



May 2021
Department of Resources Recycling and Recovery

Tire Incentive Program Application Guidelines and Instructions

9th Cycle (TIP9) Fiscal Year 2021–22

Table of Contents

Grant Cycle Overview	3
Timeline	3
Eligible Applicants	4
Eligible Projects/Products	5
Eligible products include:	5
Critical elements that affect the eligible product category are:.....	5
Available Funds	7
Grant Term	7
Eligible and Ineligible Costs.....	7
Environmentally Preferable Purchases and Practices Policy Requirement	7
Questions and Answers Process.....	8
Public Records Requests	8
Confidentiality	8
Application Instructions.....	10
Application Access	10
GMS Tabs - Application Contents and Instructions	10
Summary Tab	10
Applicant/Participant Tab.....	11
Detail Tab.....	11
Contacts Tab	11
Budget Tab	12
Site(s) Tab.....	12
Documents Tab	12
Application Submittal and Deadline	12
Application Documents.....	13
Electronic and Original Signatures	13
CalRecycle Documents	13
Application Certification	13
General Checklist of Business Permits, Licenses and Filings (CalRecycle 669)	13
Narrative Proposal.....	13
Sales and Calculations	14
Applicant’s Documents	14
California Waste Tire Processor Letter.....	14
Client Authorization Letter	14
Federal Tax Return.....	15
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 Incentive Program (TIP) pursuant to Section 42872 of the Public Resources Code. The purpose of the grant is to expand commercial (business) demand for different and higher value tire-derived products (TDP also referred to as “products”) by providing financial incentives to eligible manufacturers to more competitively price and market their TDPs, thereby increasing sales and market share.

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

June 23, 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.

June 30, 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.

July 29, 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.

October 2021 (tentative): Grants Awarded

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

April 1, 2024: Progress Report 9, Final Report, and final Payment Request Deadline.

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

Eligible applicants include:

- Manufacturers that produce (or will produce) an eligible product.
- Waste tire processors that also manufacture an eligible product.
- Manufacturers of devulcanized rubber.
- Rubber compounders.
- Manufacturers of calendered rubber sheeting products.
- Manufacturers that produce products on a contract basis for other companies provided they have that other company's written permission to produce an eligible product and receive the incentive.

An eligible applicant must have been fully operational for at least three years. Start-up businesses or individuals (without an otherwise eligible manufacturing business) with an idea for a new or improved product are not eligible.

An eligible applicant may have more than one open TIP grant. Products included in one TIP grant cannot be included in another open TIP grant. Products receiving an incentive may not receive any other CalRecycle incentive or grant (including a Tire-Derived Product grant).

An eligible applicant may produce and sell its own products or on a contract basis for other companies. Eligible applicants that produce and sell products on a contract basis for other companies must demonstrate that they have the other company's permission, as demonstrated by the Client Authorization Letter (described in the Applicant Documents section), to receive the incentive.

Eligible applicants must be California-based or incorporated in another state (or country) with an existing manufacturing facility in California. The applicant must be qualified to do business in California and in good standing with all applicable California state agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board and have all appropriate licenses and permits. Any and all subsidiaries, divisions and/or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award. A business is considered an "affiliated business" if it has at least one owner with a 20 percent or greater interest in another applicant business.

All crumb rubber used in any and all products by eligible applicants must be from only California-generated waste tires. By allowing all eligible products to receive the incentives (rather than specifically identified products), applicants will be able to use California-generated material for all of their products using crumb rubber. If supply chain-related issues arise, the Grantee must contact the Grant Manager immediately to request a meeting. The Grant Manager will provide guidance as appropriate.

Eligible Projects/Products

Eligible products include:

- A new or existing product that has **not** benefited from the Tire-Derived Product Grant Program.
- An existing or new/improved product currently manufactured with virgin rubber, plastic or other material which will be produced with a minimum of five percent crumb rubber and may be co-extruded, injected, compounded, calendered or otherwise combined (also known as “feedstock conversion”). This includes compounded rubber and calendered sheet rubber as intermediate products.
- An existing or new/improved product currently manufactured with virgin rubber, plastic or other material which will be produced with a minimum of five percent devulcanized crumb rubber and may be co-extruded, injected, calendered or otherwise combined. This includes devulcanized crumb rubber as an intermediate product.
- An existing or new/improved product that will use fine (≤ 50) mesh crumb rubber. Particle size and particle size distribution are determined in accordance with American Society for Testing and Materials (ASTM) D5644 and D5603 and will be verified by CalRecycle or a CalRecycle contractor.

Critical elements that affect the eligible product category are:

- **New or existing TDPs** – The product is currently being produced or is reconfigured to serve a different purpose/market. However, the product does not require significant reformulation and formal testing/certification.
- **Feedstock conversion** – The product was previously produced with virgin (or natural) rubber and may be chemically or physically combined with another raw material **and** the product will require significant reformulation and, perhaps, formal testing/certification.
- **Devulcanized crumb rubber** – The product was previously crumb rubber that has undergone a non-thermal devulcanization process.
- **Fine mesh** – The product will use fine (≤ 50) mesh crumb rubber (that must be originally produced by a California waste tire processor).

With CalRecycle’s prior approval, a manufacturer may further reduce larger rubber material originally purchased from a California waste tire processor to produce their own fine (≤ 50) mesh for use in their TIP products or for sale to another applicant/grantee. Documentation must be provided confirming the original crumb material came from a California waste tire processor. The crumb rubber (≤ 50) mesh is subject to verification by CalRecycle or a CalRecycle contractor.

Eligible applicants that propose to produce and use ≤ 50 mesh material must have the material sampled and tested to verify the particle size and distribution prior to being authorized by CalRecycle to incur reimbursable costs. Additional samples will be obtained by CalRecycle staff or a CalRecycle contractor at irregular intervals during the term of the grant. If the sampled material is not at least ≤ 50 mesh (consistent with ASTM D5644 and D5603 standards), reimbursement will be reduced to 10 cents (not the 50 cents fine mesh rate) per pound of crumb rubber used in sold products. Grantees may request that additional material be tested at a future date to return to the 50 cent rate.

Applicants are encouraged to request funding for more than one product, including products manufactured for non-applicant businesses. Products developed with support from the previous Tire-Derived Product Business Assistance Program are eligible.

All products are subject to the following requirements:

- All crumb rubber must be from California-generated waste tires processed in California. This may include crumb rubber from truck tire buffings. Because of fluid market conditions and waste tire imports, CalRecycle considers crumb rubber from a California processor eligible for reimbursement even if a de minimis amount (not more than five percent) of the tires processed during a fiscal year at a facility were from non-California sources. Crumb rubber from tires processed outside California is not eligible.
- All crumb rubber used in any and all products manufactured by eligible applicants during the term of the grant shall be:
 - Originally from an eligible California waste tire processor (see fine mesh bullet listed above), or
 - Recycled post-consumer and/or post-industrial scrap rubber from which the rubber originated from an eligible California waste tire processor
- If supply chain-related issues arise, the Grantee must contact the Grant Manager immediately to request a meeting. The Grant Manager will provide guidance as appropriate.

Examples of eligible products may include, but are not limited to:

- Devulcanized crumb rubber.
- Flooring underlayment.
- Rubberized flooring.
- Conveyer belts.
- Calendered or compounded rubber.
- Agricultural harvesting devices.
- Various landscaping and garden products.
- Various building products.
- Various traffic devices (i.e., traffic cones, delineators, spacers, tire stops and barricades).
- Fencing.
- Asphalt products that are not eligible under other CalRecycle programs. Asphalt products (i.e. crack seal, roofing products, etc.) must contain a minimum of five percent crumb rubber in the binder or flux, not necessarily the finished product.
- Rubberized sidewalks, pathways, and tree wells (if specifically designed for storm water management).
- Paints, sealants and coatings.
- End-of-life (EOL) material (crumb rubber, nuggets/mulch) being recycled or reused in a variety of eligible products. Source of EOL material must be located in California.
- Americans with Disabilities Act (ADA) leveling and accessibility ramps, etc.

Ineligible products include, but are not limited to:

- Crumb rubber used by itself as an intermediate product (i.e., used as infill for a synthetic turf field) except as noted above.
- Tire-derived aggregate.

- Rubberized pavement or rubberized paving products (i.e., chip seal, slurry seal, etc.).
- Rubber nuggets/mulch/bark except as noted above.
- Rubberized sidewalks and tree wells (except as noted above).
- Loose-fill or poured-in-place playgrounds (except as noted above), and playground tiles.
- Poured-in-place playgrounds which use ground, shredded or chunk rubber from California-generated passenger tires (not truck tires or buffings) for the cushion layer; or crumb rubber to replace ethylene propylene diene monomer (EPDM) and thermoplastic vulcanizates (TPV) in the wear layer.
- Synthetic turf underlayment (not loose infill).
- Sports/running tracks.
- All weather sports field infill.
- Similar type products which have enjoyed significant benefit from the Tire-Derived Product Grant Program and its predecessors.

Available Funds

- \$ 3,250,000 is available for this grant cycle, fiscal year 2021–22, subject to funding availability.
- The minimum grant award is \$25,000 and the maximum is \$500,000.

Grant Term

The Grant Term begins on the date 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 application 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 June 23, 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/>). If the application contains restricted documents, the restricted documents are excluded from disclosure.

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 Tire Incentive Program and TIP9: 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 Incentive 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 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 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 \$500,000. 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 concise description of the product(s), Incentive Category(ies), estimated amount of rubber to be used in each category, and amount requested.
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 Letter of Commitment, or Letter of Designation (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

Add an entry for each manufacturing location.

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.

You must submit your application no later than 11:59 p.m. on July 29, 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)-341-6104.

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.

General Checklist of Business Permits, Licenses and Filings (CalRecycle 669)

This is a **required** application document to certify compliance, under penalty of perjury, with all required permits, licenses, and filings, both during the application process, and during the grant term and funding process.

Narrative Proposal

The Narrative Proposal is a **required** application document used to describe the general scope of your proposed product(s). Please keep in mind that responses are public information and may be obtained through a public records request. Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version will subject the applicant to disqualification.

Sales and Calculations

The Sales and Calculations is a **required** application document used to provide more detail about sales and calculation information for the proposed product(s). Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version or otherwise circumventing imposed character limits may subject the applicant to disqualification. If problematic, applicants may request Grant Manager approval to use an alternative format for certain items (such as customer information). For your convenience, **Sales and Calculation Example** spreadsheets are on the **Summary** tab in the **Resource Documents** section.

This information will be considered confidential and a “trade secret” consistent with Public Resources Code 40062. Access will be restricted to the applicant and limited authorized CalRecycle staff. When this document is uploaded to GMS and the document type is selected, additional securities that restrict access to view this document will be automatically in place.

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).

California Waste Tire Processor Letter

Applicants must upload a letter from the California waste tire processor certifying that only California-generated waste tires were used to produce the crumb rubber. Additionally, the processor agrees to allow CalRecycle or any other appropriate state entity to review its records to verify the use of California-generated waste tires.

CalRecycle requires that all crumb rubber must be from California-generated waste tires processed in California. This may include crumb rubber from truck tire buffings. Because of fluid market conditions and waste tire imports, CalRecycle considers crumb rubber from a California processor eligible for reimbursement even if a de minimis amount (not more than five percent) of the tires processed during a fiscal year at a facility were from non-California sources. Crumb rubber from tires processed outside California are not eligible.

The letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the certification.

Client Authorization Letter

If the applicant produces an eligible product on behalf of another entity, the applicant is required to upload a Client Authorization letter. The letter authorizes the applicant to produce their product(s), or in the case of a compounder or rubber calendering company, to manufacture an intermediate product, and receive any applicable TIP funds. **The letter(s) must be on the client’s official letterhead, dated within 12 months prior to the application deadline, and uploaded by the applicant.** The applicant must maintain the letter(s) with the original signature.

Federal Tax Return

Applicants must provide information for the two most recent completed tax years (**the first two pages of the tax return, tax return financial statement, and expense detail sheets or schedule C for a sole proprietorship**). CalRecycle may request additional information if necessary to determine applicant eligibility.

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 application 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 Incentive 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 Letter of Commitment 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 Letter of Commitment. For example, if the Letter of Commitment 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 Letter of Commitment.

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. Each product will be evaluated for eligibility separately.

If there are more requests than available funds (i.e., the program is oversubscribed), funds will be allocated by the order listed below:

1. Applicants requesting a subsequent award for a product that received an incentive in a previously closed TIP grant.
2. Other available monies will be allocated in approximately equal amounts for each of the three categories, which are: TDPs, feedstock conversion, and fine (≤ 50) mesh according to the greatest amount of crumb rubber projected to be used. If an application has products in more than one category, the amount of crumb rubber for the higher reimbursement amount product category will be considered for ranking purposes.
3. Applicants/grantees that used less than 50 percent of a prior TIP award will only be considered after all other eligible applicants.

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 October 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
- **Attachment I: Forms Guide**
 - For CalRecycle forms used throughout the Grant Performance Period 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

CalRecycle requires grantees to report on the progress of their grant on a quarterly basis. The Procedures and Requirements document contains detailed reporting information and deadlines.

Payment Request Process

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. The Procedures and Requirements document contains detailed payment information.