



November 2021

Department of Resources Recycling and Recovery

# **Local Government Waste Tire Enforcement Grant Program**

## **Application Guidelines and Instructions**

**Cycle 29 Fiscal Year 2021–22**

**Revised 12/31/2021**

# Table of Contents

- Grant Cycle Overview ..... 3**
  - Timeline ..... 3
  - Eligible Applicants ..... 4
    - New Applicants ..... 4
    - Reapplying Grantees ..... 4
    - Managing Entity ..... 5
  - Joint Application Requirements ..... 5
  - Available Funds ..... 6
  - Determining Maximum Awards ..... 6
  - Grant Term ..... 7
  - Eligible and Ineligible Costs ..... 7
  - Public Records Requests ..... 7
  - Confidentiality ..... 7
- Application Instructions ..... 9**
  - Application Access ..... 9
  - GMS Tabs - Application Contents and Instructions ..... 9
    - Summary Tab ..... 9
    - Applicant/Participant Tab ..... 10
    - Detail Tab ..... 10
    - Contacts Tab ..... 11
    - Budget Tab ..... 11
    - Documents Tab ..... 11
  - Application Submittal and Deadline ..... 11
- Application Documents ..... 13**
  - Electronic and Original Signatures ..... 13
  - CalRecycle Documents ..... 13
    - Application Certification ..... 13
    - Budget ..... 13
    - TEA Staff Roster ..... 14
  - Applicant’s Documents ..... 14
    - Resolution ..... 14
    - Letter of Designation ..... 15
    - Letter of Permission ..... 16
    - Indirect Cost Allocation Plan (New Requirement) ..... 16
- Grant Review and Award Process ..... 17**
  - Grant Application Review Process ..... 17
  - Grant Award Process ..... 17
  - Grant Award Conditions ..... 17
- Grant Program Administration ..... 19**
  - Grant Agreement ..... 19
  - Reporting Process ..... 19
  - Payment Request Process ..... 19

# Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Government Waste Tire Enforcement Grant Program pursuant to Section 42889(b)(4) of the Public Resources Code. The purpose of the grant is to provide sufficient, stable, and non-competitive funding to California jurisdictions for the enforcement of waste tire permitting, hauling and storage laws.

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's [Grants Management System \(GMS\)](https://www.calrecycle.ca.gov/Funding/GMS) ([https://www.calrecycle.ca.gov/Funding/GMS/](https://www.calrecycle.ca.gov/Funding/GMS)). The applicant will need to sign in to GMS to complete and submit an application.

**Note:** The following terms used in this document are defined below, unless the context clearly indicates otherwise:

- “Applicant” refers to either the legal name of the entity that is legally responsible for grant administration, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- “You” refers to a person who is completing the application on behalf of the Applicant.

## Timeline

### **January 13, 2022: 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.

### **February 17, 2022: Secondary Due Date**

- Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application.

### **April 2022 (tentative): Grants Awarded**

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

### **June 30, 2022 – September 30, 2023: Grant Term**

**For milestones that take place during the grant term, refer to the Procedures and Requirements document.**

## Eligible Applicants

Eligible applicants: city, county, or city and county that work closely with a managing entity to implement and oversee the program. (See Managing Entity section for the definition.)

### New Applicants

New applicants are those cities or counties that did not receive a TEA grant award for Fiscal Year (FY) 2020–21 (TEA28 cycle). New applicants must meet the following requirements at the time of application:

- Counties must have 50 or more active<sup>1</sup> businesses in their jurisdictions with Tire Program Identification (TPID) numbers.
- Cities must have 100 or more active<sup>1</sup> businesses in their jurisdictions with TPID numbers.

New applicants that are under the jurisdiction of an existing TEA grantee that are also applying for a TEA grant may apply for this grant only if the new applicant:

- Meets the eligibility requirements of this program.
- Notifies the existing grantee and CalRecycle in advance of its intent to apply.
- Meets with the existing grantee and CalRecycle.
- Demonstrates that complementary services are needed in its jurisdiction(s).

### Reapplying Grantees

Reapplying grantees are applicants that received a grant award in FY 2020–21 (TEA28 cycle). Reapplying grantees must meet the following TPID number requirements:

- Counties must have 50 or more active<sup>1</sup> businesses in their jurisdictions with TPID numbers.
- Cities must have 100 or more active<sup>1</sup> businesses in their jurisdictions with TPID numbers.

The city, county, or city and county is eligible to apply for a TEA grant if it satisfactorily performed in accordance with its TEA27 Grant Agreement, including, but not limited to, the Terms and Conditions, Procedures and Requirements, Inspection Priority Work Plan, and Budget. CalRecycle will use joint field inspections and other performance measures to determine if a reapplying grantee has satisfactorily performed in the TEA27 grant cycle.

Listed below are examples of performance measures and standards that may be reviewed to determine if a reapplying grantee performed satisfactorily in prior grant cycles.

- Expended at least 80 percent of awarded funds on eligible and approved items and activities.
- Completed at least 80 percent of inspections estimated in the application in accordance with the **Inspection Priorities** as described in the Procedures and

<sup>1</sup> "Active" means the *Business Status* is "Active" in CalRecycle's Waste Tire Management System (WTMS).

Requirements.

- Submitted complete Progress Reports, Payment Requests, and other required grant documents by the due dates.
- Attended all mandatory training.
- Complied with all requirements of the Grant Agreement.

CalRecycle staff will work closely with reapplying grantees that did not perform satisfactorily and CalRecycle recognizes that COVID restrictions have limited grantee activities in some jurisdictions. If a reapplying grantee did not perform satisfactorily, staff may recommend that no award be granted for FY 2021–22 (TEA29).

### **Managing Entity**

All applicants must designate a managing entity to implement and oversee the Program. The managing entity must be one of the following:

- A Local Enforcement Agency.
- An Environmental Health Agency, department, office, etc.
- A Code Enforcement Agency, department, office, etc.
- An agency, department, or office, which has inspection and code enforcement authority, experience, and capability.

### **Joint Application Requirements**

Eligible entities may join together in a joint grant application in which two or more eligible jurisdictions join together to implement the grant. A Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead 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. Lead must reimburse participating jurisdiction(s) then submit payment request to CalRecycle for reimbursement.

The following examples describe requirements for the different types of Joint Applications under the TEA Grant Program:

- **County/County**

Two or more counties agree to collaborate. The counties agree that one county will submit a Joint Application for a TEA grant as the Lead with the other county/counties listed as a Participating Jurisdiction(s) on the application. The Lead will perform waste tire enforcement activities in the Participating Jurisdiction(s). All members of a Joint Application must submit a resolution from their governing body that stipulates agreement to join the application and which identifies the Lead Applicant.

- **Cities within the Same County**

Two or more cities within the same county agree to apply jointly. The cities agree that one city will submit a Joint Application for a TEA grant as the Lead with the other city/cities listed as Participating Jurisdiction(s) the application. The Lead will perform waste tire enforcement activities in the Participating Jurisdiction(s). Both the Lead and the Participating Jurisdiction(s) are required to

submit resolutions stipulating agreement to join the Joint Application and identifying the Lead Applicant.

- **Cities Applying Jointly with a Different County or with a City in a Different County**

A county may also apply jointly with a city from an adjacent county. If a city is not receiving waste tire enforcement services from the county in which it is located, the city may apply jointly with another county or a city outside of its county. Both the Lead and the Participating Jurisdiction(s) are required to submit resolutions. In addition, the Lead must obtain a Letter of Permission from the County Administrator's Office of the county in which waste tire enforcement actions will be taken.

See Application Documents sections, Resolution for Joint Applicants and Letter of Permission, for further information on different Joint Application requirements.

**Notes:**

1. An incorporated city that is not an active TEA grantee does not need to apply jointly with its own county when the county is a TEA grantee and conducts inspections on the city's behalf.
2. A jurisdiction may not submit an individual application if that jurisdiction is also a participant in a Joint application.

## **Available Funds**

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

## **Determining Maximum Awards**

Qualifying populations for maximum award amounts are determined using population data published in the California Department of Finance report, E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change (<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/>). This report is generally published in May of each year.

The following is a description of how an applicant's qualifying population is determined:

For a **county applicant**, the qualifying population includes all the following:

- The population of the unincorporated area of the applicant county and the population of all incorporated cities within the boundaries of the county that are not included on any other TEA application.

- The population of the unincorporated and incorporated areas of any Participating Joint Applicant Jurisdiction(s).

For a **city applicant**, the qualifying population includes all the following:

- The population of the incorporated area of the applicant city.
- The population of the unincorporated and incorporated areas of any Participating Joint Applicant Jurisdiction(s).

For a **city and county applicant**, the qualifying population includes all the following:

- The population of the unincorporated and incorporated areas of the applicant city and county.
- The population of the unincorporated and incorporated areas of any Participating Joint Applicant Jurisdiction(s).

## **Grant Term**

The Grant Term begins on June 30, 2022. The Grant Term ends on September 30, 2023.

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.

## **Public Records Requests**

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

Upon request, the entire contents of the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>).

## **Confidentiality**

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

### **Confidential or Proprietary Information**

Title 14 of the California Code of Regulations (14 CCR), [sections 17041-17046](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), states that confidential or proprietary information shall include, but is not limited to:

- Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications or other documents submitted to CalRecycle which if released would result in harmful effects on the person's competitive position
- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, "confidential or proprietary information" will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041-17046. However, the law does not treat documents marked as "confidential or proprietary information" (such as sales brochures, promotional literature and other general non-financial documents) as confidential if they do not fall within the categories of protected financial documents listed above.

**What if there is a question about what is confidential?**

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as "confidential." If there was any question as to whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in section 14 CCR 17046.

**What program procedures will keep information confidential?**

Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. 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 Enforcement Grant Program TEA29: Fiscal Year 2021-22 and select **Start Application**.
  - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
  - GMS will automatically add you as the Primary Contact for the new grant application however, you may update this later.
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 Local Government Waste Tire Enforcement 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.

### Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to submit all required documents, based on the individual grant application/project, by the appropriate due date.

## **Applicant/Participant Tab**

The applicant name is the legal name of the entity that is legally responsible for grant administration, if awarded.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
  - Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.

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

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution. 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 Applications add the name of each eligible participating jurisdiction 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 (see "Available Funds" section above). 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, concise summary of how grant funds will be expended and how these funds will augment your local/regional enforcement efforts.
6. Select the appropriate option for the Resolution Requirement and optional Letter of Designation.
7. 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 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, and optional Letter of Designation.
- **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

Complete the budget document provided in GMS. Transfer the total of each budget category from the document into the Budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. The total must equal the Grant Funds Requested amount shown on the Detail tab.

## 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."

## Application Submittal and Deadline

The **Submit Application** button located in the Summary tab will be enabled after all required documents have been uploaded.

Click the **Submit Application** button and the application status will change to **Submitted**. You can only submit the application once, however, you may upload the following documents until the secondary due date: Resolution, Letter of Designation, and Letters of Permission.

You must submit your application no later than 11:59 p.m. on **January 13, 2022**. Customer service will be available until 4:00 p.m. on the application due date and may

be accessed either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling (916) 341-6809.

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

# Application Documents

## Electronic and Original Signatures

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

**Note:** 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 documents 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, you must scan the wet signature, or upload the digitally signed document and save it to GMS. Retain the original document for potential CalRecycle audits (see Audit Consideration section of the Procedures and Requirements document for more information).

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

## CalRecycle Documents

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. If you are having trouble with a document, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or call Natalie Gandolfo at (916) 341-6809.

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents.

Below is a list of the documents:

### Application Certification

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

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification from the Summary tab. Once the Application Certification is signed, upload it to the Documents tab.

### Budget

Applicants are required to submit a Budget. Complete the Budget document available for download in the Summary Tab of the Grants Management System (GMS). The completed budget document must be uploaded in GMS to the Documents tab (do not convert the Excel budget document into another format). The budget amounts entered into the budget document must match the values entered in GMS on the Budget tab. The total requested in the budget document must equal the amount of Grant Funds Requested in GMS on the Detail tab.

A description is to be provided for each budget line item included. Applicants are to follow the instructions for this requirement provided on the budget document. Line item descriptions must be detailed, specific and enable reviewers to understand the appropriateness of the amounts budgeted and the intended purpose of the budgeted funds.

### **TEA Staff Roster**

Applicants are required to complete the TEA Staff Roster form available for download from the Summary Tab in GMS. The completed form must be uploaded in GMS to the Documents tab.

## **Applicant's Documents**

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/templates of some of these documents, please refer to the Summary tab. Retain the original hard copy documents for potential CalRecycle audits (see Audit Consideration section of the Procedures and Requirements for more information).

### **Resolution**

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the Resolution is a required application document that must be uploaded no later than the secondary due date, February 17, 2022, or CalRecycle will deem the application incomplete and disqualify the applicant.

Resolution requirements vary for individual applications and joint applications as described in the following sections. For Resolution 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, or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a Draft Resolution, or for immediate review email it to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

### **Individual Application Resolution Requirements:**

- The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
- The Resolution must identify the time period, up to five years, during which the authorizations are valid.
  - Five years is encouraged; however, periods of less than five years are acceptable.
  - If a Resolution does not specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
- The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

- (Optional but encouraged) The Resolution should authorize the Signature Authority to delegate their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

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

#### **Joint Application Resolution Requirements:**

- The Lead Participant (Lead) must submit an approved Resolution that authorizes it to act as a lead on behalf of itself and the participating entities.
- If the Resolution is valid for more than one year, it is highly recommended that:
  - the list of participants be provided as an attachment rather than embedded in the Resolution, and
  - the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove participants with each new application without the necessity of obtaining a new Resolution).
- Participants subject to a governing body must provide a Resolution to the Lead Applicant authorizing the Lead to act on its behalf for this cycle. Resolutions may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months. Copies of the Resolution must be uploaded with the application by the secondary due date.

#### **Letter of Designation**

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person.

The approved Resolution must indicate the Signature Authority's ability to delegate or designate their authority. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

- Be on the applicant's letterhead.
- Be signed by the Signature Authority.
- Include the job title of the designee and the scope of the designee's authority.
- Include the time period during which the designee may exercise the authority.
  - The designee's authority may not extend beyond the effective date of the approved Resolution. For example, if the Resolution is effective until December 31, 2022, then the Letter of Designation may not be effective beyond December 31, 2022. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

For LOD templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page.

## **Letter of Permission**

A Letter of Permission is required when a jurisdiction applies jointly with a different county or with a city in a different county.

The Joint Application Lead must obtain a letter, on letterhead, from the County Administrator's Office for the county in which the waste tire enforcement action will be taken stating that the county agrees that:

- The Lead may perform waste tire enforcement activities in the Participating Jurisdiction(s); and
- That the county will not perform any such activities in the Participating Jurisdiction(s).
- The Lead must upload the Letter of Permission no later than the secondary due date, February 17, 2022 or CalRecycle will remove the Participating Jurisdictions from the application.

For Letter of Permission templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page.

## **Indirect Cost Allocation Plan (New Requirement)**

Upload a GAAP-compliant Cost Allocation Plan to the Documents Tab in GMS that details how your organization will allocate Indirect Cost charged to this grant. A Cost Allocation Plan must be obtained from your jurisdiction's accounting department. If indirect costs are not included in the budget, this requirement does not apply to your application. Indirect costs will be disallowed unless an approvable Cost Allocation Plan is submitted.



# 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.

If total grant requests received exceed \$6,050,000.00, grant awards will be adjusted so the total awarded does not exceed the total funding available.

CalRecycle staff will verify the applicant's qualifying population to set a potential base grant award as follows:

- \$70,000 for applicants with qualifying populations less than or equal to 99,999.
- \$90,000 for applicants with qualifying populations 100,000 through 499,999.
- \$130,000 for applicants with qualifying populations 500,000 through 1,000,000.
- \$210,000 for applicants with qualifying populations of 1,000,001 or more.

CalRecycle staff may also consider the following information to determine the recommended award amount for each applicant:

- The number of active permitted sites and other businesses with TPID numbers.
- Known threats to public health and safety or the environment.
- The number of waste tire complaints and referrals received in previous grant cycles.
- The number of illegal waste tire dumpsites identified in previous grant cycles.
- Grant funds expended in previous grant cycles.
- The number of inspections completed in previous grant cycles.
- Enforcement and field patrolling activities in previous grant cycles.
- The results of the Grantee's Performance Evaluation.

## 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 reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

## Grant Award Conditions

When awarded, this grant will be subject to two conditions:

1. The recommended grantee must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.
2. The recommended grantee's Signature Authority (or their delegated signature authority) must sign and return the Grant Agreement to CalRecycle. CalRecycle must receive the signed Grant Agreement within 60 days of the date of the award email.

**Failure to comply with either condition will void the grant award.**

# Grant Program Administration

## Grant Agreement

The Grant Agreement binds the Grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. CalRecycle now sends the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, CalRecycle will email grantees the information below.

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
- **Exhibit A: Terms and Conditions**
  - Contain CalRecycle standard legal requirements for grants
- **Exhibit B: Procedures and Requirements**
  - Contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements
- **Exhibit C: Grantee's approved application with revisions, if any, and any amendments**
- **e-Signature Instructions for Awardees**
  - Contains instruction on how to sign the Grant Agreement Cover Sheet using Adobe Sign

## Reporting Process

CalRecycle requires grantees to report on the progress of their grant using the template provided on the Summary Tab for download in GMS. A Progress Report is due on February 25, 2023 and a Final Report is due on September 30, 2023. 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.