



June 2024

Department of Resources Recycling and Recovery

# **Tire-Derived Aggregate Grant Program Application Guidelines and Instructions**

## **Cycle 23 and 24, Fiscal Year 2024–25**

<b>Grant Cycle Overview.....</b>	<b>3</b>
Timeline.....	3
Eligible Applicants .....	4
Individual Application.....	5
Joint Powers Authority Application Requirements .....	5
Eligible Projects/Products .....	5
Available Funds .....	7
Grant Term .....	7
Eligible and Ineligible Costs.....	7
Environmentally Preferable Purchases and Practices Policy Requirement .....	7
Public Records Requests .....	8
Confidentiality .....	8
<b>Application Instructions.....</b>	<b>10</b>
Application Access .....	10
GMS Tabs - Application Contents and Instructions .....	10
Summary Tab .....	10
Applicant/Participant Tab.....	11
Detail Tab .....	11
Contacts Tab .....	12
Budget Tab .....	12
Documents Tab .....	12
Application Submittal and Deadline .....	12
<b>Application Documents.....</b>	<b>14</b>
CalRecycle Documents .....	14
Application Certification .....	14
General Checklist of Business Permits, Licenses and Filings (CalRecycle 669) .....	14
Project Summary and Calculation.....	14
Applicant’s Documents .....	17
Plans and Specifications.....	17
Applicant’s Required Authorization Documents.....	18
Individual Application Authorization Documents .....	18
Joint Powers Authority Agreement.....	19
Letter of Designation.....	19
Electronic and Original Signatures .....	20
<b>Grant Review and Award Process.....</b>	<b>20</b>
Grant Application Review Process .....	20
Grant Award Process.....	20
Grant Award Conditions.....	21
<b>Grant Program Administration .....</b>	<b>22</b>
Grant Agreement .....	22
Reporting Process .....	22
Payment Request Process .....	22

# Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Aggregate Grant Program (Program) pursuant to Sections 42872 and 42873 of the Public Resources Code. The purpose of the grant is to promote the use of tire-derived aggregate (TDA) to increase recycling of California-generated waste tires. The Program provides solutions for a variety of engineering challenges. TDA is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional lightweight aggregates.

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://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants) (<https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants>). 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 and any entity that will receive and control grant funded equipment, 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.
- “Grantee” refers to an applicant after approval of grant award.

## Timeline

### **August 15, 2024 / December 5, 2024: 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.

### **September 12, 2024 / January 7, 2025: Secondary Due Date**

- Approved Resolution or Letter of Commitment and any other Applicant's Required Authorization Documents 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.

### **October 2024 / February 2025 (tentative): Grants Awarded**

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

### **Notice to Proceed–April 1, 2027: 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.

Private entities must be authorized to conduct business in the State of California, by either being registered with the California Secretary of State as a business located in California, being registered as a foreign (out-of-state or out-of-country) business or processing a business license issued by a California city, county, or city and county.

Private, nonprofit entities, in addition to being registered with the California Secretary of State, must also be registered with the California Department of Justice, and appear on their Registry of Charitable Trusts. If a nonprofit entity is excluded from registering with the Department of Justice, proof must be provided with the application.

Only one application may be submitted per eligible applicant. One or more projects may be combined into a single grant application. Applicant must be the entity that owns the real property on which an eligible project/product will be located. However, an application may include multiple projects at different locations. Eligible applicants include:

- All California local government entities (including cities, counties, and cities and counties).
- Special districts (including transportation districts).
- Joint Powers Authorities (JPA) where all JPA members are also otherwise eligible applicants.
- Public school districts.
- All California State agencies (including offices, departments, bureaus, and boards).
- University of California campuses, California State University campuses, and California Community Colleges.
- Private, for-profit entities.
  - For purposes of this Program, a “private, for-profit entity” is defined as a business intended to operate at a profit and return a profit to its owner(s).
  - The business must be California-based or domiciled in another state with an existing operational presence in California.
  - The business 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.
  - 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 under this Program.

- 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.
- Non-profit organizations (except private elementary or secondary schools) registered with the federal government under section 501(c)(3), (c)(4), (c)(6), or (c)(10) of the Internal Revenue Code.
- Qualifying Tribal Entities.
  - A Qualifying Tribal Entity is defined as a 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 because of the status of its members as Native Americans; or
    2. can establish that it is a government entity, and which meets the criteria of the grant program.

## Individual Application

An Individual Application is one in which a single eligible entity will be responsible for grant implementation. The applicant in an Individual Application will be responsible for the performance of the grant and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property that is purchased with grant funds.

## Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) must submit a grant application as an individual applicant and must identify all JPA members as Non-Lead Participants in the application’s Applicant/Participant Tab. A member of the JPA may not submit an individual application if that entity is also a member of an applicant JPA. In addition to the requirements for an Individual Application, a JPA must upload a copy of its JPA Agreement.

The JPA Agreement must:

1. Give authority over solid waste management.
2. List all member entities.
3. Contain the signature of all members.

## Eligible Projects/Products

Eligible projects generally fall into one of five categories. See the [TDA Uses web page](https://calrecycle.ca.gov/Tires/TDA/) (<https://calrecycle.ca.gov/Tires/TDA/>) for more complete descriptions.

**Category 1:** Mechanically Stabilized TDA (retaining walls).

**Category 2:** Low Impact Development (storm water mitigation including storm water infiltration galleries).

**Category 3:** Lightweight fill (slope stabilization, embankment fill, landslide repair, and retaining walls).

**Category 4:** Vibration mitigation (under rail lines).

**Category 5:** Landfill application projects (aggregate replacement projects such as leachate and gas collection systems, drainage layers, leachate injection). Projects that are currently underway or that have been completed at the same location within the same facility within three years of application are not eligible. Landfill application projects do not

include use of shredded waste tires as alternative daily cover or alternative intermediate cover.

All projects are subject to the following requirements:

- Only California-generated waste tires that are processed in California shall be used in the TDA portion of the project(s).
- The project(s) must be located in California.
- A combined minimum of **500 tons** of TDA must be used in the project(s), except for Low Impact Development projects, which must use a minimum of **200 tons** of TDA in the project(s).
- Plans and specifications must be reviewed by CalRecycle staff and/or its contractor(s) prior to commencement of work. The project design plans must be uploaded in GMS at a minimum 50 percent complete at the time of application submission and 100 percent complete prior to the start of the project.
  - The design plans must include:
    1. Project costs (preliminary costs must be submitted with the application)
    2. Project location (TDA placement)
    3. Type and quantity of TDA (initial estimate must be submitted with the application)
    4. Any analysis necessary to validate the design.
- Each project must incorporate technical assistance/training that will be provided by CalRecycle contractors and/or staff.
  - All of the following persons must receive CalRecycle sponsored technical training prior to implementation of the project:
    1. Owner representative
    2. Construction Management engineer (Quality Assurance / Quality Control)
    3. Construction company project supervisor.
- The real property on which the project will be located must be owned by the applicant (or by a member of an applicant JPA).
- If applicant's ownership of the property on which the project(s) is located does not give it complete and clear access to the project site(s), then prior to incurring any grant-eligible costs, applicant must obtain any and all access rights (e.g., easements) to the project site(s) necessary to complete the project(s) within the grant term and shall ensure that such access extends to CalRecycle staff and/or its designated contractors for the purpose of observing the project, providing technical assistance and/or training during the grant term. Such access must be in writing from the legal owner or his/her authorized agent.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).
- Construction of the TDA portion of any project must commence on or after the date indicated in CalRecycle's written Notice to Proceed and be completed by April 1, 2027.

Additionally, each of the following project requirements is specific to the individual type of project as indicated:

- Landfill projects will not be reimbursed for use of more than 0.75 cubic yards (0.5 tons) of TDA per lineal foot of landfill gas collection or leachate injection line.

## Available Funds

- \$ 750,000 is available for this grant cycle, fiscal year 2024–25, subject to funding availability.
- \$ 375,000 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, 2027.

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 must have an EPPP Policy in place prior to submitting their application and 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 are:

- 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 may be found on the [CalRecycle Environmentally Preferable Purchasing \(EPP\) web page](https://calrecycle.ca.gov/EPP/) (<https://calrecycle.ca.gov/EPP/>) and the [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) ([http://www.responsiblepurchasing.org/purchasing\\_guides/all/policies/](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)).

**Note:** If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

## Public Records Requests

CalRecycle's policy is 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 7920.000 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 procedures does CalRecycle have in place to ensure that confidential information is kept confidential?**

Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide 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 Aggregate Grant TDA23 and TDA24: Fiscal Year 2024–25 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 Aggregate Grant Program.

Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads incomplete or blank documents to the Documents tab.
- Signature Authority fails to sign Application Certification or any document that requires a signature.
- The online application is incomplete or missing information.
- Applicant fails to adopt an EPPP Policy by the 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 particular 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 Non-Lead Participants.

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

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

For Joint Powers Authority Applications (JPA) applications add the name of each JPA member and select the Participating Jurisdiction radio button.

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

## Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount of \$375,000. 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 of the proposed TDA project(s), proposed construction date, and the amount of TDA material anticipated to be used.
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.

**Note:** CalRecycle requires a valid email address for the Signature Authority in order to route the Grant Agreement, if awarded.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required.)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required.)

## Budget Tab

Select the Materials budget category and enter a dollar amount. The total must equal the Grant Funds Requested amount shown on the Detail tab. This total is calculated in the Project Summary and Calculation document, located on the Summary tab, in the Application Documents section.

## Documents Tab

See the Application Documents Section in the Summary tab for documents that must be uploaded in the Documents tab.

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select "today's date."

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.

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

You must submit your application no later than 11:59 p.m. on **August 15, 2024 or December 5, 2024**. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling (916) 341-6104, however, there is no guarantee CalRecycle will be able to provide support if there is an influx of inquiries.

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

# Application Documents

Below is a list of all documents required for a complete application. Instructions on how to obtain all documents are described below.

1. Application Certification
2. General Checklist of Business Permits, Licenses and Filings (CalRecycle 669)
3. Plans and Specifications
4. Project Summary and Calculation
5. Resolution/Letter of Commitment

## CalRecycle Documents

CalRecycle documents are accessible through 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](mailto: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.

**Note:** Do not include special characters in file names. Doing so may result in automatic disqualification of your application.

### Application Certification

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

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification.

1. Click “Print Application Certification” under the Application Submission section of the Summary tab.
  - a. **Note:** You will not be able to click “Print Application Certification” until each tab of the application is completed and all required application documents have been uploaded.
2. Signature Authority signs Application Certification.
3. Upload the signed Application Certification to the Documents tab.

### General Checklist of Business Permits, Licenses and Filings (CalRecycle 669) (for private, for-profit applicants, and non-profit organization applicants only)

This is a required 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. Complete as appropriate.

### Project Summary and Calculation (for all applicants)

This is a required document, detailing project summaries and determining the grant funds requested based on proposed amount of TDA material. Utilizing a document form other than the official CalRecycle versions (without prior CalRecycle approval),

tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the grant Program.

1. Within each tab, fill out white areas only, as appropriate.
  - The document contains nine tabs. There is a Main tab, five Category tabs, two Sub-Category tabs, and a Calculation Tool tab.
  - An applicant can apply for more than one project category. See Eligible Projects section for “Project Category.”
2. Starting on the Main tab, enter applicant’s business name. See Applicant/Participant tab of GMS for appropriate name format.
3. Complete section one. Check all that apply.
4. For each category selected (in section one), provide project (section two) and budget cost information (section three) by navigating to the appropriate category tab.
  - Category tabs are located on the bottom left corner of the document.
5. Transfer amount calculated in section four onto the “Grant Funds Requested” field in the Detail tab of GMS. Please round all amounts to the nearest whole dollar.
6. Save and upload the completed document as an Excel file. Do not save as a PDF file. Additional instructions can also be found within the document.

**Note:** Category Five has additional tabs for additional site location/address entries. If you require more than three site locations, please email the Program Lead, Farrah Fadrigon at [Farrah.Fadrigon@CalRecycle.ca.gov](mailto:Farrah.Fadrigon@CalRecycle.ca.gov). A Calculation Tool can be found on the last tab of the document to help you determine Engineering Cost.

**Project Summary and Calculation Example**

For your convenience, a sample spreadsheet has been provided on the **Summary** tab, in the **Resource Documents** section.

This document is designed to automatically calculate the grant amount based on required entries (e.g., length, width, height, delivered cost, and the cost for engineering/design work). The examples below are for informational purposes only.

The example calculations below are **for a Category 1 Mechanically Stabilized TDA (MSTDA) project**. The calculations will help determine the requested amount of grant funds for MSTDA at \$50 per ton maximum installation cost and 60 percent maximum engineering cost. The final grant reimbursement will be determined by the actual project cost, not to exceed the grant award amount. For calculation purposes, historical, estimated, and/or actual bid costs can be used.

**Table 1: Fill Volume: A x B x C = D**

<b>A:</b>		<b>B:</b>		<b>C:</b>		<b>D:</b>
<b>Length</b> (feet)	x	<b>Width</b> (feet)	x	<b>Height</b> (feet)	=	<b>Volume<sup>1</sup></b> cubic feet
250.00	x	25.00	x	10.00	=	62,500.00

<sup>1</sup>For landfill projects, volume limited to 0.75 cubic feet (0.50 tons) per lineal foot of trench for reimbursement.

**Table 2: Volume Conversion<sup>2</sup> to cubic yards: D/27 = E**

<b>D:</b> <b>Volume</b> (cubic feet)	/	<b>27</b>	=	<b>E:</b> <b>Volume</b> (cubic yards)
62,500.00	/	27	=	2,314.81

<sup>2</sup>Conversion Factor: 1 cubic yard = 27 cubic feet.

**Table 3: Tonnage: E x 0.6075 = F**

<b>E:</b> <b>Volume</b> (cubic yards)	x	<b>Unit Weight<sup>3</sup></b> (ton per cubic yards)	=	<b>F:</b> <b>Weight<sup>4</sup></b> (tons)
2,314.81	x	0.6075	=	1,406.25

<sup>3</sup>Typical in place density of 45 pounds per cubic feet (0.6075 ton per cubic yard)

<sup>4</sup>A combined minimum of 500 tons of TDA must be used in the project(s), except for Low Impact Development project(s), which must use a minimum of 200 tons.

**Table 4: Material Cost: F x G = H**

<b>F:</b> <b>Weight</b> (tons)	x	<b>G:</b> <b>Delivered Cost</b> (cost per ton)	=	<b>H:</b> <b>Material Cost<sup>5</sup></b>
1,406.25	x	\$70.00	=	\$98,437.50

<sup>5</sup>Delivered to stockpile or project site by supplier. Supplier cost reimbursement only.

**Table 5: Installation Cost: F x I = J**

<b>F:</b> <b>Weight</b> (tons)	<b>x</b>	<b>I:</b> <b>Installation</b> <b>Reimbursement</b> <sup>6</sup> (cost per ton)	<b>=</b>	<b>J:</b> <b>Installation</b> <b>Cost</b>
1,406.25	x	\$50.00	=	\$70,312.50

<sup>6</sup>See Table 1 in the Procedures and Requirements document for installation reimbursement rates based on project type.

**Table 6: Engineering Cost: (H + J) x K = L**

<b>H:</b> <b>Material</b> <b>Cost</b>	<b>+</b>	<b>J:</b> <b>Installation</b> <b>Cost</b>	<b>x</b>	<b>K:</b> <b>Maximum</b> <b>Percentage</b> <sup>7</sup>	<b>=</b>	<b>L:</b> <b>Engineering</b> <b>Cost</b>
\$98,437.50	+	\$70,312.50	x	60%	=	\$101,250.00

<sup>7</sup>Engineering/design cost are subject to a percentage of the combined total cost of material and installation. See Table 1 in the Procedures and Requirements document for maximum percentage based on project type. To assist determining engineering cost, refer to the Calculation Tool tab of the Project Summary and Calculation spreadsheet.

**Table 7: Calculation for Requested Grant Amount Example: H + J + L + M = N**

<b>H:</b> <b>Materials</b>	<b>+</b>	<b>J:</b> <b>Installation</b>	<b>+</b>	<b>L:</b> <b>Engineering</b>	<b>+</b>	<b>M:</b> <b>Geosynthetic</b> <b>Material</b> <sup>8</sup>	<b>=</b>	<b>N:</b> <b>Total</b>
\$98,437.50	+	\$70,312.50	+	\$101,250.00	+	\$3,000.00	=	\$273,000.00

<sup>8</sup>If applicable. Geosynthetic material cost is based on square yardage verified in the design plans during application submittal (subject to a maximum of \$2.50 per square yard). The final grant reimbursement will be determined by the actual cost (not to exceed \$2.50 per square yard and does not include installation of the material and any contractor markup).

## 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 Considerations Section of the Procedures and Requirements for more information.

### Plans and Specifications

Project design plans must be uploaded in GMS at a minimum 50 percent complete at the time of application submission. The design plans must include project costs (preliminary costs must be submitted with the application), the project location (TDA placement), type and quantity of TDA (initial estimate must be submitted with the application), and any analysis necessary to validate the design.

## Applicant's Required Authorization Documents

Below is a list of required authorizing documents by application type that the applicant is responsible for preparing and uploading to their application.

Authorizing documents are documents which are written by the applicant. The documents give the applicant permission to apply for a grant, accept grant awards, and/or name the person authorized to sign grant documents on the applicant's behalf. Below are the requirements for each type of authorizing document. Read each one carefully to determine which document(s) fits your application and applicant type.

**Note:** For Resolution, Letter of Commitment, Letter of Designation, and Letter of Support 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 and Letter of Commitment or to review your draft Resolution to ensure it meets the requirements of the grant program. You may email your draft Resolution or draft Letter of Commitment to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

### Individual Application Authorization Documents

**If subject to a governing body and board approval is required to legally bind the applicant**, the applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of an application for one or more specifically named CalRecycle Grant(s) or for all CalRecycle Grants.
2. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Resolution may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
  - a. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
3. Identify the time period during which the authorizations are valid. The minimum duration is the grant term, and the maximum duration is five years from the date of adoption. If the Resolution expires during the application period or the grant term, CalRecycle will require a new valid Resolution.
4. Be certified by the governing body.

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

**If not subject to a governing body or if board approval is not required to legally bind the applicant**, applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body 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 disqualify the applicant.

The LOC must:

1. Be on Applicant's letterhead.
2. Authorize submittal of the application for the specific Grant Program and Cycle Number.
3. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
  - a. Applicants can only submit a Letter of Designation if the corresponding Letter of Commitment includes designee language.
4. Be valid for the duration of the specified Grant Cycle.
5. Be signed and dated by an individual authorized to contractually bind the applicant.

### **Joint Powers Authority Agreement**

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

### **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 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:

1. Be on Applicant's letterhead.
2. Reference the Authorizing Resolution by number.
3. Include the job title of the designee and the scope of the designee's authority.
4. Include the time period during which the designee may exercise the authority.
5. Be signed and dated by the Signature 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, 2025, then the Letter of Designation may not be effective beyond December 31, 2025.

## Electronic and Original Signatures

CalRecycle requires 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 the Adobe Digital ID format (or through another certified digital signature program) and cannot be completed using the “Fill and Sign” function within Adobe. Any document using the “Fill and Sign” function is considered incomplete and may be sent back to the applicant.

Once the document(s) have been signed by the Signature Authority, 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 Considerations Section of the Procedures and Requirements document for more information.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## 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. Applicants may request funding for multiple projects in a single application (each project requires an engineered design plan). The design plans must be uploaded in GMS at a minimum of 50 percent complete at the time of application submission. The document will be used to determine the eligibility of the project from a technical standpoint.

All eligible applications shall be funded on a continual basis (based on application due dates) until initially allocated monies are exhausted. If all available initially allocated monies are exhausted, CalRecycle will continue to accept applications and consider funding should additional monies become available. CalRecycle may also consider using FY 2025–26 allocations for unfunded FY 2024–25 requests.

If the volume of eligible applications exceeds the amount of available monies, CalRecycle will fund one eligible application from each project category using the greatest appropriate amount of TDA material within each category, with the exception of applications for landfill projects. Landfill projects represent the lowest priority and will be funded only after all other eligible projects are funded. The remaining applications will be ranked starting with project(s) that use the greatest amount of TDA material in all categories except landfill projects, which will be funded only after all other eligible projects.

### 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 2024 and February 2025. 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 will send 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)**
  - To be signed by the grantee (this is the Lead Participant in applications).
- **Exhibit A: Terms and Conditions**
  - Contain CalRecycle's 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 instructions 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's [Application and Grant Management Tools web page](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/> to download the forms).
- **Attachment II: Approved Project Summary and Calculation sheet, with revisions if any**

## Reporting Process

CalRecycle requires grantees to report on the progress of their grant on an annual 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.