



Waste Tire Grant Program

SFY 2011

Application and Guide

Postmark Deadline is

January 15, 2011

Background Information

The *Waste Tire Grant Program* is a solid waste diversion program developed by legislation in State Fiscal Year (SFY) 2004. Legislation in 2007 allowed funds from the *Waste Tire Fee Fund* to be used towards the purchase of waste tire-derived products. The Waste Tire-Derived Products Grant Program is administered through the Competitive Plan Implementation (CPI) Grant Program. The Waste Tire Fee Fund generates income from a twenty-five cent excise tax on all new tires sold in Kansas.

The Governor established a seven member Solid Waste Grants Advisory Committee that prioritizes projects and makes recommendations on competitive grant selection and disbursements. One member of the Advisory Committee represents the waste tire recyclers in the grant programs.

Return the completed application to:

Megan MacPherson
Kansas Green Team Coordinator
Bureau of Waste Management
1000 SW Jackson
Suite 320
Topeka, Kansas 66612

Call Megan with questions: 785 296-1617 or e-mail mmacpherson@kdheks.gov

APPLICATION FORM
KANSAS SFY 2011 Waste Tire Grant Application

Applicant Information

Received Date Stamp _____

Name of Applicant/Organization _____				County _____
Address _____		City _____	State _____	Zip _____
Contact Person (responsible for day to day project management) _____			Title _____	
(____) _____	(____) _____			
Telephone Number	Fax Number			
E-mail Address _____		Web Page _____		
FEIN (IRS) Tax Number _____				

Have you been awarded a Waste Tire Derived Product Grant before? _____

Prior grant(s) closed _____

If you have a designated fiscal agent who is different from the authorized representative:

- Name: _____
- FEIN (IRS) Number (if different from above): _____
- Please give a brief description of the proposed project (What will this grant money purchase? Playground surfacing, mulching products, athletic surface, carpet underlay, flooring material, dock bumpers, livestock mats, rubber tiles and bricks, and molded or extruded rubber products made from recycled waste, etc).

- Please give a brief description of the proposed installation:

- Please give a brief description of the education and outreach component:

Approved Vendor list is posted at:

http://www.kdheks.gov/waste/forms_grants.html

For products to be eligible for reimbursement with grant funds the Product, Manufacturer and Vendor/Distributor must have been placed on the approved SFY 2011 Waste Tire Derived product approved vendor list prior to the grant announcement of December 1, 2010.

Waste Tire Product Information – Product must be on the approved product list.

(For projects with more than one kind of waste tire product, use one form per product type)

Product Manufacturer: _____
Product Name: _____
Code Number: _____
Vendor/Distributed by: _____
Address: _____
Phone/Fax: _____
Email/Web page: _____

Name of Quality Officer who will oversee and certify proper installation:

_____, with _____ is a (circle one) Licensed Engineer, Certified Playground Inspector, Representative of the Manufacturer or Trained Installer

Maximum fall height of playground equipment: _____

Required depth of material _____

To calculate amount needed, please ask your product supplier to reference the ASTM 1292 test for this product.

Important Information – KDHE highly recommends that materials and installation of playground surfacing conform to Consumer Product Safety Commission guidelines for Public Playground Safety of not less than nine (9) inches – Publication 325. The CPSC web site is: <http://www.cpsc.gov/cpsc/pub/pubs/325.pdf>

Surface Coverage formula - Playground/ Sport turf/ other:

Product size: _____ (for crumb rubber – give size range, or sq. ft. per mat)

Length _____ ft. x width _____ ft. = _____ sq. ft. "Surface Area" x (multiplied by) depth equals volume.

(Note: Depth in Inches / 12 = Depth in ft) _____ ft. = _____ cubic feet. (Volume)

Pounds per cubic feet _____

Total pounds needed: _____

Total Number of items _____,

Tables _____ Benches _____ Mats _____ Molded or Extruded Rubber Edging _____

Project Diagram

Please provide a diagram of the project area and attach a 'before' photo. Include locations of any relevant buildings, play equipment, roads, streams, slopes, equipment, parking lots, sidewalks, existing hazards, etc. Note: Must complete this form, if submitting a drawing diagram, it must be on an 8 1/2 by 11 sheet of paper.

Name and address (location of project): _____

If submitting multiple requests, what is the priority of this particular project? _____

Who will install this? _____

Note: Product Manufacturer or distributor is responsible for installation training

If installed by distributor, or subcontractor, is installation guaranteed? Yes / No

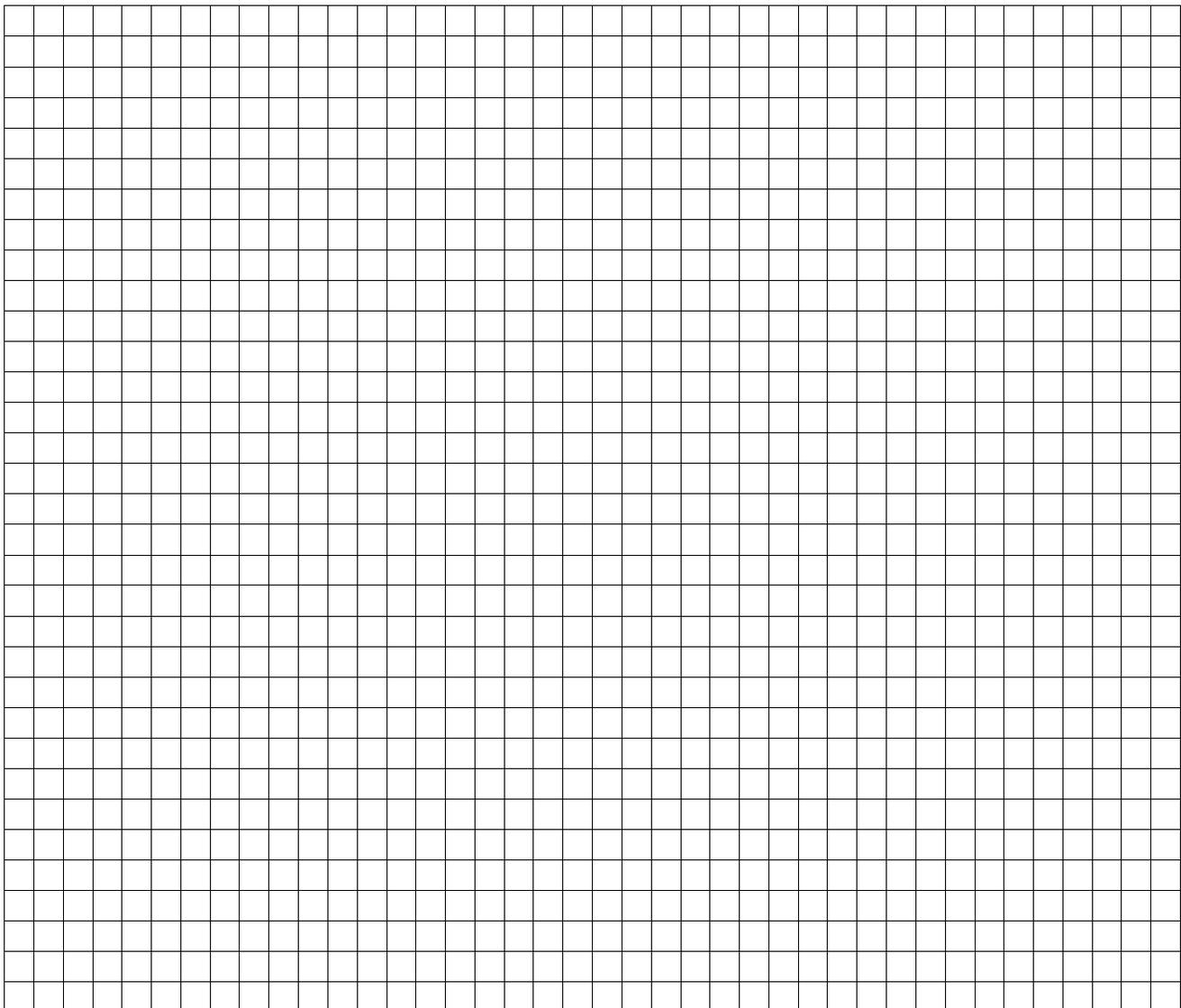
Does project include ADA accessibility features and surfaces? Yes / No

If yes, please list: _____

Notes: _____

= One foot

NORTH ↑



Budget

Required Information:

- Submit: a “before” picture of the project location, a project diagram, and a price quote for all waste tire products that will be purchased partially or in full with grant funds. The Price quote must include the name of the manufacturer, product name, product code, vendor name, price, coverage and amount of product in pounds.
- A Certificate of Installation is required (provided by BWM)
- Match must be at least 50% of the total project cost

Provide amount requested and related match for each of the following categories:

Item:	Matching Funds 50%		Grant Funds 50%
	In-Kind (1)	Cash (2)	Grant (3)
Management/Design (in-kind)			
Labor Salaries for base preparation or Installation (in-kind).			
Volunteer Labor (in-kind)			
Contracted Labor Installation (Pour in Place and SofTiles only)			
Equipment (install cost)			
Shipping			
Waste Tire Surface Material:			
Pour-in-place rubber surface			
Rubber Tiles			
Loose fill crumb rubber			
Unitary Mat			
Molded or extruded rubber edging			
Waste Tire Derived Product:			
Item (1) - Tables			
Item (2) - Benches			
Item (3)			
Item (4)			
Supplies:			
(Specify)			
Other:			
(Specify)			
(Specify)			
(Specify)			
Totals for each Column:	\$	\$	\$
Total Match (add column 1 & 2):		\$	
Total Project Cost (total match & total grant):		\$	

BUDGET JUSTIFICATION – Provide a detailed description the costs of the grant and match funding (use additional paper if needed).

Labor:

Waste Tire Surface Material:

Waste Tire Derived Products:

Supplies:

Other:

CERTIFICATION: The undersigned is an official authorized to represent the applicant.

The person signing this document must have the authority to contractually bind the applicant or be the designated fiscal agent. For local governments, this is generally the mayor or the chairperson of the county commission. For schools, this is generally the superintendent, or board president. Secure all necessary approvals from government bodies prior to signing this application!

I certify that all proposed activities will be carried out in a timely manner; that all grant money received will be utilized solely for the purposes for which it is intended; that records documenting the project implementation will be maintained and submitted when requested.

Print Name of Authorized Representative

Title

Signature of Authorized Representative

Date

GRANT GUIDE

Kansas SFY 2011 Waste Tire Grant Program



WHO CAN APPLY?

Only Kansas' local units of government and private schools may apply for these grants. This includes counties, municipalities, school districts, private schools (limited to K-12), townships, park districts, etc. Previous grantees may apply.

ELIGIBLE PROJECTS

- Only 'tire-derived products', which are listed on the KDHE approved vendor list ([link](#)) prior to grant announcement opening date of December 1, 2010, are eligible for grant funding. This includes playground cover, mats, athletic field surfacing, mulch products, and molded or extruded rubber products made from recycled waste tires.
- Waste tire derived products composed of multiple materials must be no less than 50% waste tire material by weight, unless composed of other recycled material.

GRANT COMMITTEE EVALUATION CRITERIA

The following criteria may be used by the Governor's Solid Waste Grants Advisory Committee to evaluate the grant applications:

- ✓ First time applicants
- ✓ Products made in Kansas
- ✓ Products containing Kansas waste tires
- ✓ Applications demonstrating 'cash' match
- ✓ An education and outreach component
- ✓ Completeness of application and submission by due date

APPLICATION DEADLINES and REQUIREMENTS

This SFY 2011 Waste Tire Grant application deadline is January 15, 2011. Applications must be received or postmarked by this date to be eligible. Award announcements are expected in May.

1. The applicant must be in good standing:

- If the applicant owns or operates a solid waste disposal facility, all solid waste tonnage permit fees must be current and paid.
- Grantee shall obtain all necessary and applicable permits, and comply with all applicable federal, state and local statutes and regulations regarding solid wastes, and the Consumer Product Safety Commission guidelines for Public Playground Safety.
- A prior grant recipient must not have utilized grant funds for unauthorized purposes.

- By accepting a grant, the grantee certifies that the project is ADA compliant, or that it is a part of an overall facilities system that provides ADA access and compliance pursuant to all local, state and federal requirements.
2. Prior grants must be closed, or a status report of that project must be submitted with the application.
 3. Grant applicants must identify a quality officer with the grant application. (The quality officer must be a licensed engineer, certified playground safety inspector, representative of the manufacturer of the product or trained installer.) This person must be on-site during all construction activities and able to sign off on the KDHE Certificate of Installation form after installation.
 4. Grantees must place a placard on the project site using a logo provided by KDHE and indicate the funding was provided by a KDHE grant program. Promotional materials must also contain this same information. Grantees must participate in KDHE public education campaigns.
 5. The grantee is required to carry property insurance – (not to be confused with liability insurance), which would replace grant-funded items, destroyed by fire, weather, vandalism, etc.

FUNDING AND MATCH REQUIREMENTS

The grantee will receive an advance payment of 50% of the awarded KDHE grant funds, after the Secretary of KDHE and the grantee have signed the award contracts. If awarded, only approved expenses incurred after the start and before the end of the contract fiscal reimbursement period (12 month) will be allowed.

This advance may be held or delayed until special conditions of the grant program are met.

- This advance is the only grant funding that the grantee will receive up-front. All other funding will be on a reimbursement basis.
- A completed affidavit of expenditures with supporting documentation must be submitted for all reimbursements.
- If awarded, the grant will pay up to 50% of the total cost of completing the awarded project; the match requirement is a minimum of 50%. (Example: the grant award will pay \$5,000.00 and the grantee will match \$5,000.00, with the total project being \$10,000.00).

Final grant reimbursement will not be made by KDHE until all required documentation is received and approved, including:

- A final affidavit of expenditures
- A final report with “after” photos
- Proof of property insurance
- The KDHE certificate of installation from the quality officer
- Any other required documentation requested by KDHE for grant fund disbursement

ELIGIBLE Items For Grant Funds (purchased within the fiscal reimbursement period)

- “Tire-derived products”
- Shipping expenses
- Supplies such as color, binder, coating
- Installation costs of pour-in-place and softfiles playground surfacing only (not loose-fill)

ELIGIBLE Items that can be used as ‘In Kind Match’ (within the fiscal reimbursement period)

- Salaries of employees working on the grant project
- Volunteer hours at the rate of \$10.00 an hour

- Management/Design donated for assistance with project planning, design, finance, legal affairs, marketing, engineering, and environmental evaluations, during the grant fiscal reimbursement contract dates, will be considered volunteer labor. All volunteer labor is at the volunteer rate of \$10.00.
- Base preparation, and drainage ONLY under the rubber playground surface
- Loose fill installation costs
- Use of equipment and labor for installation purposes only
- Shipping expense (cash match only)
- Travel if grantee is picking up product

Some Items that are not Eligible for Match

- The costs of preparing the grant and permit applications
- Permit fees
- Travel costs – except for picking up product
- General operation and maintenance costs of an existing or proposed facility
- Federal, and State Grants or Donated funds from other sources
- Cost of removal of old playground equipment or installation of new playground equipment

Additional Key Information

- The fiscal reimbursement period for the SFY 2011 Waste Tire grant contracts is May 1, 2011 – April 30, 2012. No extensions will be granted. Please make sure that you plan accordingly to ensure that you complete the grant activities by April 30, 2012.
- Installations of uncoated, all-black playground surface material will be required to have signage to warn users of potential heat hazard.
- Rubber products exceeding \$1,000.00 with a useful life of a year or more are defined as capital equipment.
- The grants committee will not consider incomplete or late applications. PLEASE make sure you read this application and grant guide thoroughly to ensure that you properly complete the application and all supporting documentation is included. If you have questions, please contact Megan MacPherson, contact information on page 2.
- If you would like to include any additional information that is not specified in the grant application, please use a cover letter to explain this additional information.
- The level of funding for the SFY 2011 Waste Tire Grant Program is currently being determined and will be announced at a later date.
- Athletic field surfacing and other waste tire products are eligible. Due to the difficulty in evaluating larger or complex projects, please provide as much information as possible with the grant application, however the committee must be able to quickly evaluate the environmental or health benefits of such projects.
- The priority of this grant round is to provide financial assistance to local units of government to purchase tire-derived products made from recycled waste tires including playground cover, athletic field surfacing, mulching products, and molded or extruded rubber products made from recycled waste tires.

Application Check List and Key Tips to consider:

- Yes No Are all questions/fields answered? If they do not apply, mark the question/field N/A.
- Yes No Budget cost categories are broken down and justification is complete on the application?
- Yes No Playground “before” pictures are submitted with the application?
- Yes No The vendor is on the approved KDHE Approved Vendors List ([link](#))?
- Yes No The application provides detailed information and quotes about how the expenditures will be used?
- Yes No The application includes where the project will be located and a diagram of the area is complete?
- Yes No An installation quality officer has been? This person must be on-site during all construction activities, and certify on a KDHE form that:
1. The materials received and installed match the waste-tire derived product that was listed by name on KDHE’s approved products and vendor list for SFY 2011 grants.
 2. The waste-tire derived product will be installed according to the manufacturer’s specifications and installation guidelines.
- Yes No Plans include signage (provided by KDHE)?
- Yes No If you have an active grant, have you included a status report?

Permitting and Regulatory:

- Yes No If the applicant owns/operates a solid waste disposal facility, are the solid waste tonnage fees are current?
- Yes No Does the applicant have no current violations?

Feasibility:

- Yes No Have you identified the project challenges and hazards?
- Yes No Have you reviewed installation information from the manufacturer?
- Yes No If the project involves site preparation, have you completed the planning process?
- Yes No Do you have an implementation plan and timetable?

Cost-Benefit Considerations:

- Yes No If the project involves funding from several sources, have you identified 50% match, which does not come from other donations, federal or state grants?
- Yes No Have you considered the sustainability of the project?
- Yes No Is continued maintenance mandatory in your plan?
- Yes No Have you researched the company warranties, guarantees, and installation guidelines?