July 2025
Department of Resources Recycling and Recovery

Rubberized Pavement Grant Program Application Guidelines and Instructions

Cycle 18 (TRP18) Fiscal Year 2025–26

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Rubberized Pavement Grant Program pursuant to Section 42872, 42872.1 and 42873 of the Public Resources Code. The purpose of the grant is to promote markets for Rubberized Asphalt Concrete (RAC) products with crumb rubber derived from only California-generated waste tires. The program is designed to encourage first-time or limited users of rubberized pavement in two project types: RAC Hot-Mix and Rubberized Chip Seal.

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's Grants Management System (GMS) (https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants). The applicant will need to sign in to GMS to complete and submit an application.

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

- "Applicant" refers to either the legal name of the entity that is legally responsible for grant administration and any entity that will receive and control grant funded equipment, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- "You" refers to a person who is completing the application on behalf of the Applicant.
- "Grantee" refers to an applicant after approval of grant award.

Timeline

August 21, 2025: 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.

August 28, 2025 (tentative): Questions and Answers Posted

- CalRecycle will post all answers to questions on the CalRecycle website that were submitted during Question and Answer Period.

September 11, 2025: 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.

October 21, 2025: Secondary Due Date

- Approved Resolution or Letter of Commitment and any other Applicant's Required Authorization Documents must be uploaded in GMS by this date if it was not submitted with the application.
- Applicant must have an Environmentally Preferable Purchasing and Practices Policy by this date.

December 2025 (tentative): Grants Awarded

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

Notice to Proceed–April 1, 2028**: Grant Term**

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

Eligible Applicants

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770–1782. If any applicants or participating entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity must certify on the Detail tab of the application that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating entity is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

- Local Governments (cities, counties, and cities and counties) as defined in Public Resources Code section 30109.
- Other local governmental agencies (including regional park districts, special districts, and Joint Powers Authorities (JPA) [where all JPA members are also otherwise eligible applicants]).
- Qualifying Tribal Entities.
    - A Qualifying Tribal Entity is defined as a tribe, band, nation or other organized group or community, residing within the borders of California, which:
        1. is recognized for special programs and services provided by the United States because of the status of its members as Native Americans; or
        2. can establish that it is a government entity, and which meets the criteria of the grant program.
- State agencies (including offices, departments, bureaus, and boards). State agencies are only eligible for projects for Class 1 bikeways, greenways, and disability access at parks – see Eligible Projects for specific limitations.

Individual Application

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

For Individual Applications only (not Regional Applications): If you have received eight previous grants under the Targeted RAC Incentive Grant Program, RAC Use Grant Program, and/or Pavement Grant Program for hot-mix projects, you are no longer eligible to receive grants for hot-mix projects, but may be eligible for grants to fund chip

seal projects. If you have received eight previous grants under the Chip Seal Grant Program and/or Pavement grants for chip seal projects, you are no longer eligible to receive grants for chip seal projects, but you may still be eligible for grants to fund hot-mix projects. If you have reached the limit of eight for each type of grant projects, you are no longer eligible to receive Pavement grants from CalRecycle.

Regional Application (Local Governments Only)

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together for the purpose of grant implementation. 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.

CalRecycle understands that it may be beneficial for two (or more) entities or jurisdictions to combine road pavement projects in order to achieve economies of scale and a lower overall cost to taxpayers. Accordingly, an eligible applicant may apply as a Lead for a hot-mix and/or chip seal project(s) to perform work in its own jurisdiction as well as one or more additional eligible jurisdiction(s) if:

- The work is performed subject to a written agreement (a contract or Memorandum of Understanding – MOU) between the Lead and participating jurisdiction(s) (an executed copy of the agreement and authorizing Resolutions [if applicable] must be provided to CalRecycle by the secondary due date).
- All participating jurisdiction(s), including the Lead, must have in place (or adopt, as appropriate) an Environmentally Preferable Purchasing and Practices Policy.
- The Lead Participant is responsible for compliance with all terms and conditions of the grant, including but not limited to construction/paving activities within the participating jurisdiction(s).
- The projected reimbursement cannot exceed 80% of the total grant award for material used in a single jurisdiction, whether that jurisdiction is the Lead or a Non-Lead Participant. If at the end of the grant, more than 80% of the reimbursed material (by value) was used in a single jurisdiction, CalRecycle may treat the grant as if it were an individual grant and adjust the reimbursement rate and maximum amount as if that jurisdiction had applied individually.
- Grant reimbursement will be made [based on reimbursement per ton for hot-mix project(s) or per square yard for chip seal project(s)] to the Lead Participant.

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 signature of all members.

Eligible Projects

An application may include rubberized pavement (hot-mix and chip seal) projects for roadways, Class 1 bikeways [as defined in Streets and Highways Code section 890.4(a)], greenways, and disability access at parks. A greenway is a travel corridor for pedestrians, bicycles, non-motorized vehicle transportation, recreation, or a combination thereof, located along natural landscape features, such as an urban watercourse.

State agencies are eligible **only** for projects for Class 1 bikeways, greenways, and disability access at parks.

All projects are subject to the following requirements:

- The grantee will construct one or more Rubberized Asphalt Concrete (RAC) Hot-Mix or Rubberized Chip Seal project(s) at the location(s) specified in the approved grant application, unless otherwise approved by the Grant Manager.
- Only California-generated waste tires that are processed in California shall be used in the crumb rubber portion of the project(s). Recycled end-of-life crumb rubber that meets all specifications and standards can be used, as appropriate with prior written permission from the Grant Manager.
- The project(s) must be located in California.
- Projects must be owned and maintained by the applicant and accessible to the general public.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).
- Construction of the RAC portion of any project must commence on or after the date indicated in the Notice to Proceed and be completed by April 1, 2028.
- The binder material must contain a minimum of 300 pounds (equivalent to 15 percent by weight) of the tire-derived crumb rubber per ton of rubberized binder. The binder may be either asphalt rubber/field blend or terminal blend.

Additionally, the following are project requirements specific to the project type indicated:

- **Hot-Mix Project:** Project(s) must use a minimum of **2,000 tons** of RAC hot-mix (**1,000 tons** for Tribal Entities).
- **Chip Seal Project:** Project(s) must use a minimum area of **40,000 square yards** of chip seal material (**20,000 square yards** for Tribal Entities).

Because of the amount of paving material used, local government and Qualifying Tribal applicants may combine projects for Class 1 bikeways, greenways, and disability access at parks with eligible roadway projects in order to satisfy Program minimums.

If a majority of the request is for a greenway project(s) **and** the applicant entity has a median household income 80 percent or less of the statewide median household income, please indicate such in the Project Summary/Statement of Use field, located in the Detail tab of your application.

Available Funds

- $6,571,315 is available for this grant cycle, fiscal year 2025–26, subject to funding availability.
- $375,000 is the maximum available for individual grant awards.
- $525,000 is the maximum available for regional grant awards.
- $750,000 is the maximum available for tribal entity grant awards.

The funding of project(s) is based on the amount of RAC material proposed, the applicant's county, and number of previous CalRecycle RAC/Pavement grants received. The maximum grant award for hot-mix and/or chip seal project(s) is $375,000.

The maximum grant award, if applying as a regional applicant, shall not be greater than $525,000. If a regional applicant includes projects in both a Tier 1 and Tier 2 county, the county with projects representing the greatest dollar amount shall determine the grant tier category. If the amount is equal, the application shall be considered Tier 1. The Lead or a Non-Lead Participant is limited to no more than $375,000 of the grant award.

RAC Hot-Mix (Hot-Mix) Project(s): Grant awards are calculated at a base rate of $15 or $30 ($30 or $60 for Tribal Entities) per ton of RAC hot-mix, depending on the applicant's county, and are adjusted depending on the number of previous Rubberized Pavement grants. See Available Funds section for specific categories and reimbursement rates.

Rubberized Chip Seal (Chip Seal) Project(s): Grant awards are $0.50 or $1.00 ($1.00 or $2.00 for Tribal Entities) per square yard of rubberized chip seal material proposed, depending on the applicant's county.

Table 1. Rubberized Pavement Grant Program Categories and Reimbursement Rates

Grant Category[1]	**Number of Previous RAC/Chip Seal Grants**[2]	**Tier 1** (Applicants in the following counties: Los Angeles, Orange, Riverside, San Bernardino, and Ventura)	**Tier 2** (Applicants in all counties not in Tier 1)
RAC – 1[3]	0 – 1	**$15** per ton **$30** per ton (Tribal Entities)	**$30** per ton **$60** per ton (Tribal Entities)
RAC – 2	2 – 4 5 – 7	**$11** per ton **$22** per ton (Tribal Entities)	**$21** per ton **$42** per ton (Tribal Entities)
Chip Seal[3]	0 – 7	**$0.50** per square yard **$1** per square yard (Tribal Entities)	**$1** per square yard **$2** per square yard (Tribal Entities)

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2028.

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.

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[1] To categorize the request, if an applicant requests funding for both hot-mix and chip seal projects, the material type used which represents the greatest dollar amount shall determine the grant category. If amounts are equal, the application will be considered in the appropriate RAC category.

[2] RAC Grants include grant numbers beginning with RAC, TRI, and/or TRP. Chip Seal Grants include grant numbers beginning with TCS and/or TRP. To determine the number of previous grants, please visit our web site under the Grant and Payment Reports (https://www2.calrecycle.ca.gov/Funding/Grants/ByCounty) and select your county and "Tire Recycling Grants" in the Grant Category menu. Please note that the list includes withdrawn grants and are included in the total number. If you have questions as to whether a previous grant was withdrawn and/or if you are unsure of your jurisdiction's number of previous grants, email tiregrants@calrecycle.ca.gov.

[3] Applies to Regional Applications. Participation in a regional application will not count as a grant when considering future grant awards.

Vehicle and Equipment Fleet Requirement: Tire Maintenance

The highest level on the waste management hierarchy is source reduction. One of the simplest ways to protect tire life is to ensure proper management practices that prevent excessive wear and premature failure. As an eligibility requirement, applicants (and participating entities if a regional application) are required to develop and implement vehicle/equipment fleet tire best management practices for their organizations. The list below includes examples of common vehicle and equipment best management practices that are used to maximize fleet tire life:

1. Planning for preventative maintenance
   - Checking and maintaining tire pressure with routine tire inspections
   - Regularly assessing vehicle and equipment condition
   - Analyzing fuel efficiency
   - Preparing for overhead and vehicle maintenance costs
2. Keeping information and safety systems updated and modernized
3. Making tire maintenance training programs mandatory for all fleet personnel

Applicants must certify on the **Detail Tab** of their application that their organization acknowledges and implements these types or other applicable fleet management practices that maximize fleet tire life. Otherwise, the application will be disqualified.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, CalRecycle requires all applicants to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations.

Applicants must have an EPPP Policy in place prior to submitting their application and certify to this fact on the Detail tab in the application. If applicants do not have an EPPP Policy in place prior to submitting their application, they must certify to the fact that a Policy will be adopted by the secondary due date on the Detail tab in the application.

Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies are:

- Buildings and Grounds
  - All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy and Environmental Design Green Building Rating System (https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version).
- Continual Improvement
  - Training is provided to new and existing employees.
  - Organization regularly evaluates and/or improves implementation of EPPP policy.

Additional EPPP Policy resources may be found on the CalRecycle Environmentally Preferable Purchasing (EPP) webpage (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.

Inducement for Furthering Specific CalRecycle and Environmental Goals

(Optional) Many eligible applicants have strong environmental programs and should be rewarded for their leadership for either committing to the evaluation of materials/products or adopting policies that further specific CalRecycle and environmental goals. Other eligible applicants may be considering improving their environmental efforts and would appreciate an additional inducement.

In an effort to both reward environmental leadership and encourage others to improve their environmental programs, CalRecycle will provide a ranking inducement under the following conditions.

An applicant adopts one of the following policies or procedures by submitting a Board Resolution, Administrative Process/Procedure, or equivalent document.

1. RAC is the default material for the surface course on appropriate roadways. The applicant may consider including the following components in the document:
    - Bidding and placement, especially for relatively small pavement projects, should be combined with other projects whenever possible to try to achieve reduced costs.
    - Capital and maintenance projects should be scheduled whenever weather and temperatures are appropriate for RAC placement.
    - Warm Mix Asphalt (WMA) technologies should be used, when appropriate, to extend the construction temperature window.
    - WMA technologies should be used, whenever possible, to reduce Greenhouse Gases (GHG).
    - Crumb Rubber Modifier (CRM) used must be derived from only California-generated waste tires, processed in California by a registered waste tire processor.
    - Binder material must contain a minimum of 15 percent (by weight) CRM.
    - Describe the rationale, process and authority for approving an exception to the adopted policy/procedure.
    - Provide transparent tracking of all pavement projects, the evaluation of paving material applied and documentation of exceptions to the adopted policy/procedure.

2. TDA is the default material for appropriate aggregate projects in the following categories:
    - Mechanically Stabilized TDA (retaining walls)
    - Low Impact Development (storm water mitigation measures including storm water infiltration galleries)
    - Lightweight fill (slope stabilization, embankment fill, landslide repair, and retaining walls)
    - Vibration Mitigation (under rail lines)

- Landfill application projects (aggregate replacement projects such as leachate and gas collection systems, drainage layers, leachate injection).

The applicant may consider including the following components in the document:

- Bidding and placement, especially for relatively small pavement projects, should be combined with other projects whenever possible to try to achieve reduced costs.
- Only California-generated waste tires, processed in California, will be used in the TDA portion of the project(s).
- Describe the rationale, process and authority for approving an exception to the adopted policy/procedure.
- Provide transparent tracking of the (above) five categories of aggregate projects, the evaluation of conventional or alternative material applied and documentation of exceptions to the adopted policy/procedure.

3. Retread tires will be used for all appropriate fleet vehicles and equipment. The applicant may consider including the following components in the document:
    - Maintain a written and understood vehicle/equipment fleet management practices (described in the Vehicle and Equipment Fleet Requirement section above).
    - Specify which vehicles/equipment are able to use retread tires and in what position.
    - Identify when a tire should be pulled from service based on tire position, tread depth, usage, etc.
    - Quantify how many times a quality casing should be retread based on usage, age and condition.
    - Develop standards for the tire type, quality and position of new retread tires.
    - Provide training for all involved staff from drivers to managers.
    - Describe the rationale, process and authority for approving an exception to the adopted policy/procedure.
    - Provide transparent tracking of compliance regarding tire and retread tire use and documentation of exceptions to the adopted policy/procedure.

Applicants that wish to receive a ranking inducement must indicate compliance with the condition and may certify to this fact in the **Detail Tab** of the application. A copy of the policy/procedure must be uploaded in GMS (https://secure.calrecycle.ca.gov/Grants) by **October 21, 2025**.

The ranking inducement for an applicant that adopts an appropriate policy or procedure will be ongoing unless the policy or procedure is not being implemented. Implementation of the policy or procedure, and future inducement consideration, is subject to verification and approval by CalRecycle at the time of application. **Do not upload your existing EPPP policy or your Purchasing Policy in lieu of this inducement requirement. It will not be accepted**.

For detailed information about the ranking process, refer to the Grant Application Review Process Section.

Note: A ranking inducement does not guarantee funding nor increase the reimbursement rate or amount. It does increase an applicant's chances of being awarded in an oversubscribed situation.

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to tiregrants@calrecycle.ca.gov. CalRecycle must receive the questions by **August 21, 2025** 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 together similar or related questions and respond to them as one question and reword questions for clarity or to remove identifying information. CalRecycle may update the Questions and Answers web page intermittently during the Questions and Answers period and post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates, and 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 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/).

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/), states that confidential or proprietary information shall include, but is not limited to:

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

- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code.

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

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

What procedures does CalRecycle have in place to ensure that confidential information is kept confidential?
Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide key financial information for three years to develop benchmarks to evaluate the program. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Instructions

Application Access

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore, you must have a CalRecycle WebPass to log in to the system. Those who have not previously obtained a CalRecycle WebPass can create an account at the CalRecycle WebPass page (https://secure.calrecycle.ca.gov/WebPass/).

To start an application:

1. Log in to GMS (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 Rubberized Pavement Grant TRP18: FY 2025–26 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 Rubberized Pavement Grant Program.

Examples of disqualifications may include:

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

Summary Tab

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

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

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

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

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

For 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. To determine the amount, complete the appropriate Project Summary & Calculation document, found on the Summary tab, in the Application Documents section. Your reimbursement rate is dependent on your tier and grant category. See Table 1. For detailed step-by-step instructions, see section titled CalRecycle Documents. For calculation samples, see Tables 2 and 3. Do not exceed the maximum grant award amount of $375,000 for an individual application, $525,000 for a regional application, and $750,000 for a tribal application. 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. This is the address CalRecycle sends payments.

5. **Project Summary/Statement of Use**: Provide a brief narrative description of the proposed project(s). You **must** enter all the following:
    - Proposed Construction Dates (mm/yyyy to mm/yyyy),
    - The total tons of RAC hot-mix, and/or
    - The total square yards of rubberized chip seal that will be used.
    - If applying as a Regional Application, enter the tons/square yards for the Lead and each of the participating entities.
    - If the applicant entity has a median household income 80 percent or less of the statewide median household income, please indicate it here.
6. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
8. Select the appropriate answer for Program Questions.

Contacts Tab
CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact may be granted access by checking the box on the top of the contact's detail screen. The contact will be able to log in to GMS using their own CalRecycle WebPass and access the application.

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

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

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 located in the Summary tab will be enabled after all required documents have been uploaded.

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

You must submit your application no later than 11:59 p.m. on **September 11, 2025**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6809 however, there is no guarantee CalRecycle will be able to provide support if there is an influx of inquiries.

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

Application Documents

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

1. Application Certification
2. Joint Powers Authority Agreement (if applicable)
3. Letter of Designation (optional)
4. Memorandum of Understanding (if applicable)
5. Project Summary & Calculation
6. Resolution/Letter of Commitment

CalRecycle Documents

CalRecycle documents are accessible through the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (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.

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

Application Certification

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

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

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

Project Summary & Calculation

This is a required document, detailing project summaries and determining the grant funds requested based on grant category and proposed amount of hot-mix and/or chip seal 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. This document must be submitted as an Excel

file. Do not save as a PDF file. It will not be accepted. The document must be uploaded by **September 11, 2025**.

Instructions for Completing the Project Summary & Calculation Sheet
The sheet is designed to automatically calculate the requested grant amount based on required entries (e.g., for hot-mix project: grant category and amount of RAC material; for chip seal project: amount of chip seal material).

1. Select the appropriate Project Summary & Calculation sheet.
    - If you are an applicant in the following counties: Los Angeles, Orange, Ventura, San Bernardino, and Riverside, open and complete document titled "Project Summary & Calculation – Tier 1".
    - If you are an applicant in a county not mentioned above, open and complete document titled "Project Summary & Calculation – Tier 2".
    - If you are a tribal applicant, open and complete either document titled "Project Summary & Calculation Tribal – Tier 1" or "Project Summary & Calculation Tribal – Tier 2".

2. If you are applying as the sole entity (including JPA applicants), proceed to Individual/Tribal Applications below. If you are applying as the Lead in partnership with one or more eligible entity, proceed to Regional Applications below.

    For Individual/Tribal Applications
    - Fill out white areas only, as appropriate. Enter applicant's name. See Applicant/Participant tab of GMS for appropriate name format. Do not enter your personal name.
    - An applicant can only apply for one category under RAC (1-2) and/or a Chip Seal category, depending on the type of paving project(s) the applicant is proposing.
    - Determine your Grant Category. Category is based on your jurisdiction's number of previous grants. To determine this number, please visit our web site under the CalRecycle Grants Database Reports (https://www2.calrecycle.ca.gov/Funding/Grants/ByCounty) and select your county and "Tire Recycling Grants" in the Grant Category menu. Please note that the list includes withdrawn grants and are included in the total number. If you have questions as to whether a previous grant was withdrawn and/or if you are unsure of your jurisdiction's number of previous grants, email tiregrants@calrecycle.ca.gov. This number will help you complete Section 1 of the document. See Table 1 in the Available Funds section for determining Grant Category.

    For Regional Applications
    - Fill out white areas only, as appropriate. Enter the name of the Lead (see "Regional Application" for definition). See Applicant/Participant tab of GMS for appropriate name format. Do not enter your personal name.
    - Select RAC-1 (column F) and/or enter Chip Seal square yards information (column J), regardless of number of previous grant.

3. Select your project type.
    - If applying for hot-mix project(s) only, complete “RAC” sections only (column B to G).
    - If applying for chip seal project(s) only, complete “Chip Seal” sections only (column B to E, and J).
    - If applying for hot-mix and chip seal projects, complete both “RAC” and “Chip Seal” sections (column B to G, and J).

    Note: Columns C, D, and F contain pull-down menus. They are enabled once a cell from these columns is selected. If a selection from the menu is made in error, simply delete it.

4. Transfer amount calculated in the Calculation Summary section onto the “Grant Funds Requested” field in the Detail tab of GMS.
    - Grant funds requested (determined by completing this sheet) must not exceed the maximum grant award amount of $375,000 for an individual applicant (or $525,000 for a regional applicant; $750,0000 for a tribal applicant). If the requested total is over the maximums, enter the maximum ($375,000, $525,000 or $750,000) in the Grant Funds Requested field in GMS. Please round all amounts to the nearest whole dollar.
5. Save and upload the completed document to the Documents tab of GMS as an Excel file. Do not save as a PDF file. It will not be accepted. Additional instructions can also be found within the document. The document must be uploaded by **September 11, 2025**.

Samples Within the Project Summary & Calculation Sheet
For your convenience, samples of completed spreadsheets have been provided on the right two tabs of the sheet. Various options are displayed showing different ways to enter project names and group data for easy-to-follow calculations. The last tab (titled Regional Application Sample) illustrates a sample for **Regional Applications**. ABC County is the Lead Participant and City of XYZ is the Non-Lead Participant, applying for a hot-mix project. One sample tab is provided for the sheets applicable to tribal entities.

Calculation for Grant Funds Requested (Information and Example)
The examples below are for informational purposes only.

Hot-Mix Project
The example calculation below is **for a Tier 1 applicant** to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual total RAC tonnage used for all projects multiplied by the reimbursement rate of fifteen dollars per ton ($15/ton) for category “RAC – 1”; or eleven dollars per ton ($11/ton) for category “RAC – 2”, not to exceed the grant award amount.

Table 2. Hot-Mix Project, Tier 1, Calculation for Grant Funds Requested Example: (AxB) = C

Grant Category	A: Amount of RAC Hot-Mix (tons)	X	B: Reimbursement Rate (cost per ton)	=	C: Total
RAC - 1	10,000	X	$15.00	=	$150,000
RAC - 2	10,000	X	$11.00	=	$110,000

Chip Seal Project
The example calculation below is **for a Tier 2 applicant** to help determine the requested amount of grant funds; the final grant reimbursement will be determined by the actual total chip seal square footage used for all projects multiplied by the reimbursement rate of one dollar per square yard ($1.00/yd^2), not to exceed the actual grant award.

Table 3. Chip Seal Project, Tier 2, Calculation for Grant Funds Requested Example: (AxB) = C

Grant Category	A: Amount of Rubberized Chip Seal (square yards)	X	B: Reimbursement Rate (cost per square yard)	=	C: Total
Chip Seal	115,000	X	$1.00	=	$115,000
Chip Seal	250,000	X	$1.00	=	$250,000

Applicant's Documents

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

Inducement for Furthering Specific CalRecycle and Environmental Goals
(Optional) Applicants interested in receiving an inducement for adopting policies that further specific CalRecycle and environmental goals must submit a copy of the existing policy/procedure by **October 21, 2025**.

An applicant's existing EPPP Policy or Purchasing Policy will not be accepted in lieu of this inducement requirement.

Applicant's Required Authorization Documents

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

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

Note: For Resolution, Letter of Commitment, Letter of Designation, and Letter of Support templates, refer to the Resolution and Letter Examples **(https://www.calrecycle.ca.gov/Funding/SampleDocs) web page**. CalRecycle staff are available to answer questions about these documents or to review your draft authorization documents to ensure they meet the requirements of the grant program. 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 **prior** to the designee's exercise of their authority.

If **not subject to a governing body or if board approval is not required to legally bind the applicant**, applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the secondary due date or CalRecycle will deem the application as incomplete and disqualify the applicant.

The LOC must:

1. Be on Applicant's letterhead.

2. Authorize submittal of the application for the specific Grant Program and Cycle 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.

Regional Application Authorization Documents
Regional Lead Participant
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
Memorandum of Understanding (MOU)

Applicant must submit a Memorandum of Understanding or contract between the Lead and participating jurisdiction(s) (an executed copy of the agreement and authorizing Resolutions, if applicable) no later than the secondary due date or CalRecycle will remove the Non-Lead Participant(s) from the application. Refer to Regional Application section for more information.

Joint Powers Authority Agreement
Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements giving them authority to conduct the project, listing all member entities, and containing the signature of all members. CalRecycle does not require Memorandums of Understanding for JPA

applicants. A JPA applicant must still upload a Resolution as a part of their application and list all JPA members as Non-Lead Participants on the Applicant/Participant tab.

Letter of Designation
CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

1. Be on Applicant's letterhead.
2. Reference the Authorizing Resolution by number (or 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, 2025, then the Letter of Designation may not be effective beyond December 31, 2025.

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 first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program) and cannot be completed using the "Fill and Sign" function within Adobe. Any document using the "Fill and Sign" function is considered incomplete and may be sent back to the applicant.

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

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

Grant Review and Award Process

Grant Application Review Process

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for award. Applicants may request funding for multiple projects in a single application. Movement from one priority category to the next is based on the number of CalRecycle-funded grants, not necessarily the number of individual projects.

If CalRecycle receives more requests for funding than provided for with available monies (i.e., if the program is oversubscribed), staff will initially allocate (approximately) 67 percent of monies to hot-mix projects and 33 percent to chip seal projects. The actual amount allocated to hot-mix and chip seal is subject to change, depending on the amount of eligible applications received. Staff will use the following process to prioritize funding recommendations for eligible applicants:

1. Applicants with a median household income less than 80 percent of the statewide median household income and whose grant request seeks a majority of funding (greater than 50 percent) for a greenway shall be given priority funding.
2. Applicants applying as a Qualifying Tribal Entity.
3. Applicants applying as a “first-time” grantee.
4. Applicants applying in a regional application.
5. Applications categorized as RAC-1 projects will be funded before any RAC-2 projects. RAC-2 projects that have two to four previously awarded grants will receive funding before RAC-2 projects that have five to seven previously awarded grants. In the event of ties within any of the RAC or chip seal categories, the following tiebreakers shall be applied in sequential order:
    a. Applicants that did not receive funding in the previous two fiscal years.
    b. Applicants that propose to use the greatest amount of crumb rubber material in their project(s).
6. If applicant has satisfied the inducement requirements described on the Inducement for Furthering Specific CalRecycle and Environmental Goals Section, the applicant will:
    a. Be ranked/elevated one “grant category” above the RAC category for which they would otherwise qualify, and/or;
    b. Have priority funding within the Chip Seal category.

    For reference, see Table 1 and Priority 5 above.
7. Applicants (and participating jurisdictions if a regional application) that were awarded any rubberized asphalt concrete grants in the previous three fiscal years, but either withdrew a grant or used less than 50 percent of a grant award, will only be considered after all other eligible applicants are recommended for award.

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 December 2025. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

Grant Award Conditions

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

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

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

Grant Program Administration

Grant Agreement

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

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

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

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
  - To be signed by the grantee (this is the Lead Participant in 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.
- **Attachment I: Forms Guide**
  - For CalRecycle forms used throughout the Grant Performance Period, see CalRecycle's Application and Grant Management Tools webpage (https://calrecycle.ca.gov/funding/tools/) to download the forms.
- **Attachment II: Approved Project Summary & 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.