



April 2021

Department of Resources Recycling and Recovery

Tire-Derived Product Grant Program Application Guidelines and Instructions

20th Cycle (TDP20) Fiscal Year 2021–22

Table of Contents

Grant Cycle Overview	3
Timeline	3
Eligible Applicants	4
Eligible Projects/Products	4
Parklets and Greenways.....	4
Drought-Related Projects	5
Eligible Products.....	5
Available Funds	5
Grant Term	5
Eligible and Ineligible Costs.....	5
Environmentally Preferable Purchases and Practices Policy Requirement	6
Questions and Answers Process.....	6
Public Records Requests	6
Confidentiality	7
Application Instructions.....	9
Application Access	9
GMS Tabs - Application Contents and Instructions	9
Summary Tab	9
Applicant/Participant Tab.....	10
Detail Tab	10
Contacts Tab	10
Budget Tab.....	11
Site(s) Tab.....	11
Documents Tab	11
Application Submittal and Deadline	12
Application Documents.....	13
Electronic and Original Signatures	13
CalRecycle Documents	13
Application Certification	13
Proposed Work Plan.....	13
Tire-Derived Product Certification (CalRecycle 227)	14
Applicant's Documents	14
Resolution.....	14
Letter of Commitment	15
Letter of Designation	15
Grant Review and Award Process	17
Grant Application Review Process	17
Grant Award Process.....	17
Grant Award Conditions.....	17
Grant Program Administration	18
Grant Agreement	18
Reporting Process	18
Payment Request Process	18

Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Product Grant Program pursuant to Sections 42872, 42873, and 42889 of the Public Resources Code. The purpose of the grant is to decrease the adverse environmental impacts created by the unlawful disposal and stockpiling of waste tires.

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

May 13, 2021: Questions and Answers Period Due Date

- Applicants or interested parties may submit questions from the application release date to this date.
- Applicants or interested parties must submit questions by email.

May 27, 2021 (tentative): Questions and Answers Posted

- CalRecycle will post all answers to questions on the CalRecycle website that were submitted during Question and Answer Period.

June 1, 2021: Application Due Date

- Applicants must submit applications in GMS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

June 29, 2021: Secondary Due Date

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

August 2021 (tentative): Grants Awarded

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

Notice to Proceed – April 1, 2024: Grant Term

For milestones that take place during the grant term, refer to the Procedures and Requirements document.

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 entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity 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 entity is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Only one application per qualifying entity will be accepted and only for projects within California. Eligible applicants include:

- Public entities
 - California cities
 - counties
 - public school districts
 - public colleges and universities
 - special districts
 - park or recreational districts
 - state agencies (including offices, departments, bureaus, and boards)
- 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.

Eligible Projects/Products

A minimum of 2,500 California-generated waste tires must be used per application. Multiple products/projects may be combined to achieve this minimum. Project(s) must not have previously received CalRecycle grant funds.

Parklets and Greenways

Eligible tire-derived products may be used in projects at parklets and greenways. A “parklet” is a small urban park intended for people and that provides amenities, including but not limited to seating, tables, bicycle racks, and landscaping. A “greenway” is a travel corridor for pedestrians, bicycles, non-motorized vehicle transportation, recreation, or a combination thereof, located among natural landscape features, such as an urban watercourse.

If a majority of the request is for parklet and/or 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.

Drought-Related Projects

Eligible tire-derived products may be used in drought-related projects. Examples include, but are not limited to: rubber nuggets/mulch for replacement of grass (or otherwise water intensive) medians and/or use in water efficient landscaping, etc.; rubber weed barrier material; and other materials that can be used as a part of a strategy to conserve or otherwise reduce water use. If the project is a “shovel-ready” (project completion estimated within one year of award) drought-related project, please indicate such in the project summary.

Eligible Products

Tire-derived products (TDP) must be made from only California-generated waste tires, processed in California and manufactured into a final product in California. For the purposes of this grant program, tire-derived products generally fall into three categories: agriculture/landscape, recreation, and transportation. Eligible products include, but are not limited to: Mulch, bark, weed abatement coverings, tree care products, horse stall mats, tracks, sidewalks/pathways, guard rails or components, railroad ties, sound barriers, and traffic safety products.

Additionally, end-of-life material (primarily crumb rubber or rubber nuggets/mulch that have served their initial purpose) may be reused or recycled into a variety of eligible products. The source of the end-of-life material (e.g., landscaping) must be located in California. Any necessary further processing of end-of-life material and any further manufacturing must take place in California.

CalRecycle makes no warranty, express or implied, and assumes no liability for any tire-derived product(s) funded by this Grant. It is the applicant’s responsibility to determine the appropriateness of the product(s) for its purpose(s).

Available Funds

- \$750,000 is available for this grant cycle, fiscal year 2021–22, subject to funding availability.
- \$150,000 is the maximum available for individual grant awards.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2024.

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.

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 who have an EPPP Policy in place prior to submitting their application must certify to this fact on the Detail tab in the application. If applicants do not have an EPPP Policy in place prior to submitting their application, they must certify to the fact that a Policy will be adopted by the secondary due date 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/)

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>).

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to Tiregrants@calrecycle.ca.gov. CalRecycle must receive the questions by May 13, 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?

If applicable, 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 Tire-Derived Product Grant (TDP20): FY 2021–22 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 Tire-Derived Product 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 and certify an EPPP Policy is in place 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 submit all required documents, based on the individual grant application/project, by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the entity 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 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. Do not exceed the maximum grant award amount of \$150,000. 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, enter the applicant’s name.
4. Enter the grant payment mailing address.
5. **Project Summary/Statement of Use**: Provide a brief description (3-5 sentences) identifying the proposed project(s) and type of TDP (i.e. rubber mulch, rubber mats, crumb rubber infill, etc.).
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.

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 applicable budget category and enter a dollar amount and budget detail information as listed below. The Total must equal the Grant Funds Requested amount shown on the Detail tab.

Site(s) Tab

Applicants must enter project site(s) information for the proposed project in each field under the Site tab section of the application. Applicants, who have multiple project sites, must provide complete information for each site. **Failure to provide complete information for each site may result in loss of funding for those sites.** To complete this section:

- Click the “Add Address/Site” button.
- Enter the Site Name(s).
- Select the appropriate Site Type: Agricultural/Landscape, Recreation, or Transportation.
- Provide complete address information for the project site(s).
- Under the Budget Amount tab, enter the requested grant amount for each site. If you have multiple project sites, the total for all project site(s) should equal the total requested amount.
- Under the Summary tab, provide a brief summary for each proposed project site and include the type of TDP (i.e., rubber mulch, rubber mats, crumb rubber infill, etc.).

Documents Tab

See the Application Documents section in the Summary tab for documents that must be uploaded in the Documents tab. Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

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.”

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**. You can only submit the application once, however, you may upload the following documents until the secondary due date: Resolution, Letter of Commitment, and Letter of Designation.

You must submit your application no later than 11:59 p.m. on June 1, 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 (916)-341-6809.

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 upload the digitally signed document or scan the wet signature, 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)341-6104.

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.

Proposed Work Plan

The Work Plan is a required application document used to identify in phases each activity, task, subtask and timelines necessary to implement and complete the proposed project(s). Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the TDP Grant Program. For your convenience, a sample Work Plan has been provided on the **Summary** tab, in the **Resources Documents** section.

Tire-Derived Product Certification (CalRecycle 227)

The Tire-Derived Product Certification form is a required application document, it provides required application information on which the price quote and certification of product eligibility are based. Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the TDP Grant Program.

Applicants must submit, from each supplier, a TDP Certification form (CalRecycle 227) completed and signed by a tire-derived product supplier, with the Price Quote box checked. See [TDP Certification form](#) for instructions to complete the form.

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).

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 the secondary due date 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.

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

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 authority.

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 the secondary due date or CalRecycle will deem the application as incomplete and will disqualify the applicant.

Letter of Commitment Requirements

The LOC must:

- Be on official letterhead.
- Be signed by an individual authorized to contractually bind the applicant.
- Authorize submittal of the Tire-Derived Product 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) (<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.

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 will be considered for award.

If CalRecycle receives more requests for funding than available monies (i.e., if the program is oversubscribed), staff will rank each of the three categories below, starting with the lowest cost per tire:

1. Parklets and greenways in a disadvantaged community (per Public Resources Code 42872.6)
2. Shovel-ready, drought-related projects
3. All other projects

CalRecycle reserves the right to revise an applicant's calculations that do not appear consistent with prior similar projects or current market conditions.

Notwithstanding the above, applicants that were awarded any TDP grants in the previous three fiscal years and either withdrew their grant award or used less than 50 percent of their grant award will be considered only after all other eligible applicants have been awarded.

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 August 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 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

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on an annual basis. The Progress Report is due on April 1, 2023. The Final Report is due on April 1, 2024. 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, 2024, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).