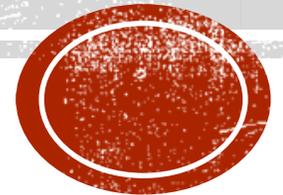


Local Government Waste Tire Enforcement (TEA) Grant



APPLICATION WEBINAR

PURPOSE OF THIS WEBINAR:

- Provide general **overview** of the application process.
- More details can be found in the Application Guidelines and Instructions, and the Procedures and Requirements:
<https://www.calrecycle.ca.gov/tires/grants/enforcement/fy202122>
- See website and the Guidelines and Instructions for information on:
 - Eligibility Requirements.
 - How Maximum Awards are Determined
 - Public Records Requests
 - Confidentiality
 - Application Review Process
 - Grant Award Process
 - Grant Award Conditions
 - Information not covered in this overview
- See the Procedures and Requirements for information on:
 - Grant program administration

TIMELINE

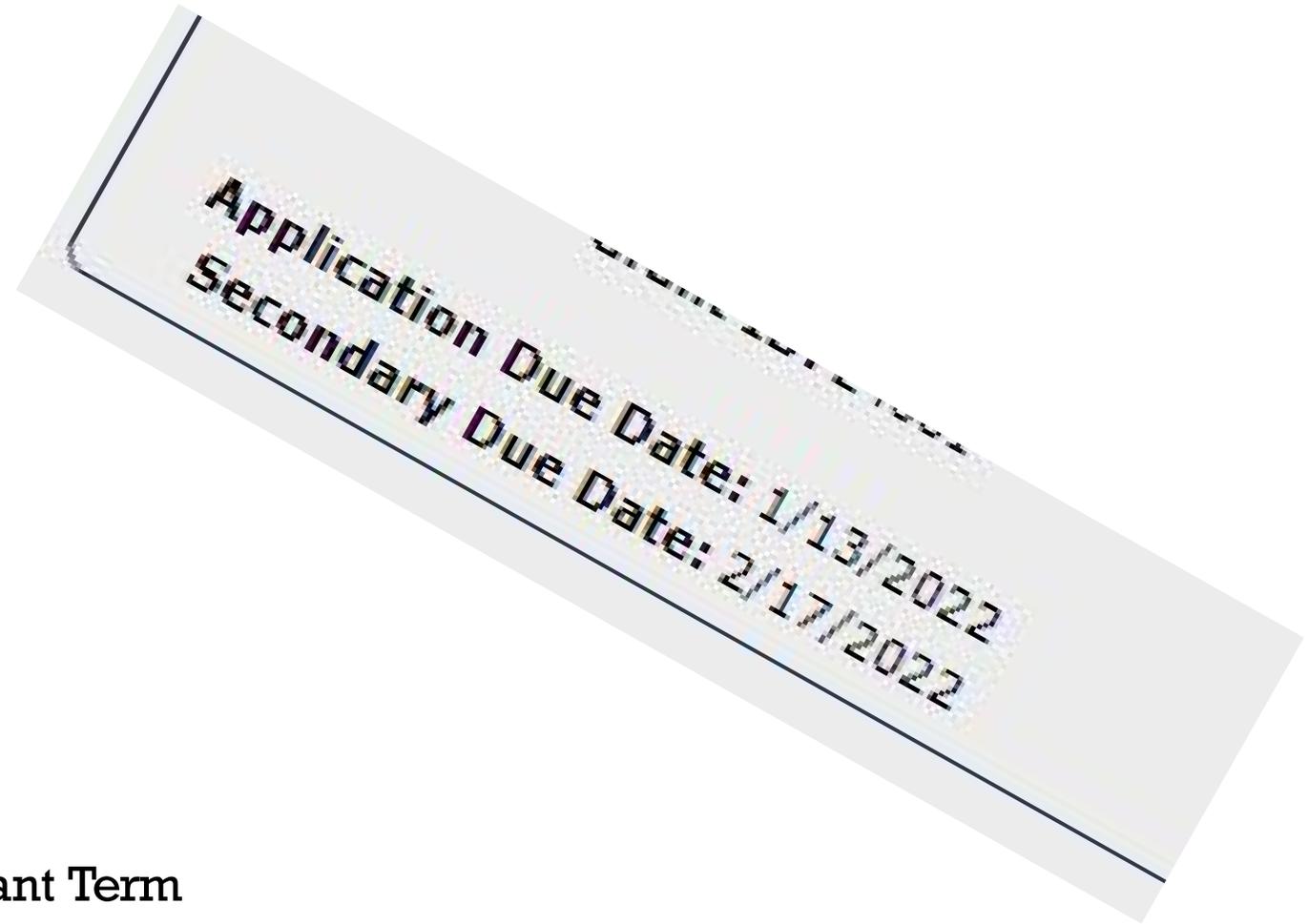
January 13, 2022: Application Due Date

February 17, 2022: Secondary Due Date

April 2022 (tentative): Grants Awarded

June 30, 2022 to September 20, 2023: Grant Term

Refer to the Procedures and Requirements for grant term milestones.



Local Government Waste Tire Enforcement (TEA) Grant (FY 2021-22)

[Eligibility](#) | [Funding](#) | [Timeline and Cycle Details](#) | [Grant Administration Documents](#)

The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities for the California Tire Recycling Management Fund to administer the Tire Recycling Act (Senate Bill 937, [Vuich, Statutes of 1990, Chapter 35]) and related legislation. This specific grant provides funding to city, county, and city and county agencies in California for waste tire enforcement activities.

AVAILABLE FUNDS

- \$ 6,050,000 is available for this grant cycle, fiscal year 2021-2022 subject to funding availability.
- Applicants may request the maximum award amount allowed for their qualifying populations. The maximum award for any applicant is:
 - \$300,000 for applicants with qualifying populations of 1 to 900,000.
 - \$450,000 for applicants with qualifying populations of 900,001 to 2,000,000.
 - \$600,000 for applicants with qualifying populations of 2,000,001 or more.

Note: If the total grant requests received exceed the available funds amount, grant awards will be adjusted so the total awarded does not exceed the total funding available.

APPLICATION ACCESS: TO START AN APPLICATION

- You must have a CalRecycle WebPass to apply online. Create one at:
<https://secure.calrecycle.ca.gov/WebPass/>
- To start an application:
 1. Log in to GMS
(<https://secure.calrecycle.ca.gov/Grants>)
 2. Select **Apply for a Grant** on the left.
 3. Find Local Government Waste Tire Enforcement Grant Program TEA29: Fiscal Year 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.
- Click **Save**.



CalRecycle WebPass: Home

Use this site to establish or manage a CalRecycle WebPass. A CalRecycle WebPass web sites and services.

CalRecycle WebPass Options

- [Forgot Password?](#)
If you already have an active CalRecycle WebPass account, but you forgot you
- [Change Password](#)
If you already have a CalRecycle WebPass account and you know your passw
- [Resend Activation Email](#)
If you have not received the email explaining how to activate your account, or c
- [Create Account](#)
If you do not have a CalRecycle WebPass account, start here. Creating a CalR
- [Manage Account](#)
If you already have a CalRecycle WebPass account, sign in to manage your ac
personal assurance phrase.

Version: 1 10 0

GRANTS MANAGEMENT SYSTEM (GMS) TABS

The components of the application are divided into tabs. Click on each tab and complete the sections in each tab as required.

The screenshot displays the Grants Management System (GMS) v2.02.0075 interface. At the top, a dark blue header contains the text "Grants Management System (GMS) v2.02.0075 Authorized Use Only". On the left side, a white navigation menu lists the following options: Cycles, Applications, Grant Management, Payments/ Reports, Mail, Contact, Audit, Notes, and Grant Forms. The main content area shows a breadcrumb trail "Home > Grant Application" followed by the title "Grant: Local Government Waste Tire Enforcement Grants (C...". Below the title, the applicant information is partially redacted with a black box, and the project status is listed as "Pending". A horizontal tabbed interface is visible, with tabs for Summary, Applicant/Participant, Detail, Contacts, Budget, Documents, and Review. The "Summary" and "Applicant/Participant" tabs are highlighted in yellow. Below the tabs, a section titled "Instructions" provides the following text: "Applicants will be able to log in and out of the CalRecycle Grants Management System to complete application due date, they may only upload documents until secondary due date. When reviewing the application, remember to do the following:" followed by a bulleted list: "Review each tab and mark the appropriate reviewer box.", "Keep notes short and to the point.", and "Update Review tab".

GRANTS MANAGEMENT SYSTEM (GMS) TABS

- **Summary Tab** – provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section.

Project Status: Pending

Summary Applicant/Participant Detail Contacts Budget Documents Review

Instructions

Applicants will be able to log in and out of the CalRecycle Grants Management System to complete the application until the application due date listed below. After the application due date, they may only upload documents until secondary due date.

When reviewing the application, remember to do the following:

- Review each tab and mark the appropriate reviewer box.
- Keep notes short and to the point.
- Update Review tab

Application Information

Application Status: Unsubmitted
Date Submitted: N/A

Cycle Name: Local Government Waste Tire Enforcement Grants
Cycle Code: TEA29
Grant ID: 24732

Application Due Date: 1/13/2022
Secondary Due Date: 2/17/2022

Resource Links

[Grant Program's Homepage](#)
[Resolution and Letter Examples](#)

Resource Documents

The documents below contain instructions for completing the application and grant provisions.

[TEA29 Guidelines and Instructions.pdf](#)
[TEA29 Procedures and Requirements.pdf](#)
[TEA29 Terms and Conditions.pdf](#)

Application Documents

The required documents must be completed, saved, and then uploaded in the Documents tab. There may be additional documents that are required to complete your application. As the Applicant, it is your responsibility to ensure that all required documents for your application are submitted by the appropriate due date. Please see *Application Guidelines and Instructions* for more information.

[TEA29 Budget Document.xlsx](#)
[TEA29 Staff Roster Form.docx](#)

Application Detail Report

If a printed version of what you have entered into GMS is required for Board authorization or other purposes, use the link below to generate an Application Detail Report document. All uploaded documents must be printed and attached in order to represent a complete application. **Do not** upload this document and submit

Application Checklist

- Select Lead Participant
- Enter Requested Funds Amount and Project Summary
- Select Resolution Requirement Type
- Enter Primary Contact Information
- Enter Signature Authority Information
- Enter Budget Category Amounts
- Upload required documents
- Answer Application Questions
- Submit Application

Required Document(s) By Application Due Date

- Application Certification
- Cost Allocation Plan
- Staff Roster

Other Supporting Document(s) as applicable for your Application/Project

- Budget
- Draft Resolution
- Letter of Designation
- Letter of Permission

Required Document(s) By Secondary Due Date

- Resolution - Lead Participant

Application Submission

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

Submit button will become enabled when all application requirements have been completed. The ability to submit the application does not guarantee completeness.

GRANTS MANAGEMENT SYSTEM (GMS) TABS CONT.

- **Applicant/Participant Tab** – applicant name is the legal name of the entity that is legally responsible for fiscal management and grant administration if awarded.

Summary Applicant/Participant Detail Contacts Budget Documents

Instructions

Search for the jurisdiction/organization name of the Lead Applicant and Participating Jurisdictions, if applicable.

Add Applicant/Participant

Export to Excel Refresh

Participant	County	Organization Type	Lead
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

No participants associated to grant.

K < 1 > X Page size: 25

0 items in 1 page

Grants Management System (GMS) <http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm>
Contact: grantassistance@calrecycle.ca.gov
Authorized Use Only, [Privacy Policy](#)

GRANTS MANAGEMENT SYSTEM (GMS) TABS CONT.

■ Applicant/Participant Tab –

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do NOT enter your personal name. Click **Search**.

Summary Applicant/Participant Detail Contacts Budget Documents

Instructions
Search for the jurisdiction/organization name of the Lead Applicant and Participating Jurisdictions, if applicable.

Export to Excel Refresh

Participant	County	Organization Type	Lead
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

No participants associated to grant.

0 items in 1 page

1.

Project Status: Pending

Summary Applicant/Participant Detail Contacts Budget Documents

Instructions
Review all of the results before selecting to add a new name.

Applicant/Participant Name: CalRecycle

County:

- Nevada
- Orange
- Placer
- Plumas
- Riverside
- Sacramento
- San Benito
- San Bernardino
- San Diego
- San Francisco
- San Joaquin
- San Luis Obispo
- San Mateo
- Santa Barbara
- Santa Clara
- Santa Cruz
- Shasta
- Sierra

Grants Management System (GMS)
Contact: grantassistance@calrecycle.gov
Authorized Use Only, [Privacy Policy](#)

2.

GRANTS MANAGEMENT SYSTEM (GMS) TABS CONT.

- **Applicant/Participant Tab –**

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.

Summary Applicant/Participant Detail Contacts Budget Documents

Instructions
Review all of the results before selecting to add a new name.

Applicant/Participant Name: Sacramento
County: Sacramento
Search

Export to Excel Refresh

Name	Organization Type	County	Jurisdiction	
California State University, Sacramento	School	Sacramento		Add Applicant/Participant
California State University, Sacramento Foundation	Non-Profit	Sacramento		Add Applicant/Participant
City of Sacramento	City	Sacramento	Sacramento	Add Applicant/Participant
Sacramento City Unified School District	School District	Sacramento	Sacramento	Add Applicant/Participant
Sacramento County	County	Sacramento	Sacramento-Unincorporated	Add Applicant/Participant
Sacramento County	County	Sacramento	Sacramento-Unincorporated	Add Applicant/Participant
Sacramento County	County	Sacramento	Sacramento-Unincorporated	Add Applicant/Participant
Sacramento County Department of Airports	County	Sacramento	Sacramento	Add Applicant/Participant
Sacramento Food Bank & Family Services	Non-Profit	Sacramento	Sacramento	Add Applicant/Participant
		Sacramento	Sacramento	Add Applicant/Participant
		Sacramento	Sacramento	Add Applicant/Participant
		Sacramento	Sacramento-Unincorporated	Add Applicant/Participant
		Sacramento	Sacramento	Add Applicant/Participant
		Sacramento	Sacramento	Add Applicant/Participant
		Sacramento	Sacramento	Add Applicant/Participant

Lead Participant
 Participating Jurisdiction



GRANTS MANAGEMENT SYSTEM (GMS) TABS CONT.

- 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.

3. Complete all required fields and then click **Save**.

Project Status: Pending

Summary Applicant/Participant Detail Contacts Budget Documents

Instructions
Review all of the results before selecting to add a new name.

Applicant/Participant Name:
County:

Name	Organization Type	County	Jurisdiction
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records found.

Page size: 25

0 items in 1 page

Grants Management System (GMS) <http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm>
Contact: grantassistance@calrecycle.ca.gov
Authorized Use Only, [Privacy Policy](#)

1.



Project Status: Pending

Summary Applicant/Participant Detail Contacts Budget Documents

Enter information and select save.
Fields marked with * (asterisk) are required.

* Participant Type: Lead Participant
 Participating Jurisdiction

* Name:

* Federal Tax ID:

* County:

* Jurisdiction:

* Organization Type:

Certification IDs:

Enter information and select save.
Fields marked with * (asterisk) are required.

2.

Summary Applicant/Participant Detail Contacts Budget Documents

Enter information and select save.
Fields marked with * (asterisk) are required.

* Participant Type: Lead Participant
 Participating Jurisdiction

* Name:

* Federal Tax ID:

* County:

* Jurisdiction:

* Organization Type:

Certification IDs:

Enter information and select save.
Fields marked with * (asterisk) are required.

3.



GMS TABS CONT.

- **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.
 - Round all to the nearest whole dollar.
 - Do not use commas.
 2. Enter the California **Assembly District(s)** and **Senate District(s)**.
 3. Enter the applicant's **Department Name**.
 - If not applicable, enter the applicant's name.
 4. Enter the grant payment mailing address.
 5. **Project Summary/Statement of Use:** A brief summary of how grant funds will be spent and how these funds will help your efforts.
 6. Select the appropriate option for the Resolution Requirement and optional Letter of Designation.

Home > Grant Application > Grant Application Detail

Grant Detail: Local Government Waste Tire Enforcement Grants (GrantID: 24681)

Applicant: [REDACTED]
Project Status: Pending

Summary Applicant/Particulars **Detail** Contacts Budget Documents Review

Edit

Grant Detail

Grant Funds Requested: [REDACTED]

Assembly District(s): [REDACTED]
Senate District(s): [REDACTED]

[Find your re \(assembly/s](#)

Applicant's Department Name: [REDACTED]

Grant Payment Address Line 1: [REDACTED]

Grant Payment Address Line 2: [REDACTED]

City: [REDACTED]

State: CA

Zip Code: [REDACTED]

Project Summary/Statement of Use: [REDACTED]

CalRecycle has edited the below summary to reflect the approved grant project.

Approved Project Summary/Statement of Use:

GMS TABS CONT.

Summary Applicant/Participant Detail **Contacts** Budget Documents Review

Instructions

- An application is required to have only one Primary Contact and at least one Signature Authority.
- Changes to Signature Authority contacts must be made by the Grant Manager.

Warning: No contacts are assigned as the grant application's Signature Authority.

Show Deleted

Export to Excel

Name	Organization	Title	Phone	Email	Prime	Second	Auth	Consult
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Contacts Tab** – one Primary Contact and at least one Signature Authority are required.
 - Each contact may be granted access to the grant by checking the box on the top of the contact's detail screen.
 - **Valid Email** address is required for the Signature Authority in order to route the Grant Agreement, if awarded.
 - **Primary Contact** – The first contact with whom the Grant Manager will communicate. Can be the Signature Authority or their designee.
 - **Signature Authority** – Person authorized to sign CalRecycle documents.
 - **Secondary Contact** – Person authorized as the alternate person with whom the Grant Manager will communicate (not required).
 - **Consultant** – A professional who provides advice in an area of expertise (not required).

GMS TABS CONT.

- **Budget Tab** – Complete the budget document provided in GMS . Transfer the total of each budget category—for example, the budgeted amount for Administration—to the category on the Budget Tab.
- Upload the Budget Document to the Documents Tab.
- Ensure the budget amounts on the Budget Document match the amounts in the Budget Tab.
- The total must equal the Grant Funds Requested amount shown on the Detail Tab.

Home > Grant Application > Budgets

Grant Budgets: Local Government Waste Tire Enforcement Grants (Gra

Project Status: Pending

Summary Applicant/Participant Detail **Budgets** Budget Documents Review



Instructions

- Total budgeted funds must be equal to the amount being recommended and then awarded.
- Any information entered in the budget detail must be correct and approved prior to award.
- After the grant is awarded any changes should be documented within each budget category.

Budget Funds

Requested Funds: \$0.00
 Recommended Funds: \$0.00
 Contracted Funds: \$0.00
 Budgeted Funds: \$0.00
 Remaining Funds to Budget: \$0.00

Export to Excel

Category	Budget Amount
<input type="text"/> ▼	<input type="text"/> ▼
Admin Costs	\$0.00
Education	\$0.00
Enforcement	\$0.00
Indirect Costs	\$0.00
Inspections	\$0.00
Operational Costs	\$0.00
Training	\$0.00
Transportation	\$0.00
TOTAL	\$0.00

GMS TABS CONT.

Project Status: Pending

Summary Applicant/Participant Detail Contacts Budget Documents Review

Add Document

Include Deleted Documents

Export to Excel Refresh

Title	Document Type	Document Date	Verified	Internal Document	Date Received
			<input type="checkbox"/>	<input type="checkbox"/>	

No records found.

Documents to submit with this grant:

Required Document(s) By Application Due Date

- Application Certification
- Cost Allocation Plan
- Staff Roster

Other Supporting Document(s) as applicable for your Application/Project

- Budget
- Draft Resolution
- Letter of Designation
- Letter of Permission

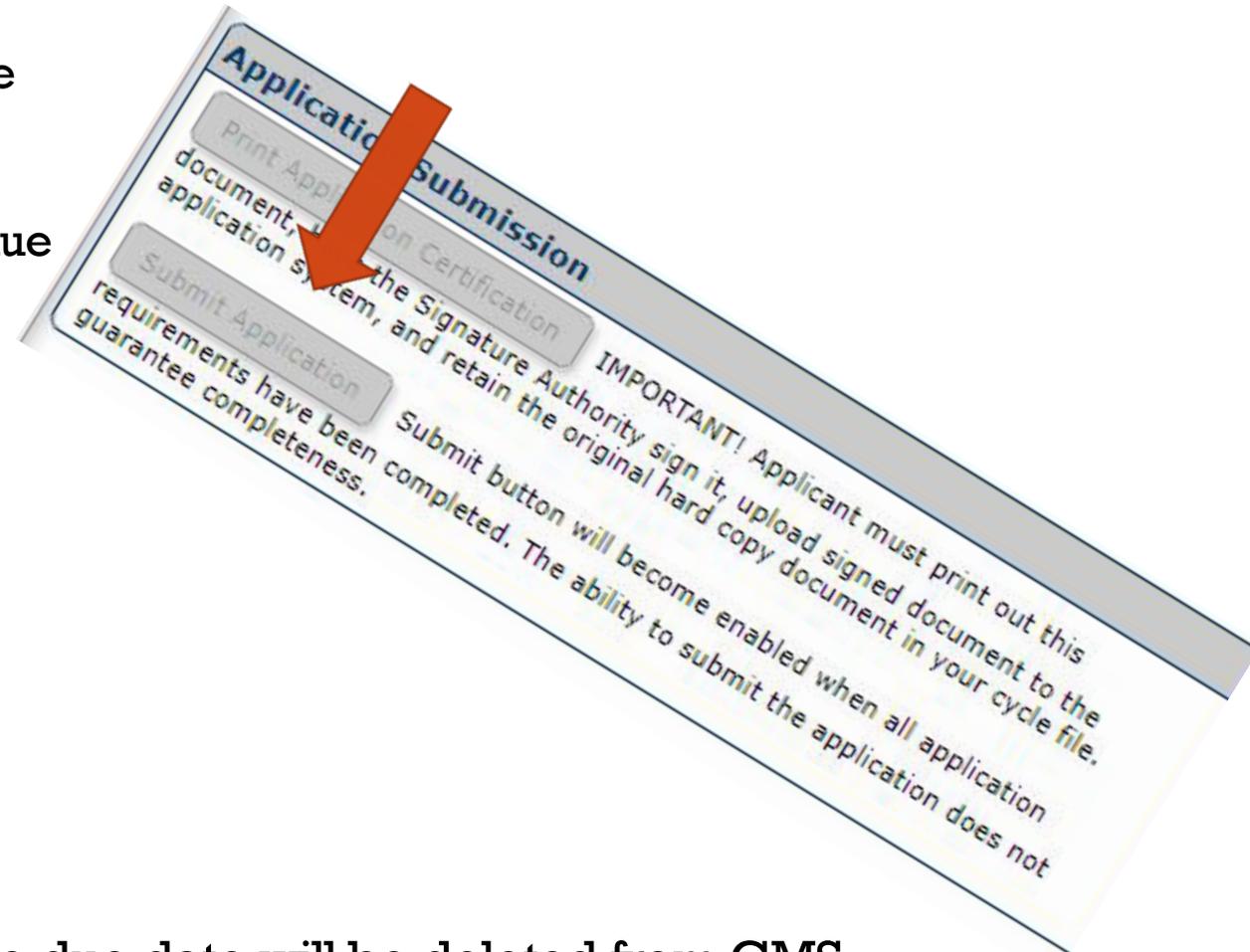
Required Document(s) By Secondary Due Date

- Resolution - Lead Participant

- **Documents Tab** – See the Application Documents section on the Summary Tab for documents that must be uploaded.
- Uploading a document:
 - Click Add Document.
 - Enter a descriptive document title.
 - Select appropriate document type from the drop-down list.
 - Enter the date that it was executed/signed (if applicable) or select “today’s date”.

APPLICATION SUBMITTAL AND DEADLINE

- **Submit Application** button:
 - Located in the Summary Tab.
 - Will be “clickable” after all required documents have been uploaded.
 - Application can only be submitted once.
 - The following can be uploaded until the secondary due date:
 - Resolution
 - Letter of Designation
 - Letters of Permission
- Submit application no later than 11:59 p.m. on **January 13, 2022.**
- Customer service available until 4:00 p.m. on application due date.
 - Email: grantassistance@calrecycle.ca.gov
 - Phone: (916) 341-6809



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

APPLICATION DOCUMENTS: ELECTRONIC AND ORIGINAL SIGNATURES

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

Note: E-signatures must:

- Include the first and last name of the Signature Authority.
 - Be in Adobe Digital ID format (or through another certified digital signature program).
 - Cannot be completed using the “Fill and Sign” function within Adobe. Any documents using “Fill and Sign” is considered incomplete and may be sent back to the applicant.
-
- Once signed by the Signature Authority, you must scan the wet signature, or upload the digitally signed document and save it to GMS .
 - Retain the original document for potential CalRecycle audits.

Department/Grantor Name
CalRecycle
Signature of CalRecycle’s Authorized Signatory
 Digitally signed by Sarah Keck Date: 2021.04.05 15:52:24 -07'00'

NOTE: If awarded, wet signatures **will not** be accepted on Grant Agreements.

CALRECYCLE DOCUMENTS

- CalRecycle documents are on the Summary Tab in the Application Documents section.
- To access a document:
 1. Click on the link.
 2. Download it to your computer.
 3. Enter all required information.
 4. Save it to your computer.
 5. Rename the document and then upload it to the Documents Tab.
- For document support:
 - Email: grantassistance@calrecycle.ca.gov
 - Phone: Natalie Gandolfo at (916) 341-6809

Resource Documents

The documents below contain instructions for completing the application and grant provisions.

[TEA29 Guidelines and Instructions.pdf](#)
[TEA29 Procedures and Requirements.pdf](#)
[TEA29 Terms and Conditions.pdf](#)

Application Documents

The required documents must be completed, saved, and then uploaded in the Documents tab. There may be additional documents that are required to complete your application. As the Applicant, it is your responsibility to ensure that all required documents for your application are submitted by the appropriate due date. Please see *Application Guidelines and Instructions* for more information.

[TEA29 Budget Document.xlsx](#)
[TEA29 Staff Roster Form.docx](#)

CALRECYCLE DOCUMENTS CONT.

- List of documents:
 - Application Certification
 - Budget
 - TEA Staff Roster
- *Do not alter CalRecycle documents unless a document specifies that it may be reproduced as necessary. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.*

Application Submission

Print Application Certification

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

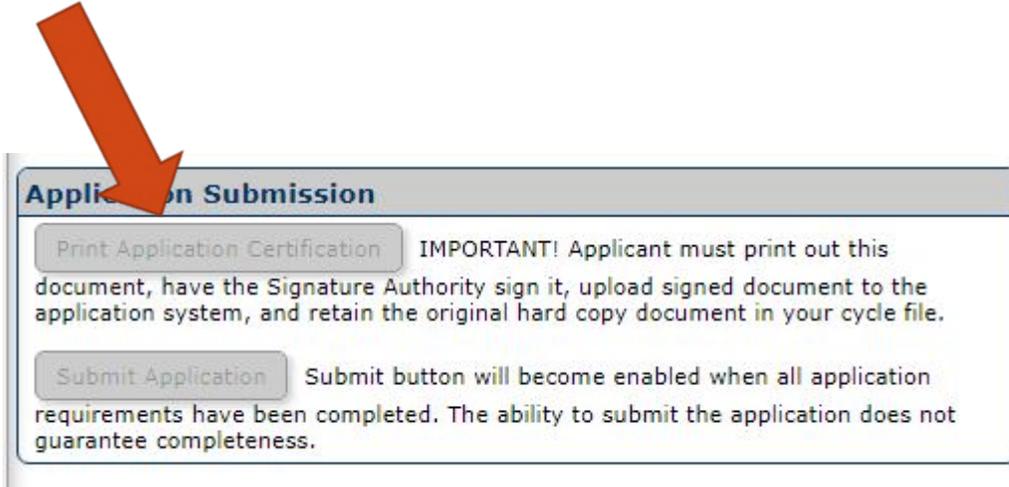
Application Documents

The required documents must be completed, saved, and then uploaded in the Documents tab. There may be additional documents that are required to complete your application. As the Applicant, it is your responsibility to ensure that all required documents for your application are submitted by the appropriate due date. Please see *Application Guidelines and Instructions* for more information.

[TEA29 Budget Document.xlsx](#)

[TEA29 Staff Roster Form.docx](#)

CALRECYCLE DOCUMENTS CONT.



Application Submission

Print Application Certification IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

Submit Application Submit button will become enabled when all application requirements have been completed. The ability to submit the application does not guarantee completeness.

- **Application Certification**
 - An application document that must be generated from GMS.
 - After you have completed each tab of the application and uploaded the required documents, print the Application Certification from the Summary tab.
 - Sign and scan the Application Certification.
 - Upload the signed Application Certification to the Documents Tab.

CALRECYCLE DOCUMENTS CONT.

- Budget

- Available for download in the Summary Tab of GMS.
- Do not convert the Excel Budget Document into another format

TEA29 Budget Document

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Cut Copy Paste Format Painter Clipboard

Arial 12 A+ A- B I U Font

Wrap Text Alignment Merge & Center

Number \$ % .00 .00 Conditional Formatting Table Styles

A9

Applicant Name:					BUDGET ITEM DESCRIPTION				
Administrative Costs					DESCRIPTIONS				
Total Cost for Admin Costs must be less than or equal to 15% of the total approved budget.									
Staff Name and Title		Personnel Hours	Personnel Hourly Wage	Total					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
		0	\$0.00	\$0					
Total Cost for Administrative Costs				\$0					
Education					DESCRIPTIONS				
Total Cost for Education must be less than or equal to 10% of the Total Budget.									
Activity	Non-Personnel Costs	Personnel Hours	Personnel Hourly Wage	Total					
	\$0.00	0	\$0.00	\$0					

CALRECYCLE DOCUMENTS CONT.

- TEA Staff Roster
 - Available for download in the Summary Tab of GMS.
 - Enter in every person who participates in the grant, through any role.

TEA29 Staff Roster Form - Word



Local Government Waste Tire Enforcement - TEA29 Fiscal Year 2021-2022 Grant Program Staff Roster

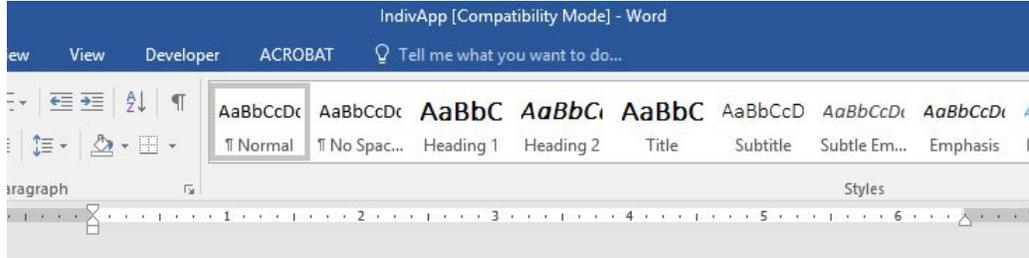
Jurisdiction Name:

In the table below, list information for all staff including administrative staff, field staff, program supervisors, and managers that will work on the Waste Tire Enforcement Grant Program. Also indicate which staff are TEA Inspectors and whether each individual has already received training on inspections by a CalRecycle Liaison.

Name	Title	Phone Number	Email	Percentage of time dedicated to TEA	Indicate Role: Admin Enforcement Inspector	Mark if the Inspector is approved/trained CalRecycle Liaison: Yes or No
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

APPLICANT'S DOCUMENTS

List of documents that the applicant is responsible for preparing and uploading to their application:



Resolution

- Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters.
- A copy is required.
- Must be uploaded no later than the secondary due date, February 17, 2022, or CalRecycle will deem the application incomplete and disqualify the application.
- Resolution requirements vary for individual applications and joint applications.
- Resolution templates can be found: <https://www.calrecycle.ca.gov/Funding/SampleDocs>
- CalRecycle staff are available to answer questions or review your draft Resolution. You may upload the Resolution as a Draft Resolution, or for immediate review email it to grantassistance@calrecycle.ca.gov.

For more information about the Resolution Requirements and about the Joint Application Resolution Requirements, see the Application Guidelines and Instructions.

Individual Applicant – All CalRecycle Grants

RESOLUTION OF THE (NAME OF THE GOVERNING BODY) AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH (NAME OF APPLICANT) IS ELIGIBLE

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

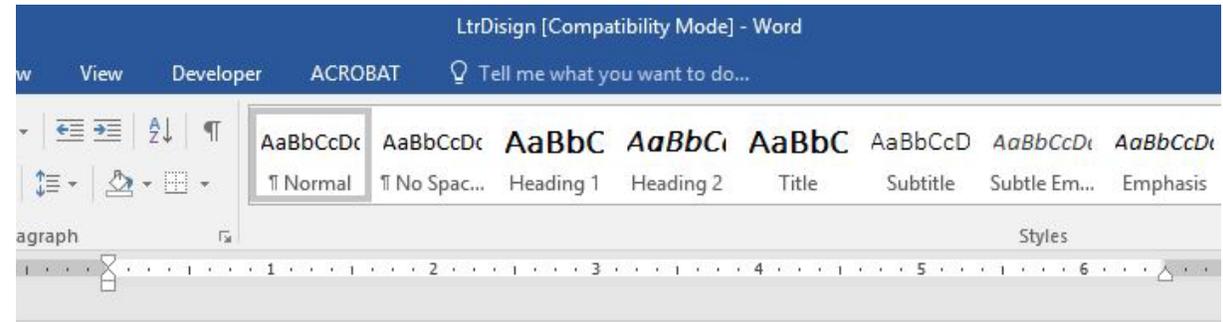
WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of application(s) to CalRecycle for (choose one of the following options) 1) (names(s) of specific grants) or 2) all grants for which (Name of Applicant) is eligible.

APPLICANT'S DOCUMENTS CONT.

- Letter of Designation (LOD)
 - Required only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person.
 - Approved Resolution must indicate the Signature Authority's ability to delegate or designate their authority.
 - 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.
 - LOD templates can be found:
<https://www.calrecycle.ca.gov/Funding/SampleDocs>

For more information about the Letter of Designation Requirements see the Application Guidelines and Instructions.



Letter of Designation – Grant and Payment Programs

Applicant's Letterhead

Date

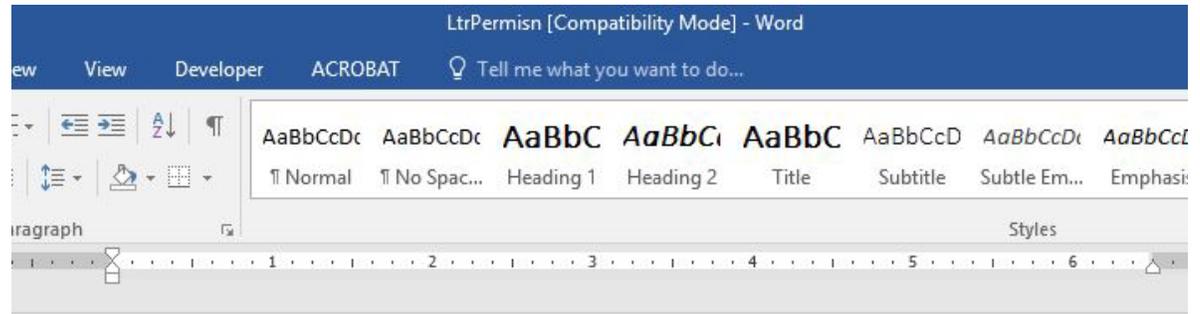
Pursuant to the Resolution authorizing an application for the **(insert Grant or Payment Program Name)**, I am the designated Signature Authority for **(Name of Applicant/Jurisdiction)**. I am authorized by the Resolution to execute on behalf of **(Name of Applicant/Jurisdiction)** all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure funds and implement the approved project. The Resolution also authorizes me to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**.

This delegation is effective *(Choose only one of the following)*

- as long as the Resolution is in effect.
- until **(Month, Day, Year)**.
- until rescinded by me or my successor. *(For payment programs only.)*

Signed by the authorized signature authority
Signature Authority's name
Title
Address
Telephone Number

APPLICANT'S DOCUMENTS CONT.



- Letter of Permission
 - Required when a jurisdiction applies jointly with a different county or with a city in a different county.
 - Letter of Permission templates can be found:
<https://www.calrecycle.ca.gov/Funding/SampleDocs>

For more information about the Letter of Designation and Letter of Permission Requirements see the Application Guidelines and Instructions.

Letter of Permission - use for the Local Government Waste Tire Enforcement program only.

Use Official Letterhead of Participating Collaborative Jurisdiction
(Should include Applicant's address)

Date

California Department of Resources Recycling and Recovery
Local Government Waste Tire Enforcement Grant Program
Financial Resources Management Branch, 9th Floor
Post Office Box 4025
Sacramento, CA 95812-4025

To Whom It May Concern:

The **(Name of County)** is an active Local Government Waste Tire Enforcement Grantee and agrees that **(Name of Lead Collaborative Jurisdiction)** may perform waste tire enforcement activities within **(Name of Participating Collaborative Jurisdiction)** and that the **(Name of County)** will not perform such activities in **(Name of Participating Collaborative Jurisdiction)** during fiscal year **(insert fiscal year)**.

Sincerely,

County Administrator signature

County Administrator's name
Address
Telephone Number

NEW CHANGES FROM PREVIOUS CYCLES

Administrative and Overhead	Basis of Allocation
City Council	% of Budget
City Clerk	% of Budget
City Manager	% of Budget
City-Wide Admin Services	% of Budget
Community Outreach/PIO	% of Budget
Emergency Management	% of Budget
Budget Management	% of Budget
Accounting	% of Budget
City Attorney	% of Budget
City Treasurer	Prior Year Interest
Human Resources	FTE
Internal Services	
Insurance Liability	Risk assessment
Garage	Labor and parts
Purchasing	Contractual services and supplies
Billing & Collections	Billable revenues
Dispatch	Call volume
Buildings, Grounds, and Corp Yard	Square footage and total budget
Information Technology	FTE

Allocation Basis

Here we see the basis of indirect cost allocation used for each indirect cost center.

Notes:

1. City Attorney bills directly to departments, divisions, and fund. What is allocated here are amounts that are not directly attributed to direct cost centers, e.g. participation in City Council meetings, executive staff meetings, etc.

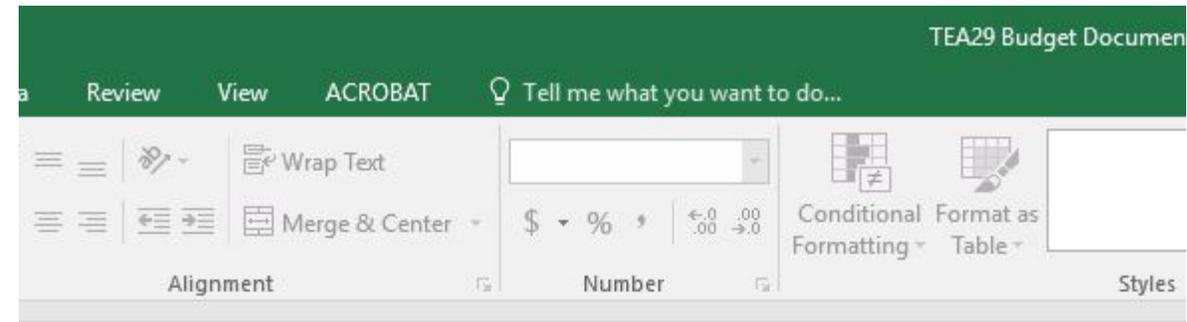
TEA29 has a couple changes from previous cycles:

- **Indirect Cost Allocation Plan (CAP)**
 - Indirect costs must be charged according to the Indirect Cost Allocation Plan submitted in the grantee's grant application.
 - CAP must be obtained from the jurisdiction's accounting department and uploaded to the Documents Tab in GMS.
 - Details how your organization will allocate Indirect Cost charged to this grant.
 - CAP must be compliant with GAAP (generally accepted accounting principles).
- If indirect costs are not included in the budget, no CAP is required.
- Indirect costs will be disallowed unless an approvable Cost Allocation Plan is submitted.

NEW CHANGES FROM PREVIOUS CYCLES CONT.

■ Budget Document

- A description is to be provided for each budget line item included. Line item descriptions must be detailed, specific and enable reviewers to understand the appropriateness of the amounts budgeted and the intended purpose of the budgeted funds.
- Fields and cells in which the grantee should not modify have been locked. If you need rows added please email TEA Lead Yolanda Park at Yolanda.park@calrecycle.ca.gov with your Budget Document and specify the number of rows needed (adding).



D	E	F	G	H	I
			BUDGET ITEM DESCRIPTION		
			DESCRIPTIONS		
total approved budget.					
Personnel	Total				
Wage					
1.00	\$0				
1.00	\$0				
1.00	\$0				
1.00	\$0				
1.00	\$0				
1.00	\$0				
1.00	\$0				
1.00	\$0				
1.00	\$0				
Variable Costs	\$0				
Total Budget.					
Personnel	Total				
Wage					
\$0.00	\$0				

TECHNICAL ASSISTANCE AND SUPPORT

- Grant Manager
 - Budget
 - Grant-related questions
 - Reimbursement-related questions

- CalRecycle Inspector Liaisons
 - www.calrecycle.ca.gov/tires/Enforcement/Contacts.htm
 - Inspections
 - Enforcement

WEB LINKS

- **TEA Homepage:**
www.calrecycle.ca.gov/Tires/Grants/Enforcement/
- **Tire Enforcement:**
www.calrecycle.ca.gov/Tires/Enforcement/
- **Enforcement Grantee Toolbox:**
www.calrecycle.ca.gov/Tires/Enforcement/Grantee/
- **General Forms:**
<http://www.calrecycle.ca.gov/Funding/Forms/default.htm>
- **Surveillance/CalRecycle Referral**
www.calrecycle.ca.gov/Tires/Enforcement/Inspections/Forms.htm
- **Grant Management System (GMS) including self help videos**
<https://secure.calrecycle.ca.gov/Grants/SignIn>



Public Domain Stock Photo

CONTACT INFORMATION

Yolanda Park

TEA Grant Program Lead

(916) 341-6108

Yolanda.Park@CalRecycle.ca.gov

Derek Link

TEA Grant Program Supervisor

(916) 322-4028

Derek.Link@CalRecycle.ca.gov

CalRecycle Inspector Liaisons

Locate your contact at this web page:

<https://www.calrecycle.ca.gov/Tires/Enforcement/Contacts/>



THANK YOU!