seal projects, the material type used which represents the greatest dollar amount shall determine the grant category. If amounts are equal, the application will be considered in the appropriate RAC category.

² RAC Grants include grant numbers beginning with RAC, TRI, and/or TRP. Chip Seal Grants include grant numbers beginning with TCS and/or TRP. To determine the number of previous grants, please visit our web site under the [Grant and Payment Reports](https://www2.calrecycle.ca.gov/Funding/Grants/ByCounty) (https://www2.calrecycle.ca.gov/Funding/Grants/ByCounty) and select your county and “Tire Recycling Grants” in the Grant Category menu. Please note that the list includes withdrawn grants and are included in the total number. Refer to a [grant specific contact](https://www.calrecycle.ca.gov/Funding/GMS/Contacts) (https://www.calrecycle.ca.gov/Funding/GMS/Contacts), if you have questions as to whether a previous grant was withdrawn and/or if you are unsure of your jurisdiction’s number of previous grants.

³ Applies to Joint Applications. Participation in a joint application will not count as a grant when considering future grant awards.

Tire-Derived Aggregate (TDA) Training Course Requirement

A key goal of CalRecycle's tire programs is the recycling and use of waste tires in other products/uses, including the use of tire-derived aggregate (TDA). In an effort to educate and encourage the use of TDA, all applicants are required to take a free online training course that covers the basic properties and uses of TDA. The course will take approximately 1-2 hours to complete (including a quiz). After successfully taking the quiz, the applicant will be provided a training certificate showing course completion. An applicant's public works department head (or designee) of engineering, design, transportation, environmental or sustainability division (subject to a minimum of one) is required to take the course. If the individual taking the course is other than those listed as contacts in the application, you must indicate their name and title in the Project Summary/Statement of Use field under the Detail tab of [GMS](https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants) (<https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants>).

The [training course](https://ce.ecst.csuchico.edu/LMS/) (<https://ce.ecst.csuchico.edu/LMS/>) is available online. New users will need to create an account and complete the course titled [Certificate on Using Tire Derived Aggregate in Civil Engineering](https://ce.ecst.csuchico.edu/LMS/course/view.php?id=4) (<https://ce.ecst.csuchico.edu/LMS/course/view.php?id=4>). You will need to use Enrollment Key: TDA@CalRecycle20 when prompted, in order to enroll in the course. Please email dxcheng@csuchico.edu or William.Heung@calrecycle.ca.gov for questions regarding the website or issues with registration.

For your convenience, instructions to self-register is provided on the **Summary Tab** under **Resource Documents** section of [GMS](https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants) (<https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants>) and within the login website.

Applicants who have successfully completed the course must certify to this fact on the **Detail Tab** of the application and upload the training certificate by **February 3, 2021** ~~**February 22, 2021**~~. Otherwise, the application will be disqualified.

Vehicle and Equipment Fleet Requirement: Tire Maintenance

The highest level on the waste management hierarchy is source reduction. One of the simplest ways to protect tire life is to ensure proper management practices that prevent excessive wear and premature failure. As an eligibility requirement, applicants (and participating entities if a joint application) are required to develop and implement vehicle/equipment fleet tire best management practices for their organizations. The list below includes examples of common vehicle and equipment best management practices that are used to maximize fleet tire life:

1. Planning for preventative maintenance
 - Checking and maintaining tire pressure with routine tire inspections
 - Assessing regularly vehicle and equipment condition
 - Analyzing fuel efficiency
 - Preparing for overhead and vehicle maintenance costs
2. Keeping information and safety systems updated and modernized
3. Making tire maintenance training programs mandatory for all fleet personnel

Applicants must certify on the **Detail Tab** of their application that their organization

acknowledges and implements these types, or other applicable, fleet management practices that maximize fleet tire life. Otherwise, the application will be disqualified.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, CalRecycle requires all applicants to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations.

Applicants must have an EPPP Policy in place prior to submitting their application must certify to this fact on the Detail tab in the application.

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 and 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.

Additional EPPP Policy resources include:

- [Tools and Resources](https://www.calrecycle.ca.gov/EPP/Resources/) (<https://www.calrecycle.ca.gov/EPP/Resources/>)
- [Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/) (<https://www.calrecycle.ca.gov/EPP/LawPolicy/>)
- [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)

Note: In Joint Applications, the lead and the participants will each need an EPPP Policy. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

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>).

Inducement for Furthering Specific CalRecycle and Environmental Goals

Many eligible applicants have strong environmental programs and should be rewarded for their leadership for either committing to the evaluation of materials/products or adopting policies that further specific CalRecycle and environmental goals. Other eligible applicants may be considering improving their environmental efforts and would appreciate an additional inducement.

In an effort to both reward environmental leadership and encourage others to improve their environmental programs, CalRecycle will provide a ranking inducement under the following conditions.

- A. An applicant commits to objectively review and evaluate one or more of the following:
- The use of RAC either as asphalt rubber hot mix or rubberized chip seal in all applicable road projects.
 - The use of TDA in appropriate civil engineering projects.
 - The institutional use of retread tires for its vehicle and equipment fleet.

This commitment must be substantiated by submitting a letter from the Signature Authority. The Letter should include evaluating eligible projects on a life cycle (as opposed to a first cost) basis, alternative bids or other acceptable approaches. CalRecycle staff will evaluate the proposed evaluation process and methodology (described in the Letter) to determine whether it is acceptable for the inducement.

- B. An applicant adopts one of the following policies or procedures by submitting a Board Resolution, Administrative Process/Procedure, or equivalent document.
- a. RAC is the default material for the surface course on appropriate roadways. The applicant may consider including the following components in the document.
1. Bidding and placement, especially for relatively small pavement projects, should be combined with other projects whenever possible to try to achieve reduced costs.
 2. Capital and maintenance projects should be scheduled whenever weather and temperatures are appropriate for RAC placement.
 3. Warm Mix Asphalt (WMA) technologies should be used, when appropriate, to extend the construction temperature window.
 4. WMA technologies should be used, whenever possible, to reduce Greenhouse Gases (GHG).
 5. Crumb Rubber Modifier (CRM) used must be derived from only California-generated waste tires, processed in California by a registered waste tire processor.
 6. Binder material must contain a minimum of 15 percent (by weight) CRM.
 7. Describe the rationale, process and authority for approving an exception to the adopted policy/procedure.
 8. Provide transparent tracking of all pavement projects, the evaluation of paving material applied and documentation of exceptions to the adopted policy/procedure.
- b. TDA is the default material for appropriate aggregate projects in the following categories.
- Mechanically Stabilized TDA (retaining walls)
 - Low Impact Development (storm water mitigation measures including storm water infiltration galleries)
 - Lightweight fill (slope stabilization, embankment fill, landslide repair, and retaining walls)
 - Vibration Mitigation (under rail lines)
 - Landfill application projects (aggregate replacement projects such as leachate and gas collection systems, drainage layers, leachate injection).

The applicant may consider including the following components in the document.

1. Bidding and placement, especially for relatively small pavement projects, should be combined with other projects whenever possible to try to achieve reduced costs.
 2. Only California-generated waste tires, processed in California, will be used in the TDA portion of the project(s).
 3. Describe the rationale, process and authority for approving an exception to the adopted policy/procedure.
 4. Provide transparent tracking of the (above) five categories of aggregate projects, the evaluation of conventional or alternative material applied and documentation of exceptions to the adopted policy/procedure.
- c. Retread tires will be used for all appropriate fleet vehicles and equipment. The applicant may consider including the following components in the document.
1. Maintain a written and understood vehicle/equipment fleet management practices (described in the Vehicle and Equipment Fleet Requirement section above).
 2. Specify which vehicles/equipment are able to use retread tires and in what position.
 3. Identify when a tire should be pulled from service based on tire position, tread depth, usage, etc..
 4. Quantify how many times a quality casing should be retread based on usage, age and condition.
 5. Develop standards for the tire type, quality and position of new retread tires.
 6. Provide training for all involved staff from drivers to managers.
 7. Describe the rationale, process and authority for approving an exception to the adopted policy/procedure.
 8. Provide transparent tracking of compliance regarding tire and retread tire use and documentation of exceptions to the adopted policy/procedure.

In 2021, CalRecycle will conduct a retread tire education program. All applicants requesting an inducement for retread tires will be contacted and should participate in the training.

Applicants that wish to receive a ranking inducement must indicate compliance with the condition and may certify to this fact on the **Detail Tab** of the application. A copy of the Letter or the policy/procedure must be uploaded in [GMS](https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants) (<https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants>) by **February 3, 2021** ~~February 22, 2021~~.

The ranking inducement for an applicant committing to evaluate the use of the above specified materials/products will only be allowed once. The ranking inducement for an applicant that adopts an appropriate policy or procedure will be ongoing unless the

policy or procedure is not being implemented. Implementation of the policy or procedure, and future inducement consideration, is subject to verification and approval by CalRecycle at the time of application.

For detailed information about the ranking process, refer to the Grant Application Review Process Section (page 24).

Note: A ranking inducement does not guarantee funding nor increase the reimbursement rate or amount. It does increase an applicant's chances of being awarded in an oversubscribed situation.

Question-and-Answer Process

Questions regarding the application and its requirements must be emailed to tiregrants@calrecycle.ca.gov. CalRecycle must receive the questions by ~~January 13, 2024~~ February 3, 2021 or the questions will not be accepted.

CalRecycle may post the Questions and Answers periodically during the Questions and Answers period. Applicants or interested parties may access the Questions and Answers web page from the Notice of Funds Available web page or from the application. CalRecycle may group together similar or related questions or re-word them for clarity, and respond to them as one question. CalRecycle will post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates. It is the applicant's responsibility to check the Questions and Answers web page 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 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 the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>).

Confidentiality

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](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), states that confidential or proprietary information shall include, but is not limited to:

- 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
- 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 law does not treat documents marked as "confidential or proprietary information" (such as sales brochures, promotional literature and other general non-financial documents) 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 as to 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 section 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. 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 to log in to the system. Those who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass page](https://secure.calrecycle.ca.gov/WebPass) (<https://secure.calrecycle.ca.gov/WebPass/>).

To start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>).
2. Select **Apply for a Grant** on the left.
 - All open grant cycles are displayed in a table.
3. Find Rubberized Pavement Grant: TRP13: FY 2020–21 and select **Start Application**.
 - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
 - GMS will automatically add you as the Primary Contact for the new grant application however, you may update this later.
4. Click **Save**.

GMS Tabs - 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 Rubberized Pavement grant program. Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads 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 application 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.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
 - Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.

If the Participant Search List does not contain your Applicant/Participant name:

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name. Do not enter your personal name.
 - List county names with the name first followed by the word “County,” e.g., “Sacramento County.”
 - List city names as “City of” followed by the city’s name, e.g., “City of Sacramento.”
3. Complete all required fields then click **Save**.

For Joint Applications, 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:

1. Enter a dollar amount in the **Grant Funds Requested** field. To determine amount, multiply tonnage and/or square yards by your reimbursement rate. Your proposed tonnage and/or square yards is the number you entered in the Project Summary/Statement of Use field described below. Your reimbursement rate is dependent on your Tier and grant category. See Table 2. For detailed step-by-step instructions, see below under Program Questions. For calculation samples, see Table 3 and 4. Do not exceed the maximum grant award amount of \$250,000 (or \$350,000 for a joint application). Please round all amounts to the nearest whole dollar.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the “Ctrl” key while selecting the numbers.
3. 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.
4. Enter the grant payment mailing address.
5. **Project Summary/Statement of Use**: Provide a brief description of the proposed project(s). You **must** enter:
 - The earliest proposed construction start date
 - The total tons of RAC hot-mix and/or
 - The total square yards of rubberized chip seal that will be used

This will determine your total dollar amount in the Grant Funds Requested field described above. If the applicant entity has a median household income 80 percent or less of the statewide median household income, please indicate it here. If the individual taking the required TDA training course is other than those listed as contacts in the application, please indicate their name and title here.

6. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
8. Select the appropriate answer for Program Questions.
 - For the last six questions in GMS, the following are **instructions to determine Grant Funds Requested**.
 - 1) If you are an applicant in the following counties: Los Angeles, Orange, Ventura, San Bernardino, and Riverside, select Tier 1. If you are an applicant not mentioned above, select Tier 2.
 - 2) If you are applying as the sole entity (including JPA applicants), select Individual Application. If you applying as the lead in partnership with one or more eligible jurisdiction, select Joint Application.
 - 3) Select your project type.
 - If applying for hot-mix project(s) only, complete Questions 4 and 5 only.
 - If applying for chip seal project(s) only, complete Questions 4 and 6 only.
 - If applying for hot-mix and chip seal projects, complete Questions 4, 5, and 6.
 - 4) Select your material type. If Terminal Blend is selected, please note that it may not be produced and available in California. You must provide evidence from the provider that the material was produced in California using California-generated waste tires.
 - 5) For Question 5 and 6 in GMS, select your grant category. Grant category is based on your jurisdiction's number of previous grants. To determine this number, please visit our web site under the [Grant and Payment Reports](#) (<https://www2.calrecycle.ca.gov/Funding/Grants/ByCounty>) and select your county and "Tire Recycling Grants" in the Grant Category menu. Please note that the list includes withdrawn grants and are included in the total number. Refer to a [grant specific contact](#) (<https://www.calrecycle.ca.gov/Funding/GMS/Contacts>), if you have questions as to whether a previous grant was withdrawn and/or if you are unsure of your jurisdiction's number of previous grants. If you have received six total grants for hot-mix or for chip seal projects, you are no longer eligible to receive TRP grants. See Table 2 in the Available Funds section for determining Grant Category.

For **Individual Applications**, select your appropriate hot-mix/chip seal category. For **Joint Applications**, select RAC-1 and/or Chip Seal category, regardless of number of previous grant.

- 6) Based on the information selected in the last six questions in GMS, refer to Table 2 in the Available Funds section to determine your reimbursement rate. Multiply this rate by the proposed tonnage/square yardage entered in the Project Summary/Statement of Use field above. This equates to your requested grant amount. Enter this amount in the Grant Funds Requested field above.

Calculation for Grant Funds Requested (Information and Example)

Examples below are for informational purposes only.

Hot-Mix Project

The example calculation below is **for a Tier 1 applicant** to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual total RAC tonnage used for all projects multiplied by the reimbursement rate of ten dollars per ton (\$10/ton) for category “RAC – 1”; seven dollars per ton (\$7/ton) for category “RAC – 2”; or four dollars per ton (\$4/ton) for category “RAC – 3”, not to exceed the grant award amount.

Table 3. Hot-Mix Project, Tier 1, Calculation for Grant Funds Requested Example: (AxB) = C

Grant Category	A: Amount of RAC Hot-Mix (tons)	X	B: Reimbursement Rate (cost per ton)	=	C: Total
RAC - 1	25,000	X	\$10.00	=	\$250,000
RAC - 2	32,500	X	\$7.00	=	\$227,500
RAC - 3	55,000	X	\$4.00	=	\$220,000

Chip Seal Project

The example calculation below is **for a Tier 2 applicant** to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual total chip seal square footage used for all projects multiplied by the reimbursement rate of one dollar per square yard (\$1.00/yd²), not to exceed the actual grant award.

Table 4. Chip Seal Project, Tier 2, Calculation for Grant Funds Requested Example: (AxB) = C

Grant Category	A: Amount of Rubberized Chip Seal (square yards)	X	B: Reimbursement Rate (cost per square yard)	=	C: Total
Chip Seal	115,000	X	\$1.00	=	\$115,000
Chip Seal	250,000	X	\$1.00	=	\$250,000

Contacts Tab

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact 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 their own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized 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 or their 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 CalRecycle awards a grant to the applicant, 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.

Documents Tab

See the Application Documents section in the Summary tab 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 located in the Summary tab 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.

Applications must be submitted no later than 11:59 p.m. on ~~February 3, 2021~~ **February 22, 2021**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling [Joe Pacheco](tel:9163416534) at (916) 341-6534.

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

Application Documents

Electronic and Original Signatures

CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

Note: The e-Signature must be the Adobe Digital ID or through another certified digital signature program, and cannot be the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method, will be considered as incomplete and may be sent back to the applicant.

Once the document(s) have been signed by the Signature Authority, you must scan the wet signature, or upload the digitally signed document and save it to GMS. Retain the original document for potential CalRecycle audits (see Audit Consideration section of the Procedures and Requirements document for more information).

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. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 341-6534.

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents.

Below is a list of the documents:

Application Certification

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification from the Summary tab. Once the Application Certification is signed, upload it to the Documents tab.

Applicant’s Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/templates of some of these documents, please refer to the Summary tab. Retain the original hard copy documents for potential CalRecycle audits (see Audit Consideration section of the Procedures and Requirements for more information).

Tire-Derived Aggregate (TDA) Training Course Requirement

Applicants who have successfully completed the course must certify to this fact on the **Detail Tab** of the application and upload the training certificate by ~~February 3, 2021~~ **February 22, 2021**. Otherwise, the application will be disqualified.

Inducement for Furthering Specific CalRecycle and Environmental Goals

Applicants interested in receiving an inducement for either committing to the evaluation of materials/products or adopting policies that further specific CalRecycle and environmental goals must submit a letter from the Signature Authority or a copy of the existing policy/procedure.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the Resolution is a required application document that must be uploaded no later than ~~February 3, 2021~~ February 22, 2021 or CalRecycle will deem the application incomplete and disqualify the applicant.

Resolution requirements vary for individual applications and joint applications as described in the following sections. For Resolution templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff are available to answer questions about the Resolution, 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 Resolution Requirements:

- The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
- The Resolution must identify the time period, 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 specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
- 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 their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

Note: The Signature Authority must sign a Letter of Designation **prior** to the designee's exercise of their authority.

Joint Application Resolution Requirements:

- The Lead Participant (Lead) must submit an approved Resolution, or a Letter of Commitment if the Lead is not subject to a governing body that authorizes it to act as a lead on behalf of itself and the participating entities.
- If the Resolution is valid for more than one year, it is highly recommended that:
 - a. the list of participants be provided as an attachment rather than embedded in the Resolution, and
 - b. 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).
- Participants must provide a Letter of Authorization (LOA) to the Lead, authorizing the Lead to act on its behalf. LOA(s) may be valid for as long as the Lead's Resolution or Letter of Commitment is valid, not to exceed five years, otherwise, if no time period is specified, the LOA will be valid for only one year from the document date. The applicant must upload copies of the LOA(s) no later than the ~~February 3, 2021~~ February 22, 2021.

Joint Powers Authority Agreement

Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements giving them authority to conduct the project, listing all member entities, and containing the signature of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as a part of their application and list all JPA members as participants on the Applicant/Participant tab.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment (LOC) that authorizes specific grant-related matters. Some publicly held businesses or private companies with a governing body may submit an LOC under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by ~~February 3, 2021~~ February 22, 2021 or CalRecycle will deem the application as incomplete and will disqualify the applicant.

Letter of Commitment Requirements

The LOC must:

- Authorize submittal of the Rubberized Pavement 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).
 - The LOC may also authorize the Signature Authority to delegate this authority.

For LOC templates refer to the [Resolution and Letter Examples](#)

(<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff are available to answer questions about the LOC, or to review your draft LOC to ensure it meets the requirements of the grant program. You may upload the LOC to your application as a Draft Letter of Commitment, or for immediate review email it to grantassistance@calrecycle.ca.gov.

Letter of Designation

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person.

The approved Resolution must indicate the Signature Authority's ability to delegate or designate their authority. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

- Be on the applicant's letterhead.
- Be signed by the Signature Authority.
- Include the job title of the designee and the scope of the designee's authority.
- Include the time 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, 2021, then the Letter of Designation may not be effective beyond December 31, 2021. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

For LOD templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (https://www.calrecycle.ca.gov/Funding/SampleDocs) web page.

Letter of Authorization

Applicants may use a Letter of Authorization (LOA) for grants that allow for Joint applications. The Participating Entity prepares the LOA 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 LOA no later than ~~February 3, 2024~~ February 22, 2021 or CalRecycle will remove the Participating Entity(ies) from the application.

Letter of Authorization Requirements:

The LOA must:

- Be on the Participant's official letterhead.
- Be signed by an individual authorized to contractually bind the Participating Entity.
- Be valid for as long as the Lead's Resolution, not to exceed five years, otherwise the participating entity must date the letter within the last 12 months.
- Authorize the Lead to submit a joint application and act as Lead Agency on behalf of the Participating Entity.
- Authorize the Lead to execute all documents necessary to implement the grant.

For LOA templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (https://www.calrecycle.ca.gov/Funding/SampleDocs) web page.

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. Movement from one priority category to the next is based on the number of CalRecycle-funded grants, not necessarily the number of individual projects.

If CalRecycle receives more requests for funding than provided for with available monies (i.e., if the program is oversubscribed), staff will initially allocate (approximately) 67 percent of monies to hot-mix projects and 33 percent to chip seal projects. The actual amount allocated to hot-mix and chip seal is subject to change, depending on the amount of eligible applications received. Staff will use the following process to prioritize funding recommendations for eligible applicants:

1. Applicants with a median household income less than 80 percent of the statewide median household income and whose grant request seeks a majority of funding (greater than 50 percent) for a greenway shall be given priority funding.
2. Applicants applying in a joint application.
3. Applications categorized as RAC-1 projects will be funded before any RAC-2 projects and all RAC-2 projects will be funded before any RAC-3 projects. In the event of ties within any of the RAC or chip seal categories, the following tiebreakers be applied in sequential order:
 - a. Applicants that did not receive funding in FY 2018–19.
 - b. Applicants that propose to use the greatest amount of crumb rubber material in their project(s).

In addition to the oversubscribed process, if an applicant satisfies either of the inducement requirements described on page 10-13 the application will be:

- Ranked one “grant category” above the RAC category for which they would otherwise qualify, and/or
- Will have priority funding within the Chip Seal category.

For reference, see Table 2 (page 8) and Priority 3 above.

Applicants (and participating jurisdiction if a joint application) that were awarded any rubberized asphalt concrete grants in the previous three FYs, but either withdrew their grant or used less than 50 percent of their grant award, will be considered only after all other eligible applicants have been awarded.

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle’s Director, or their designee; CalRecycle tentatively schedules this for March 2021. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested. CalRecycle may consider the historical performance of

applicant's Rubberized Pavement grants when determining partial funding.

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 to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.
- 2) The recommended grantee's Signature Authority (or their delegated signature authority) must sign and return the Grant Agreement to CalRecycle. CalRecycle must receive the signed Grant Agreement 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. CalRecycle now sends the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

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**
- **e-Signature Instructions for Awardees**
 - Contains instruction on how to sign the Grant Agreement Cover Sheet using Adobe Sign
- **Attachment I: Forms Guide**
 - For CalRecycle forms used throughout the Grant Term see [CalRecycle Grant Forms web page](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:

- Progress Report is due April 1, 2022.
- Final Report is due April 1, 2023.

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, 2023, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).