



March 2026

Department of Resources Recycling and Recovery

Local Government Waste Tire Cleanup Grant Program Application Guidelines and Instructions

Cycle 21 (TCU21) Fiscal Year 2026–27

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Government Waste Tire Cleanup Grant Program pursuant to Section 42889(b)(5) of the Public Resources Code. The purpose of the grant is to pay for the cost of cleanup, abatement, or other remedial actions related to the disposal of illegally dumped California waste tires.

This resource document provides applicants with instructions for accessing and completing 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 must sign in to GMS to complete and submit an application.

Note: The following terms used in this document are defined below, unless the context 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 completing the application on behalf of the Applicant.
- “Grantee” refers to an applicant after approval of the grant award.

Timeline

March 19, 2026: 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 to taandtcu@calrecycle.ca.gov.

March 26, 2026: (tentative): Questions and Answers Posted

- CalRecycle will post the answers to questions submitted during the Questions and Answers Period on the CalRecycle website.

April 14, 2026: 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.

May 12, 2026: 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.
- Applicants must have an Environmentally Preferable Purchasing and Practices Policy by this date.

August 2026 (tentative): Grants Awarded

- If approved, CalRecycle considers funding recommendations and conditionally awards grants.

For milestones 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.

- All California local governments (cities, counties, or cities and counties) as defined in PRC section 48617.
- Special districts.
- Joint Powers Authorities (JPA) as an eligible entity (where all of the participating entities are otherwise eligible).
- Qualifying Tribal Entities.
 - A Qualifying Tribal Entity is defined as a California Native American Tribe 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 that meets the grant program's criteria.

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 grant's performance and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property purchased with grant funds.

Regional Application

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together to implement the grant. A Regional Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the applicant, and if awarded, will be the grantee responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. If a jurisdiction is a Non-Lead Participant in a Regional Application, it may not apply individually.

Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant 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 signatures of all members.

Eligible Projects/Products

Cleanup projects include the collection, removal, transportation, recycling, and disposal of California waste tires from illegal tire piles and areas where illegal dumping has occurred along public rights-of-way. Sites can be located on private or public property.

Sites located on property zoned for agricultural use must first contact [Farm and Ranch Solid Waste Cleanup and Abatement Grant Program](mailto:farmandranch@calrecycle.ca.gov) (farmandranch@calrecycle.ca.gov), and be considered ineligible for that grant, in order to be considered for cleanup under this grant program. Tires dumped primarily onto the rights of way that spill over onto agriculturally zoned property are potentially eligible.

A site where an operating business, including a farm or ranch, buys, sells, or otherwise trades tires, or that is actively stockpiling waste tires is ineligible for grant funding.

The waste tires must be transported by a waste tire hauler who is registered or exempted from registration requirements by CalRecycle pursuant to Public Resources Code section 42954. Additionally, the waste tires must be transported to a CalRecycle approved solid waste facility, a waste tire storage facility, or a disposal site that is permitted, excluded, or exempted by CalRecycle to accept waste tires.

Available Funds

- \$1,500,000 is available for this grant cycle, fiscal year 2026–27, subject to funding availability.
- \$100,000 is the maximum available for individual grant awards.
- \$250,000 is the maximum available for regional grant awards, subject to funding availability.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on October 31, 2028.

Refer to the Procedures and Requirements document for detailed information about requirements within the grant term.

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 before submitting their application and certify this fact on the Detail tab in the application. If applicants do not have an EPPP Policy before submitting their application, they must certify 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 for 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 \(EPP\) webpage](https://calrecycle.ca.gov/EPP/) (<https://calrecycle.ca.gov/EPP/>).

Note: In Regional Applications, the Lead and Non-Lead Participants will each need an EPPP Policy. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

Note: The EPPP Policy is an applicant's internal document. It is up to the discretion of the applicant regarding the format, CalRecycle does not provide a template. Do not upload the EPPP Policy to GMS.

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to taandtcu@calrecycle.ca.gov. CalRecycle must receive the questions by March 19, 2026, or the questions will not be accepted.

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 similar or related questions by responding to them as one question, rewording questions for clarity, or removing identifying information from questions. CalRecycle may intermittently update the Questions and Answers web page during the Questions and Answers period and post all Questions and Answers approximately one week 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

CalRecycle's policy is to promptly make records requested by the public 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 is a question as to whether specific information is confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement as to 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. 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 Local Government Waste Tire Cleanup TCU21: FY2026–27 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 application's components 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 at the top of each tab, and detailed information about the requirements for each tab is listed below.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Local Government Waste Tire Cleanup Grant Program.

Examples of disqualifications may include:

- The applicant does not meet the eligibility requirements
- Project is not eligible
- Applicant fails to use the required CalRecycle documents or forms
- Applicant uploads incomplete or blank documents to the Documents tab
- Signature Authority fails to sign the 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 summarizes 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 by the appropriate due date.

Applicant/Participant Tab

The applicant's 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. 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 Regional applications, add the name of each eligible Non-Lead Participant and select the Participating Jurisdiction radio button.

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 \$100,000 for an individual application or \$250,000 for a regional application.
 - a. 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. For Federally Recognized Tribal Entities: To request an advance of grant funds, check the **Request Advance Payment** box. If you are electing to receive a reimbursement payment, skip this section.
4. Enter the applicant's **Department Name**, e.g., "General Services." If the applicant does not have a department, enter the applicant's name.
5. Enter the grant payment mailing address. This is the address to which CalRecycle sends payments.
6. **Project Summary/Statement of Use**: Provide a general description of the types of areas that the grant funds will remediate, including the proximity to populated areas or sensitive environments, number of tires, proposed method of remediation and end-use, indicating if the tires will be recycled or landfilled.

7. Select the appropriate option for the Resolution Requirement and optional Letter of Designation.
8. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.

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 at 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 to route the Grant Agreement if it is 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, 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.)
- **Participant Signature Authority. (Applicable to Cooperative applications only)** The person(s) authorized to sign documents on behalf of their organization, as authorized by a Letter of Commitment, Resolution, or Letter of Designation.

Budget Tab

Complete the budget document provided in GMS and follow the steps below.

1. Transfer the total of each budget category from the budget document into the Budget tab of GMS.
 - a. Budget amounts in the budget document must match those entered in the Budget tab.
 - b. The total amounts entered in the Budget tab of GMS must equal the Grant Funds Requested amount shown in the Detail tab.
2. Upload the budget document in Excel format to the Documents tab of GMS.

Note: The "Tire Collection Objective in Passenger Tire Equivalents (PTE)" within the budget document will be used to determine the performance objective for the number of tires to be collected throughout the grant term. See the "Instructions Tab" within the budget document.

Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or circumventing imposed character limits may disqualify the applicant.

Site(s) Tab

Add an entry for each grant project/site of 10 or more tires that is known at the time of application. Complete the required information listed below:

- Site Name – Enter site name
- Site Type – Select from drop-down list
- County – Enter County where site is located
- Summary
 - Location (address, cross street, GPS coordinates, mile markers, etc.)
 - Approximately how many tires per pile

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.” The Budget Form must be submitted in Excel format. All other documents may be submitted in PDF.

Document file titles cannot include special characters such as commas, dollar signs, asterisks, etc.

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 in the Summary tab will be enabled after all required documents are 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 Designation, Letters of Authorization, JPA Agreements.

You must submit your application by 11:59 p.m. on April 14, 2026. Customer Service will be available until 4:00 p.m. on the application due date. The applicant may email grantassistance@calrecycle.ca.gov or call (916) (916) 324-1219 ; however, there is no guarantee CalRecycle can provide support if there is an influx of inquiries.

Note: Applications 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 (required)
2. Budget (required)
3. CalEnviroScreen 4.0 Map (if applicable)
4. Joint Powers Authority Agreement (if applicable)
5. Letters of Authorization (if applicable)
6. Letter of Designation (if applicable)
7. Local Conservation Corps Letter (optional)
8. Photographs (optional)
9. Resolution-Lead Participant (required)

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 have trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 324-1219.

Altered or reproduced CalRecycle documents or templates may automatically disqualify your application. **Do not** alter CalRecycle documents unless they specify that they may be reproduced.

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 cannot click “Print Application Certification” until you have completed each application tab **and** uploaded all required documents.
2. Signature Authority signs the Application Certification using a certified e-signature or original wet signature.
3. Upload the signed Application Certification to the Documents tab.

Budget

The Budget document is a required application document that must be submitted as an Excel file (**do not convert to a PDF**). Utilizing a document form other than the official CalRecycle version or tampering with the CalRecycle version will subject the applicant to disqualification from the Local Government Waste Tire Cleanup (TCU) Grant Program. The Budget template is located on the GMS Summary tab under the Application Documents section.

Note: The “Tire Collection Objective in Passenger Tire Equivalents (PTE)” within the budget document will be used to determine the performance objective for the number of tires to be collected throughout the grant term. See the “Instructions Tab” within the budget document.

Applicant’s Documents

Below is a list of documents 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 the Audit Considerations Section of the Procedures and Requirements for more information.

CalEnviroScreen 4.0 Map (or current version available)

Applicants with tire amnesty event location(s) within a census tract that is in the 71–100 percentile as calculated using the California Communities Environmental Health Screening Tool (CalEnviroScreen 4.0), must submit printed output(s) from the [CalEnviroScreen version 4.0](https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-4.0), or current version available (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>).

CalEnviroScreen 4.0 Map Requirements:

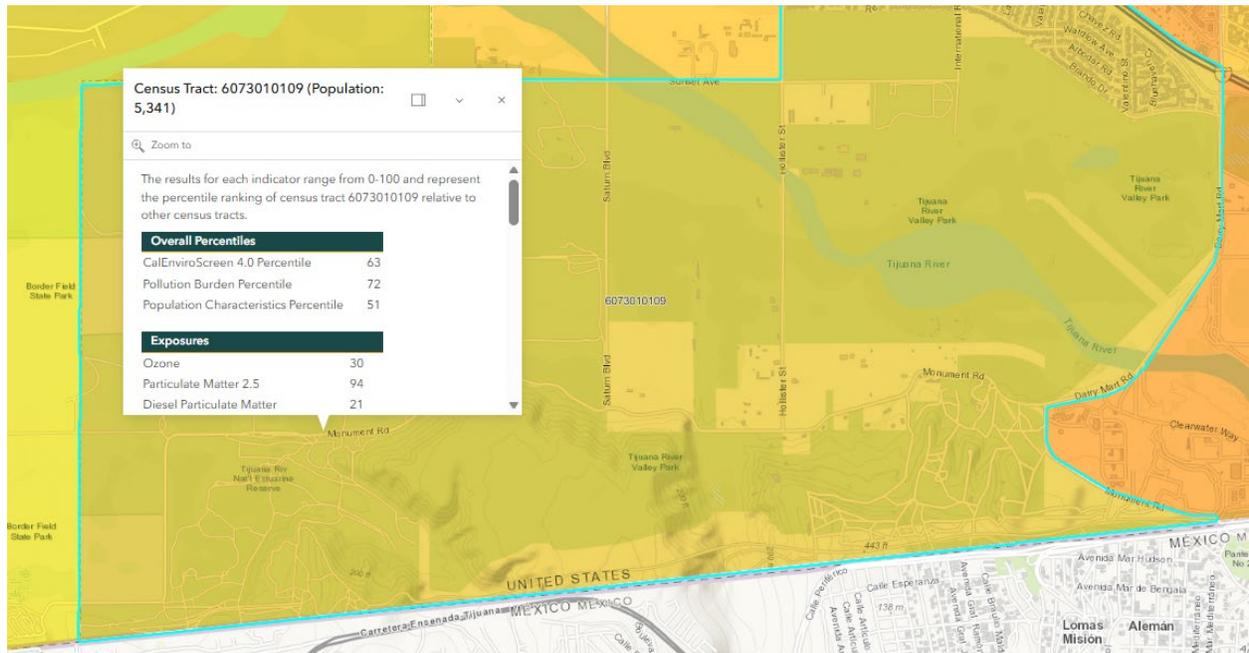
- The Map must indicate a specific location or street.
- The Map must indicate that the location is within the 71-100 percentile.

Instructions for use of map:

1. Using the search icon, search by specific location or street name of a proposed Tire Amnesty event.
2. Click the dot on the map that the search result is pointing to.
3. Click on arrows at the bottom of search result to go to 2 of 2.
4. Locate CalEnviroScreen 4.0 Percentile. If >70–80 or higher, take a screenshot showing map with the search results and upload to GMS.
5. If percentile is lower than the >70–80 range, do not upload into GMS.

Example:

The Tijuana River National Estuarine Reserve area has a CalEnviroscreen 4.0 Percentile of 63 (see screenshot below copied on 1/21/2026) and therefore would not qualify for ranking points under the CalEnviroScreen criteria but it would qualify for ranking points as an ESHA.



Local Conservation Corps Letter (Optional)

For applicants coordinating with a Local Conservation Corp, upload contracts, Letters of Commitment, Memorandum of Understanding (MOU) or other evidence demonstrating that a Local Conservation Corp is committed to assisting the applicant with planning or implementation of cleanup events.

Photographs (Optional)

Applicants have the option of including photographs of existing tire piles of 10 or more tires.

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 that the applicant writes. 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 authorizing document. Read each one carefully to determine which document(s) fit your application and applicant type.

Note: For Resolution, Letter of Commitment, Letter of Authorization, and Letter of Designation 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 can answer questions about these documents or review your draft authorization documents to ensure they meet the grant program's requirements. You may email your draft authorization documents to 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 **before the designee exercises** their authority.

Regional Application Authorization Documents

Regional Lead Participant

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 a Regional application on behalf of itself as Lead Participant and all Non-Lead Participants for all CalRecycle Grant Programs or for a specifically named CalRecycle Grant Program.
2. Include a provision allowing a Signature Authority to determine and submit a list of Non-Lead Participants in accordance with CalRecycle requirements.
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 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.
4. 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.
5. Be certified by the governing body.

Regional Non-Lead Participant

The applicant must submit a Letter of Authorization or Resolution no later than the secondary due date, or CalRecycle will remove the Non-Lead Participant(s) from the application.

The Letter of Authorization must:

1. Be on the Non-Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Regional Application and act as Lead Participant on behalf of the Non-Lead Participant.
3. Authorize the Lead Participant to execute all documents necessary to implement the grant.
4. Specify the Grant Program Name and Cycle Number.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Non-Lead Participant.

The Resolution must:

1. Authorize the Lead Participant to submit a Regional application as Lead Participant on behalf of the Non-Lead Participant.
2. Specify the Grant Program Name and Cycle Number.
3. Authorize the Lead Participant to execute all documents necessary to secure funds and implement the approved project(s).
4. Be valid for the duration of the specified Grant Cycle.
5. Be certified by the governing body.

Joint Powers Authority Agreement

Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements, which gives the JPA authority to conduct the project, list all member entities, and contain the signatures of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as 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 or Letter of Commitment delegates their signature authority to another person. The applicant must upload the LOD **before** the designee exercises 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 (or by date adopted if not numbered).
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. For example, if the Resolution is effective until December 31, 2026, the Letter of Designation may not be effective beyond December 31, 2026.

Electronic Signatures

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

Note: E-signatures must include the Signature Authority's first and last name, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using Adobe's "Fill and Sign" function. Any document using the "Fill and Sign" function is considered incomplete and will be returned to the applicant.

Once the Signature Authority has signed the document(s), upload the digitally signed document, or scan the wet signature and save it to GMS. Retain the original document for potential CalRecycle audits. Refer to the Audit Considerations Section of the Procedures and Requirements document for more information.

If you have questions, email grantassistance@calrecycle.ca.gov.

Grant Review and Award Process

Grant Application Review Process

After the application period closes, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for award.

Priority Ranking Criteria

1. Site Points

- a. **14 points** - Sites with existing tire pile(s) that are a serious threat to public health, safety, and the environment (projects that propose to remediate waste tire piles within 1,000 feet of residential homes, schools, recreational areas, waterways, public walkways, airports, commercial or industrial centers, electrical transmission lines, or an environmentally sensitive area [ESHA¹]).
- b. **14 points** - Sites with existing tire pile(s) located within a census tract that is in the 71–100 percentile range as calculated using the California Communities Environmental Health Screening Tool (CalEnviroScreen 4.0). This includes California Native American Tribes. Applicant must submit printed map(s) from [CalEnviroScreen 4.0](https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40) (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>) confirming they are within the percentile range.
- c. **14 points** - Sites with existing tire pile(s) located within the Southern border region (San Diego and Imperial counties, or any city within these counties) that are cleaning up tires on either side of the border.
- d. **14 points** - Applicants located within a city with less than 20,000 residents or a county with less than 50,000 residents, or special districts.

2. Cost Per Tire Points – Applications will receive points based on cost per tire with the lowest cost receiving the highest points.

- a. **14 points** - Group 1: The 5 Lowest Cost Applicants
- b. **13 points** - Group 2: Next 5 Applicants
- c. **12 points** - Group 3: Next 5 Applicants
- d. **11 points** - Group 4: Next 5 Applicants
- e. **10 points** - Group 5: Next 5 Applicants
- f. **9 points** - Group 6: Next 5 Applicants
- g. **8 points** - Group 7: Next 5 Applicants
- h. **7 points** - Group 8: Next 5 Applicants
- i. **6 points** - Group 9: Next 5 Applicants
- j. **5 points** - Group 10: All Remaining Applicants

¹ Environmentally sensitive habitat area (ESHA) is any area in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which could be easily disturbed or degraded by human activities and developments ([PRC 30107.5](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PRC§ionNum=30107.5)) [https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PRC§ionNum=30107.5]

3. Local Conservation Corps Coordination

- a. **5 points** - Applicant provided documentation showing coordination between the jurisdiction and a Local Conservation Corps (LCC) for services related to this program.

In the event of a tie, CalRecycle will apply the following criteria:

- **Tie Breaking Criteria 1.** Applicants with the higher number of proposed tires to be collected.
- **Tie Breaking Criteria 2.** Applicant did not receive a grant award in the previous cycle.
- **Tie Breaking Criteria 3.** Applicant has not previously withdrawn an awarded grant, and/or has expended more than 50 percent of the last closed grant award.

If oversubscribed, CalRecycle may consider awarding the FY 2026–27 unfunded eligible applicants with additional funding, such as reallocated funds, if funding becomes available.

Note: It is possible to meet all the criteria, but fail to be awarded grant funds if the total amount requested by all eligible applicants for the TCU21 grant cycle exceeds the amount of funds available.

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle’s Director, or their designee; CalRecycle tentatively schedules this for August 2026. 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 not to award 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, CalRecycle will email the following information to grantees:

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
 - To be signed by the grantee (this is the Lead Participant in regional 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.

Reporting Process

CalRecycle requires grantees to report on the progress of their grant with each payment request, and midway through the grant term and at the end of the Grant Term. 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.

Advance Payment Request Process

Per Government Code, Section 11019.3, upon determining that an advance payment is essential for effective implementation of a program within the provisions of Section 11019.3, CalRecycle may advance up to 25 percent of the total grant award to either a private, nonprofit organization that qualifies under Section 501(c)(3) of the Internal Revenue Code, or a federally recognized Indian tribe whose territorial boundaries lie wholly or partially within the State of California, and any agencies, entities, or arms of the tribe, as applicable, either together or separately.