



May 2026

Department of Resources Recycling and Recovery

Tire-Derived Aggregate Grant Program Application Guidelines and Instructions Cycle 28, 29, and 30 (TDA) Fiscal Year 2026–27

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Aggregate Grant Program pursuant to Section 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 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

July 16, 2026 / October 15, 2026 / January 13, 2027: 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.

August 18, 2026 / November 17, 2026 / February 11, 2027: 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.

September 2026 / December 2026 / March 2027 (tentative): Grants Awarded

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

Notice to Proceed – April 1, 2029: **Grant Term**

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.

Private entities must be authorized to conduct business in the State of California, by either being registered and in good standing with the California Secretary of State as a business located in California, registered as a foreign (out-of-state or out-of-country) business, or in the process of obtaining a business license issued by a California city, county, or city and county. Any subsidiaries, divisions, or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the program. The business must be qualified to do business in California and be in good standing with all applicable California state agencies. A business is considered an "affiliated business" if it has at least one owner with a forty (40) percent or greater interest in another applicant's business.

Nonprofit private entities in addition to being registered and in good standing with the California Secretary of State, must also be registered and in good standing with the California Department of Justice, and appear on their Registry of Charities and Fundraisers. 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. Applicants must be the legal owner of the real property where the 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) and entity types.
- 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.
 1. 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 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.

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

Eligible projects generally fall into one of five categories. See the [TDA Uses web page](https://www.calrecycle.ca.gov/Tires/TDA/) (<https://www.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, 2029.

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 2026–27, subject to funding availability.
- Applicants may request up to a maximum amount of \$375,000.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2029.

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.

Competitive Bid Requirements

For detailed information about competitive bid requirements, refer to the Procedures and Requirements document.

Environmentally Preferable Purchases and Practices Policy Requirement (Competitive Programs Only)

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: 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.

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 Tire-Derived Aggregate Grant: Fiscal Year 2026-27 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 Tire-Derived Aggregate 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 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.
 - 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. 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 CalRecycle sends payments.
6. **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.
7. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
8. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
9. 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 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.)

Budget Tab

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

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

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."

Document files 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 Commitment, Letter of Designation, JPA Agreements.

You must submit your application by 11:59 p.m. on July 16, 2026 for TDA28, October 15, 2026 for TDA29, or January 13, 2027 for TDA30. 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) 341-6104, 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. General Checklist of Business Permits, Licenses and Filings (CalRecycle 669) (required if applicable)
3. Joint Powers Authority Agreement (required if applicable)
4. Letter of Designation (optional)
5. Plans and Specifications (required)
6. Project Summary and Calculation (required)
7. Resolution/Letter of Commitment (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) 341-6104.

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.

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.”
3. Starting on the Main tab, enter applicant’s business name. 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. 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 Phanessa Fong at Phanessa.Fong@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

A: Length (feet)	x	B: Width (feet)	x	C: Height (feet)	=	D: Volume¹ cubic feet
250.00	x	25.00	x	10.00	=	62,500.00

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

Table 2: Volume Conversion² to cubic yards: D/27 = E

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

²Conversion Factor: 1 cubic yard = 27 cubic feet.

Table 3: Tonnage: E x 0.6075 = F

E: Volume (cubic yards)	x	Unit Weight³ (ton per cubic yards)	=	F: Weight⁴ (tons)
2,314.81	x	0.6075	=	1,406.25

³Typical in place density of 45 pounds per cubic feet (0.6075 ton per cubic yard).

⁴A 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

F: Weight (tons)	x	G: Delivered Cost (cost per ton)	=	H: Material Cost⁵
1,406.25	x	\$70.00	=	\$98,437.50

⁵Delivered to stockpile or project site by supplier. Supplier cost reimbursement only.

Table 5: Installation Cost: F x I = J

F: Weight (tons)	x	I: Installation Reimbursement⁶ (cost per ton)	=	J: Installation Cost
1,406.25	x	\$50.00	=	\$70,312.50

⁶See 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

H: Material Cost	+	J: Installation Cost	x	K: Maximum Percentage⁷	=	L: Engineering Cost
\$98,437.50	+	\$70,312.50	x	60%	=	\$101,250.00

⁷Engineering/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 in 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

H: Materials	+	J: Installation	+	L: Engineering	+	M: Geosynthetic Material⁸	=	N: Total
\$98,437.50	+	\$70,312.50	+	\$101,250.00	+	\$3,000.00	=	\$273,000.00

⁸If 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).

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.

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 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, , and Letter of Designation templates, refer to the [Resolution and Letter Examples](#) (<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.

If **not subject to a governing body or 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 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 Code.
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.
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, 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 or Letter of Commitment. 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. 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 2027–28 allocations for unfunded FY 2026–27 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 September 2026 for TDA Cycle 28, December 2026 for TDA Cycle 29, and March 2027 for TDA Cycle 30. 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.
- **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**
 - See CalRecycle's [Application and Grant Management Tools webpage](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>) to download the Grant 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.

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.