



LOCAL GOVERNMENT WASTE TIRE AMNESTY GRANT PROGRAM

APPLICATION GUIDELINES AND INSTRUCTIONS

TA5 Cycle – Fiscal Year 2019–20

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GRANT CYCLE OVERVIEW

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Government Waste Tire Amnesty Grant Program) pursuant to Section 428899(e) of the Public Resources Code. The purpose of the grant is to recycle their waste tires at no charge.

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

Date	Activity
February 12, 2019	Question and Answer Period <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
February 21, 2019	<ul style="list-style-type: none"> • All answers will be posted (tentative)
March 5, 2019	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
April 4, 2019	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
June 2019	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
September 30, 2021	Grant Term Notice to Proceed to this date
September 30, 2021	Final Report, Final Payment Request and Request for 10 percent withhold Deadline

ELIGIBLE APPLICANTS

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

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

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS

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

ELIGIBLE PROJECTS/PRODUCTS

Amnesty events are intended to be free and convenient waste tire collection events for the public to bring in tires that they generate and for businesses that have been victims of illegal dumping. Tires generated from farming equipment, or a small business are also allowed to utilize a CalRecycle funded amnesty event.

A waste tire amnesty event, paid for through grant funds, shall:

- Be held in a parking lot, or other location convenient to the public, or be held for a specified time period at a transfer station, landfill, or household hazardous waste facility with a coupon provided by the Grantee.
- Allow an individual to bring in up to twenty tires, twice per month at no charge.
 - An individual hauling 10-20 waste tires must obtain written authorization from the Local Enforcement Agency (LEA) prior to the amnesty event. Go to [LEA Directory](https://www2.calrecycle.ca.gov/SWFacilities/LEA/Directory) (<https://www2.calrecycle.ca.gov/SWFacilities/LEA/Directory>) to find the LEA for your jurisdiction.
 - The LEA shall provide copies of any written authorizations to CalRecycle within 30 days of their issuance.
 - If the individual has not received written authorization for hauling 10 or more tires from the LEA, the Grantee must report this information on the Unregistered Hauler & Comprehensive Trip Log Substitution Form (CalRecycle 204) and submit the form to the CalRecycle Hauler Compliance Unit within 30 days after the amnesty event.
- Accept illegally dumped tires from an individual if a written LEA authorization to haul without a CalRecycle hauler registration is provided.
 - The individual is exempt from the hauler registration requirements pursuant to PRC section 42954(a)(8) with the authorization.
 - The LEA authorization must include specific conditions, dates, and documentation proving a police report was filed for the illegally dumped tires.
 - The grantee does *not* need to report this type of hauler on a CalRecycle 204 form.
- Not accept tires from waste tire generating businesses.

- Maintain a log of customers that bring tires to each amnesty event.

Amnesty events are not authorized end-use facilities for registered used and waste tire haulers and other tire related businesses.

AVAILABLE FUNDS

- \$1,450,000 is available for this grant cycle, fiscal year 2019–20, subject to funding availability.
- \$40,000 is the maximum available for individual grant awards.
- \$90,000 is the maximum available for regional grant awards.

GRANT TERM

The Grant Term begins on the date of the Notice to Proceed. Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on September 30, 2021 and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on September 30, 2021. CalRecycle recommends reserving the period from July 1, 2021 to September 30, 2021 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on September 30, 2021. See “Grant Term” for additional information.

Eligible costs are limited to the following:

- Cost of loading tires into transporting vehicles/trailers at the waste tire amnesty events;
- Cost of transporting waste tires by a waste tire hauler, registered or exempted by CalRecycle, to a permitted, excluded or exempted waste tire storage facility, or other solid waste facility;
- Cost of transporting waste tires for a specific end-use to a CalRecycle approved end-use facility. Waste tires must be transported by a CalRecycle approved waste tire hauler to a CalRecycle approved end-use facility;
- Cost of disposing waste tires at a permitted, excluded or exempted waste tire storage facility or disposal site;
- Any salaries and benefits for personnel directly involved in the administration and supervision of amnesty events, and the preparation of payment requests and reports;
- Any salaries and benefits for personnel directly involved in event planning, creation of educational materials and advertisements in support of amnesty events and working at the amnesty events;
- Costs associated with outreach, such as the production/media buys for educational materials such as flyers, brochures and radio and newspaper advertisements in support of the amnesty events, **not to exceed 15 percent** of the approved Budget;
- Supplies necessary for the events such as gloves, traffic cones and clipboards;

- Tires generated from agricultural operations and small businesses that do not change tires on customer vehicles;
- Costs of loading and transporting tires collected from specific cleanup days such as beach and river cleanups;
- Mileage of up to 58 cents per mile (or the current rate in the State Administrative Manual) for travel to amnesty events; and
- Overtime costs for local government staffing during specially scheduled evening or weekend events when **pre-approved** in writing by the Grant Manager when law or labor contracts require overtime compensation.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed letter or after September 30, 2021;
- Personnel time for the preparation of a Waste Tire Amnesty Grant Application;
- Any costs that are inconsistent with local, state and federal laws, guidelines and regulations;
- Personnel costs incurred while an employee assigned to the grant project is not working on the grant (e.g., use of accrued time such as sick leave, vacation, etc.);
- Costs covered by, or incurred under, another CalRecycle-funded loan, grant, or contract;
- Overhead (costs for accounting/budget/finance staff, rental/lease of space, utilities, etc.);
- Costs for obtaining necessary permits and licenses;
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations;
- Personnel travel or per diem costs, unless pre-approved in writing by the Grant Manager;
- Cameras, cell phones, electronic personal data devices, pagers, and other similar electronic devices;
- Costs connected with contractor claims against the grantee;
- Cost of collecting waste tires from waste tire generating businesses and/or waste tire haulers;
- Cost of collecting waste tires from businesses that are responsible for contracting with registered waste tire haulers for the removal of their waste tires; and
 - If it is determined that the grantee has used grant funds for this purpose, costs incurred will be deemed ineligible and disbursed grant funds associated with these costs must be returned to CalRecycle.
- Any costs that are unrelated to the grant project, or unreasonable as determined by the Grant Manager.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY REQUIREMENT

Consistent with CalRecycle's core values, all applicants are required to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations. To see examples of existing EPPP Policies, visit the [Responsible Purchasing Network](#), 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 [Leadership in Energy & Environmental Design resources](#).
- 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](#).

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to Cathy.Aggergaard@CalRecycle.ca.gov. Questions must be received by February 12, 2019 or they will not be accepted.

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

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.

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 Local Government Waste Tire Amnesty, TA5: FY 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 Local Government Waste Tire Amnesty grant program. Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification or any document that requires a signature
- The online application is incomplete or missing information
- Applicant fails to adopt an EPPP policy by the secondary due date

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.

- Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word “County,” e.g., “Sacramento County.”
- City names must be listed as “City of” followed by the city’s name, e.g., “City of Sacramento.”

For Regional, Collaborative, or Joint Powers Authority Applications

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

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

Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$40,000 for an individual applicant or \$90,000 for a regional applicant. 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 description of the number of events you plan to hold during the two year grant term and the number of tires you hope to collect.
 - The estimated number of tires to be collected. This number must be based on data collected from past amnesty grants, if available. Contact the Grant Manager if you need this historical information.
 - Indicate if the tires will be recycled or landfilled.
 - Recycling includes: creating a new product from the tires, such as rubber mulch or bender board, using tires for fuel, and all uses other than landfilling.
- 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.

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

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

Site(s) Tab

If known, enter a site location for each date on which amnesty events are planned.

Documents Tab

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

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section.

APPLICATION SUBMITTAL AND DEADLINE

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

Applications must be submitted no later than 11:59 p.m. on **March 5, 2019**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6047.

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) 341-6047. 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.

BUDGET

Waste tire amnesty events must be performed to achieve maximum cost effectiveness and efficiency. Expenditures within a budget may be reduced, or removed if they appear unreasonable.

Costs associated with the project should be arranged according to the categories detailed below.

Contracts. Includes the waste tire haulers cost of removal, transportation, recycling and disposal of the waste tires collected at the amnesty events.

Education. Up to **15 percent** of the budget may be allocated for the cost of educational materials, such as flyers, brochures, radio, and newspaper advertisements in support of the amnesty events. Do not include associated personnel hours here. These hours should be identified under the Personnel section. Any publicity or advertisements for amnesty events must clearly state:

- Tires will be accepted at no charge
- Whether tires on rims are accepted
- No tires from tire generating businesses will be accepted
- Number of tires allowed
 - up to 9 without an exemption
 - between 10 and 20 tires with an exemption
- Acknowledgment of CalRecycle's support and the CalRecycle logo

Equipment. The cost to rent equipment associated with the amnesty events should be included here.

Materials. Includes the cost of items such as gloves, clipboards and traffic cones necessary for the implementation of the amnesty events. Provide details for each proposed expenditure. For example, the words “Event supplies” would be insufficient and must be broken down into the amount and type of each expenditure such as 5 pairs of leather gloves, 15 traffic cones, 3 clipboards.

Personnel. Includes salary and benefits for personnel directly involved in event planning, supervision, grant management, creation of educational materials and labor at the events. It is not necessary to include salary rates or the names of staff that will work on the grant.

COST PER TIRE CALCULATION

As part of the Budget, each applicant must calculate the cost per tire for the two-year grant term to determine the allowable grant funds requested amount. The cost per tire is calculated by dividing the total amount of grant funds requested by the number of tires estimated to be collected at all amnesty events during the grant term. For applicants who received previous tire amnesty grants, the estimated number of tires to be collected should be determined by the actual number of tires collected at amnesty events for the past several years. This data is available upon request from your Grant Manager. If the projected amount of tires to be collected is more than 50 percent of the amount collected in the last completed amnesty grant, an explanation must be provided in the Project Summary to justify the higher amount.

A cost per tire of up to \$7.00 is allowed from the applicant types listed below if applicant did not receive a Waste Tire Amnesty grant for fiscal year 2017–18 (TA4) and is applying as a single jurisdiction (not as part of a regional grant application):

- A city with less than 20,000 residents
- A county with less than 50,000 residents
- Special Districts
- Qualifying Indian tribes

If the above does not apply, **the cost must not exceed \$5.00 per tire** or the grant application will be disqualified.

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](#).

WORK PLAN

The Work Plan should consist of a step-by-step list of the tasks necessary to plan, advertise, conduct and report on the waste tire amnesty events.

APPLICANT'S DOCUMENTS

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

Resolution

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

Individual Application Requirements:

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

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

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

Regional Application Requirements:

1. The Regional Lead Participant (Lead) must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead and specifically named participants, and includes authorization letters from the participating jurisdictions authorizing the Lead to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove participants with each new application without the necessity of obtaining a new Resolution).
3. Participants subject to a governing body must provide a Letter of Authorization to the Lead authorizing the Lead to act on its behalf for this cycle. Letters of Authorizations may be valid for as long as the Lead's Resolution, not to exceed

five years, otherwise must be dated within the last 12 months. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

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 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, 2018, then the Letter of Designation may not be effective beyond December 31, 2018). If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

Letter of Authorization

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

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

Documentation of Coordination with a Local Conservation Corps

For applicants coordinating with a Local Conservation Corp, please upload contracts, letters of intent, or other evidence demonstrating that a Local Conservation Corp is assisting the applicant with planning or implementation of an amnesty event.

Please select, "Other", as the document type when uploading this documentation to the application.

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 that have overall program costs within the specified amount, can be considered for award. The Priority Ranking Criteria is used to rank each grant application. Applications will be ranked beginning with the lowest cost per tire.

Priority Ranking Criteria

Rank One

Applications that meet the following two criteria will be Rank One and considered for funding first:

- Provide documentation showing coordination with a Local Conservation Corps (LCC), and
- Have a total program cost of \$5.00 or less per tire.

The ways in which an applicant might coordinate with the LCC include, but are not limited to, assisting with planning or implementation of an amnesty event, creating public education/advertising materials, covering the cost of tire hauling. Documentation can consist of a contract between the Applicant and the LCC, a letter of intent or other applicable evidence. Costs covered by a LCC should be shown in the Budget document as a separate column as “in-kind” and will not be included in the cost per tire calculation.

Rank Two

Applications that meet the following criteria will be Rank Two and considered for funding after those applications in Rank One:

- Applicant did not receive a grant award for Fiscal Year 2017–18 (TA4) cycle, and
- Applicant is a city with less than 20,000 residents, a county with less than 50,000 residents, a special district or a Qualifying Indian Tribe, and
- Applicant’s total program cost for this cycle will be \$7.00 or less per tire.

These criteria provide resources to applicants who typically have higher transportation costs and are unable to qualify for funding at a cost of \$5.00 or less per tire.

Rank Three

Applications that do not meet the requirements for Rank One or Two but have a total program cost of \$5.00 or less per tire, will be Rank Three and considered for funding after Ranks One and Two. Any applications with a total program cost of more than \$5.00 per tire will be disqualified.

Tied Scores

In the case of a tie within any of the Ranks, the following will be used:

- Tie Breaking Criteria 1 - Applicant did not receive a Local Government Waste Tire Amnesty Grant for FY 2017–18 (TA4)
- Tie Breaking Criteria 2 - Applicant did not receive amnesty grant funds for FY 2015–16 (TA3)

Note: It is possible to meet all of the criteria, but fail to be awarded grant funds if the total amount requested by all eligible applicants for the TA5 grant cycle exceeds the amount of funds available.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; this is tentatively scheduled for June 2019. 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 signatures. These documents shall guide the grantee's administration of the grant project.

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

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

REPORTING PROCESS

Grantees are required to report on the progress of their grant with each payment request and at the end of the Grant Term. The Final Report is due on September 30, 2021. 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 September 30, 2021 or failure to receive the Grant Manager's approval of these documents, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).