

STAR GRANT – PORTAL GUIDE

Recovered Materials and Abatement Program
Solid Waste Trust Fund Grant Program



What is the SWTF Grant Administration Portal?

Transition Timeline

Profile

Application

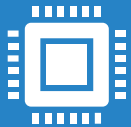
Signing the Agreement

Viewing the Executed Agreement

Reimbursement Request

Resources

What is the SWTF Grant Administration Portal?



The SWTF Grant Administration Portal is an online grant management platform.



Previously, applications and reimbursement requests were downloaded by applicants/awardees and emailed to SWTF Grant Program Staff. Now, applicants/awardees may complete and submit applications and reimbursement requests online through the portal.

Transition Timeline



Current STAR awardees and applications submitted prior to August 15, 2024, may submit reporting to epd.star@dnr.ga.gov



Starting August 15, 2024, all new applications and subsequent reports must be submitted through the portal.

Profile

Profile: Create Account

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Tire Products Grant Portal

First time here?
Click "Sign Up" to create a new login.

Returning User?
If you created a profile under the Recycling and Waste Diversion Grant or STAR Grant portals, you will use that same email and password to sign in.
Sign in to pick up where you left off.

Forgot your password?
Click "Forgot your Password?" A recovery email will be sent to create a new password.

Sign In
Email
Password
Log In
Forgot your password?

Need an Account?
Sign Up

- Click on the link for the desired grant portal.
- Users will be directed to the landing page.
- If this is the users first time logging into any of the portals, the user will click the "Sign Up" button towards the bottom of the page.

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Tire Products Grant Portal

First time here?
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Sign in to pick up where you left off.

Forgot your password?
Click "Forgot your Password?" A recovery email will be sent to create a new password.

Sign Up
Enter an email address and choose a password to create a new account.
Email
Password
Confirm password
Sign Up

Must contain at least one lowercase letter
Must contain at least one uppercase letter
Must contain one number
Must be between 8 and 32 characters
Must not be an email address
Passwords must match

- Users will be asked for an email and to create a password. The password must:
 - Contain one lowercase letter
 - Contain one uppercase letter
 - Contain one number
 - Be between 8 and 32 characters
 - Not be an email address
- After, entering in login information, users will click the "Sign Up" button.

Profile: Create Profile

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Tire Products Grants Homepage Welcome, [User Name]

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission.
If you need to update your profile in the future, click "Edit".

[Create a Profile to Get Started](#)

powered by wizehive

- Users will be taken to the portal homepage.
- Users will then be directed to create their profile by clicking on the “Create a Profile to Get Started” button.

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Tire Products Grants Homepage > Profile **Create** Welcome, [User Name]

Profile

[Save Draft](#) [Create Profile](#)

First Name *
First Name

Last Name *
Last Name

Organization Name *
Company Name

Title *
Title

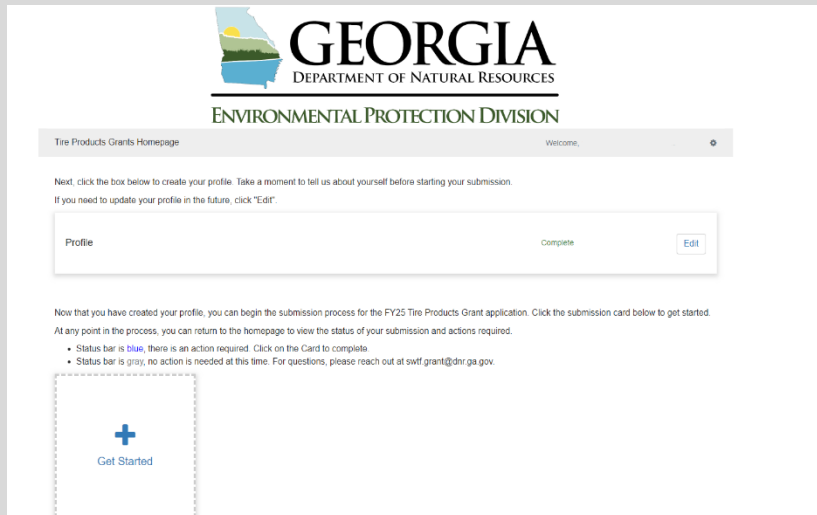
Email *
name@company.com

Phone
123-555-6789

powered by wizehive

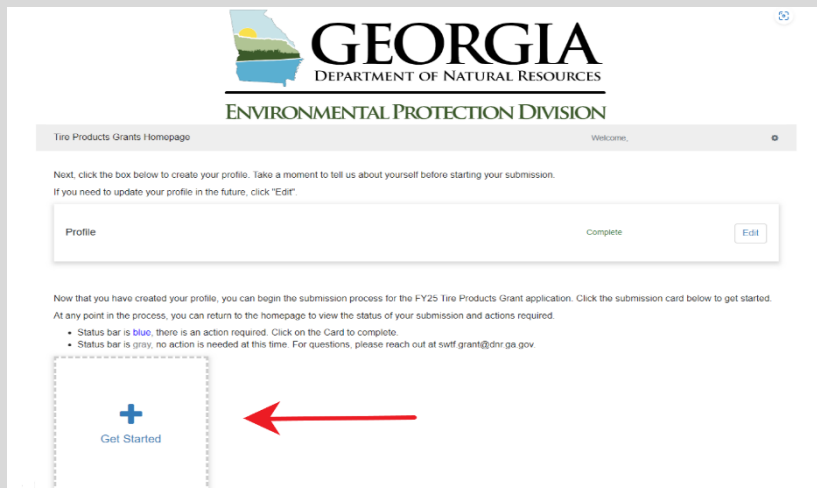
- Users will be taken to the profile page and asked to fill in the required fields.
- Users will enter in their first name, last name, organization name, title, email, and phone number.
- Once the user has entered in all required fields, they will hit the “Create Profile” button.

Profile: Create Profile



The screenshot shows the 'Tire Products Grants Homepage' with the Georgia Department of Natural Resources logo. A profile creation box is visible, containing a 'Profile' label, a 'Complete' status indicator, and an 'Edit' button. Below the box, instructions guide the user to click the box to create a profile. A 'Get Started' button with a plus icon is shown at the bottom of the page.

- Users now have successfully created their profile.
- Profiles can be edited at any time.



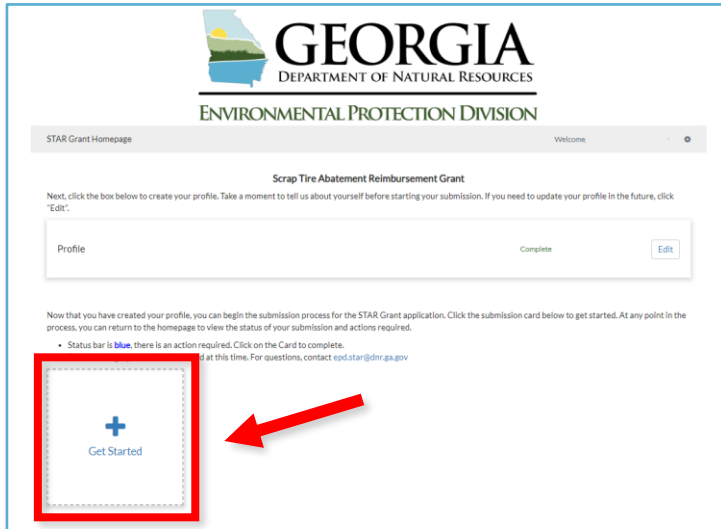
This screenshot is identical to the one above, but with a red arrow pointing to the 'Get Started' button. The button is located at the bottom of the page, below the profile creation instructions.

- Users will hit the “Get Started” button to begin their application.



Application

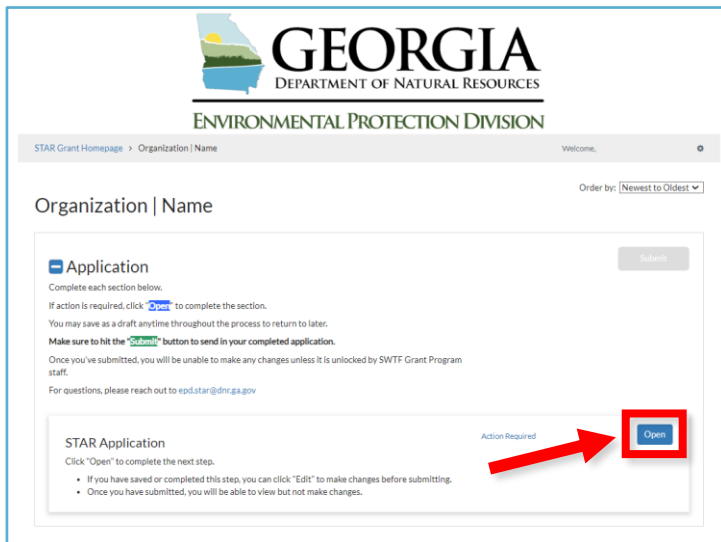
Submitting a STAR Grant Application



The screenshot shows the 'STAR Grant Homepage' for the 'Scrap Tire Abatement Reimbursement Grant'. It includes the Georgia Department of Natural Resources logo and the 'ENVIRONMENTAL PROTECTION DIVISION' header. A 'Profile' section is visible with a 'Complete' status and an 'Edit' button. A 'Get Started' button, represented by a blue plus sign in a square, is highlighted with a red box. A red arrow points to this button. Below the button, there is a note about the submission process and a link to contact staff.

After creating your account and setting up your profile, you will be ready to submit an application.

Click the square 'Get Started' to begin a new application.



The screenshot shows the 'STAR Application' page. It includes the Georgia Department of Natural Resources logo and the 'ENVIRONMENTAL PROTECTION DIVISION' header. The page is titled 'Organization | Name' and has a 'Submit' button. A 'STAR Application' section is visible with instructions on how to complete the application. An 'Open' button, represented by a blue square with a white plus sign, is highlighted with a red box. A red arrow points to this button. Below the button, there is a note about the submission process and a link to contact staff.

Click 'Open' to start filling out the application.

After you have started the application, you may save it and complete it later.

Once an application has been submitted, you will not be able to go back and edit it, unless opened by SWTF Grant Program Staff.

Submitting a STAR Grant Application

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ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage > Organization | Name > STAR Application Draft Welcome, [User Name]

STAR Application - Save Draft Mark Complete Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

Scrap Tire Abatement Reimbursement (STAR) Grant

Which grant track would you like to apply to?

- ☐ Scrap Tire Collection (Amnesty) Event Application
- ☐ Local Government-Led Scrap Tire Abatement (Tire Dump) Application
- ☐ Right-of-Way (ROW) Cleanup Application

You will be asked to select which of the three grant tracks you would like to apply for.

This guidance will show the Scrap Tire Collection (Amnesty) Event Application, but the other two are very similar, with some different questions.

Scrap Tire Abatement Reimbursement (STAR) Grant

Which grant track would you like to apply to?

- ☒ Scrap Tire Collection (Amnesty) Event Application
- ☐ Local Government-Led Scrap Tire Abatement (Tire Dump) Application
- ☐ Right-of-Way (ROW) Cleanup Application

Contact Information

Government/Authority *

Federal Tax ID *

Address *

Address 2

City * State * Zip Code *

County *

Project Manager *

Title *

Once a grant track has been selected, you will be able to fill in the required fields.

The first section asks for contact information.

Submitting a STAR Grant Application

Passenger * 2,000 Truck * 80 Large Off-the-Road (OTR) * 10

Total PTE 2,676

Tons of Tires 30.07

Enter fixed costs (from your tire carrier and/or processor):

Rate Per Ton * \$ 250.00 Inbound Freight * \$ 2,200.00 Flat Fuel Charge * \$ 180.00

Estimated Processing Cost \$ 9,898

Cost Per PTE \$ 3.70

For the Cost Estimate section, fill out:

- The estimated number of each type of tire
- Rate per ton
- Inbound freight
- Flat fuel charge

Your tire carrier and tire processor can provide the rate per ton, inbound freight, and flat fuel costs.

Total PTE, tons of tires, estimated processing cost, and cost per PTE will calculate automatically.

Collection and Storage: List the address of where the tires are being collected:

Facility Name *

Address *

City *

Zip *

Are you storing the tires after your event in a different location than where you are collecting them from? *

☒ Yes - Different Location

☐ No - Same Location

Please provide the full address of the storage location: *

Is the temporary storage site approved or permitted by EPD to store scrap tires? *

☒ Yes

☐ No

List the approval/permit *

Carriers and Processors

In the Collection and Storage section, fill in the address of your tire collection location.

If you will be storing tires at a different location after the event, click 'Yes' and list the address.

Submitting a STAR Grant Application

Address *

City *

Zip *

Are you storing the tires after your event in a different location than where you are collecting them from? *

☒ Yes - Different Location
☐ No - Same Location

Please provide the full address of the storage location: *

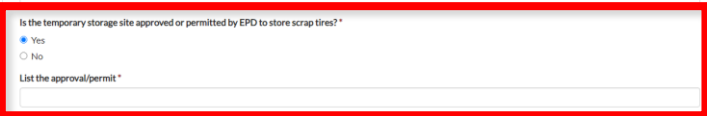
Is the temporary storage site approved or permitted by EPD to store scrap tires? *

☒ Yes
☐ No

List the approval/permit *

Carriers and Processors

List the tire carrier(s) and processor(s) you plan to use and their permit number(s).
NOTE: You must use a GA EPD approved tire carrier and scrap tire processor. If you change carriers or processors after the execution of the agreement, you must notify EPD in writing of the new contractors and the reason for the change.



If the tire storage location is permitted or approved by EPD to store scrap tires, click 'Yes' and list the approval or permit number.

Is the temporary storage site approved or permitted by EPD to store scrap tires? *

☐ Yes
☒ No

Sites must be approved or permitted by EPD before the contract is executed OR applicants may submit a Tire Storage Letter.

Guidance for Temporary Storage of Scrap Tires

Please follow this guidance if your local government or authority is applying to the local government reimbursement program and will be temporarily storing scrap tires at a location that does not have a valid solid waste approval or solid waste handling permit issued by the Environment Protection Division. On city, county, or authority letterhead, write a statement which addresses the following information for approval of the temporary storage of scrap tires.

Storage

How will the tires be secured when the site is unattended (e.g., perimeter fence with a locked gate, enclosed trailer with a locked door)?
What are the dimensions of the tire storage area? By regulation, this can be no greater than 10,000 square feet and no higher than 15 feet.
If the property is not owned by the local government or authority, include owner information and a permission letter signed by the owner.

Fire Protection

There will be a 50-foot wide fire lane around the tire storage area.
No open flames will be allowed within 25 feet of the tire storage area.
The local fire protection service will be notified of the event.

Vector Control

Tires will be covered and/or treated with appropriate pesticide to prevent mosquito infestations.
Tires will not be stored in tall grass, water conveyances, muddy areas, or other areas that could attract vectors.

Additional Information


Any other information that is pertinent to the temporary storage of scrap tires for approval. EPD may request additional information prior to approval of the application.

Example Statement

The NAME OF LOCAL GOVERNMENT will hold a scrap tire amnesty event for residents on DATE. The tires collected will be temporarily stored at the city Public Works Department, 123 Main Street, City, GA under a covered structure and within a fenced area that is locked during non-business hours. The local fire department has evaluated the proposed storage area and will be notified upon approval. There will be a 50-foot fire lane around the perimeter of the scrap tire storage area to allow fire department access in case of an emergency. There will be no open flames allowed within 25 feet of the scrap tire storage area. In case of an emergency, such as a fire, all necessary steps will be taken to prevent any runoff from the tire storage area.

Tire Storage Letter *

+ Select a file



If the tire storage location is **not** permitted or approved by EPD to store scrap tires, you will need to submit a tire storage letter on city, county or authority letterhead.

The application provides information on what to include in the tire storage letter.

Upload your tire storage letter by clicking the '+ Select a file' button.

Submitting a STAR Grant Application

Carriers and Processors

List the tire carrier(s) and processor(s) you plan to use and their permit number(s).
NOTE: You must use a GA EPD approved tire carrier and scrap tire processor. If you change carriers or processors after the execution of the agreement, you must notify EPD in writing of the new contractors and the reason for the change.

You can find lists of permitted tire carriers and permitted approved beneficial scrap tire processors on the STAR program's website: <https://epd.georgia.gov/star-program>

Carrier Name *	Permit Number *
<input type="text"/>	<input type="text"/>
Carrier Name	Permit Number
<input type="text"/>	<input type="text"/>
Processor Name *	Permit Number *
<input type="text"/>	<input type="text"/>
Processor Name	Permit Number
<input type="text"/>	<input type="text"/>

List the permitted tire carrier(s) and processor(s) you intend to use in the Carriers and Processors section.

You must list at least one carrier and one processor.

Click on the links for lists of permitted carriers and processors with their permit numbers.

To be eligible for reimbursement, permitted carriers and processors must be used, and you must contact EPD if you plan on changing carriers or processors after submitting your application.

Acknowledgements

Permitted tire carriers and permitted beneficial reuse scrap tire processors will be used. *

- ☐ Yes
☐ No

Procurement of contractors will follow current city/county procurement policy. *

- ☐ Yes
☐ No

Appropriate safety measures will be taken while performing scrap tire abatement. *

- ☐ Yes
☐ No

Liability waivers will be completed for volunteers, if applicable. *

- ☐ Yes
☐ No
☐ Not Applicable

If there are any changes in the project after the execution of the agreement, awardee will notify EPD in writing (e.g., estimated cost of project, event date, location of temporary storage/collection sites, carriers/processors). *

- ☐ Yes
☐ No

To the best of your ability, scrap tires will not be collected from businesses that generate scrap tires (e.g., retail tire dealers). *

- ☐ Yes
☐ No

While awaiting transport to a scrap tire processor, tires will be stored in a manner that is protective of human health and the environment. *

- ☐ Yes
☐ No

All scrap tires collected during the event will be removed within 30 days of event date. *

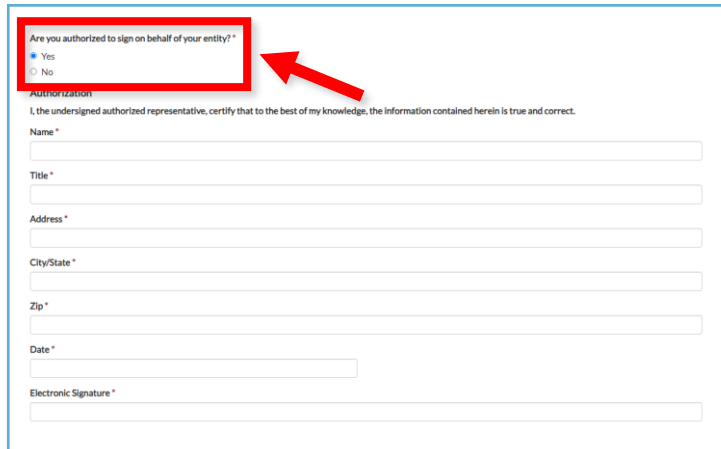
- ☐ Yes
☐ No

Reimbursement request and other required documents will be submitted to EPD within 90 days of event date. *

- ☐ Yes
☐ No

Read each statement in the Acknowledgments section and click on the applicable response.

Submitting a STAR Grant Application



Are you authorized to sign on behalf of your entity? *

☒ Yes

☐ No

Authorization

I, the undersigned authorized representative, certify that to the best of my knowledge, the information contained herein is true and correct.

Name *

Title *

Address *

City/State *

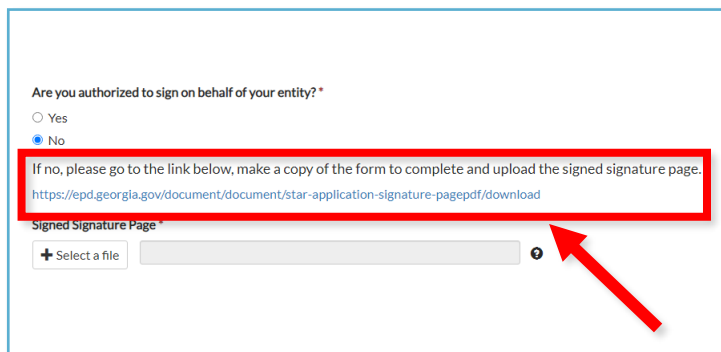
Zip *

Date *

Electronic Signature *

A red box highlights the 'Yes' radio button, and a red arrow points to it.

If you are authorized to sign on behalf of your entity, click 'Yes' and fill in the required fields to submit an electronic signature.



Are you authorized to sign on behalf of your entity? *

☐ Yes

☒ No

If no, please go to the link below, make a copy of the form to complete and upload the signed signature page.

<https://epd.georgia.gov/document/document/star-application-signature-pagepdf/download>

Signed Signature Page *

+ Select a file

A red box highlights the 'No' radio button and the link below it. A red arrow points to the 'Select a file' button.

If you are **not** authorized to sign on behalf of your entity, click 'No' and go to the link provided to make a copy of the signature page.

Submitting a STAR Grant Application

Scrap Tire Abatement Reimbursement Grant Application Signature Page

Project Title:

I, undersigned authorize representative of the applicant, certify that to the best of my knowledge, the information contained herein is true and correct, the document and project has been duly authorized by the governing body of the applicant, and, if funded, the applicant will carry out the implementation steps in the manner described in this application. I also certify that the applicant shall maintain accounting records in accordance with generally accepted government accounting principles and that the funds awarded will be included in those audits or financial statements that cover all or part of the project duration period noted in the application.

Official Signature
(Responsible Official only)

Date

Name (Print)

Title

Have the responsible official fill out and sign the signature page, then upload a copy to the application.

Save Draft

Mark Complete

Close

Once all the required information has been filled out, click the blue 'Mark Complete' button at the bottom.

You may also click 'Save Draft' to save your progress on the application so you can return and finish it later.

Submitting a STAR Grant Application

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DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Order by: Newest to Oldest

Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Application
Complete each section below.
If action is required, click "Open" to complete the section.
You may save as a draft anytime throughout the process to return to later.
Make sure to hit the "Submit" button to send in your completed application.
Once you've submitted, you will be unable to make any changes unless it is unlocked by SWTF Grant Program staff.
For questions, please reach out to epd.star@dnr.ga.gov

STAR Application
Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Complete

Submit

Edit

Once the application has been marked as complete, you will be returned to the main application page.

To make changes to the application click 'Edit.'

Once the application is finished, you must click the green 'Submit' button.

After the 'Submit' button has been clicked, you will be able to view the application, but will no longer be able to make changes.

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ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage

Scrap Tire Abatement Reimbursement Grant

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click "Edit".

Profile Complete **Edit**

Now that you have created your profile, you can begin the submission process for the STAR Grant application. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is blue, there is an action required. Click on the Card to complete.
- Status bar is gray, no action is needed.

epd.star@dnr.ga.gov

Add Another

Organization | Name |
Scrap Tire Collection
(Amnesty) Event
Application

Created on 06/20/2024

Under Review

If you return to the STAR Grant homepage, you can see the status of the application has changed to 'Under Review' and is now gray, meaning that no action is currently required.

You will also receive an automated email once the application has been submitted.

Signing the Agreement

Submitting a Signed STAR Agreement

The screenshot shows the STAR Grant Homepage for the Georgia Department of Natural Resources, Environmental Protection Division. The page title is "Scrap Tire Abatement Reimbursement Grant". Below the title, there is a "Profile" card with a "Complete" status and an "Edit" button. A red arrow points to the "Edit" button. Below the profile card, there is a "Submission" card with a "Submitted" status and a "View" button. A red arrow points to the "View" button. The "View" button is highlighted with a red box.

Once your application has been approved, you will receive an email asking you to log into the portal to download, sign, and upload your agreement.

On the STAR Grant Homepage, the card will now be blue again and say 'Award.' Click on the card to continue.

Note that work on your project may not begin until you have received a fully executed agreement signed by EPD.

The screenshot shows the STAR Grant Homepage for the Georgia Department of Natural Resources, Environmental Protection Division. The page title is "Organization | Name | Scrap Tire Collection (Amnesty) Event Application". Below the title, there is an "Award" section with a "View" button. A red arrow points to the "View" button. The "View" button is highlighted with a red box. Below the "Award" section, there is a "Grant Agreement Signature" section with an "Open" button.

There will now be a new 'Award' section at the top of the page.

In the box that says 'Award,' click the white 'View' button.

Submitting a Signed STAR Agreement

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ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application > Award Welcome, [User Name]

Award ▾ Close

Local Government Georgia County	STAR Grant Track Scrap Tire Collection (Amnesty) Event Application
Project Number 24-ST-000-000	Agreement Amount \$9,897
Unsigned STAR Grant Agreement Download your unsigned agreement here. 24-ST-000-000 Georgia County Unsigned Agreement.docx	Executed STAR Grant Agreement The executed agreement will be available here once signed by all parties.

Here you will be able to see your award details.

Click on the blue link at the bottom left to download a copy of the unsigned agreement.

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ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application Welcome, [User Name]

Organization | Name | Scrap Tire Collection (Amnesty) Event Application Order by: Newest to Oldest ▾

Award Submit

IMPORTANT: Once you have completed all required items for this step, be sure to click: Submit.

Award View

Click "View" to see the details of your award, download an unsigned copy of your STAR Grant agreement, and view your fully executed agreement.

Grant Agreement Signature Action Required

Upload your signed agreement here after downloading the unsigned agreement from the "Award" section above.

Open

After downloading and signing the agreement, return to the portal and click the blue 'Open' button in the box that says 'Grant Agreement Signature.'

Submitting a Signed STAR Agreement



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ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application > Grant Agreement Signature **Draft**

Welcome,

Grant Agreement Signature ▾

Local Government

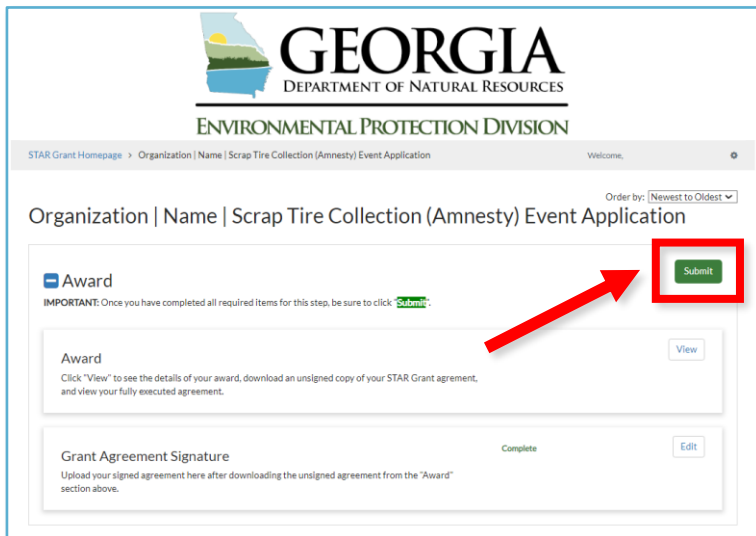
Upload Signed Agreement*

✚ Select a file

Mark Complete Close

Enter the name of your entity in the Local Government line and click the white '+ Select File' button to upload your signed agreement.

Click the blue 'Mark Complete' button when finished.



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ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Order by: Newest to Oldest ▾

Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Award

IMPORTANT: Once you have completed all required items for this step, be sure to click **Submit**.

Award

Click "View" to see the details of your award, download an unsigned copy of your STAR Grant agreement, and view your fully executed agreement.

View

Grant Agreement Signature

Complete

Edit

Upload your signed agreement here after downloading the unsigned agreement from the "Award" section above.

You will be taken back to the main portal page. Click the green 'Submit' button.

Submitting a Signed STAR Agreement

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage Welcome, [User Name]

Scrap Tire Abatement Reimbursement Grant

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click "Edit".

Profile Complete Edit

Now that you have created your profile, you can begin the submission process for the STAR Grant application. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **gray**, no action is needed at this time. For questions, contact epd.star@dnr.ga.gov

+ Add Another

Organization | Name |
Scrap Tire Collection
(Amnesty) Event
Application
Created on 05/20/2024
Pending Countersignature

If you return to the STAR Grant homepage, you can see the status has changed to 'Pending Countersignature' and is now gray, meaning that no action is currently required.

You will also receive an automated email once the signed agreement has been submitted.

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

STAR Grant Homepage Welcome, [User Name]

Scrap Tire Abatement Reimbursement Grant

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click "Edit".

Profile Complete Edit

Now that you have created your profile, you can begin the submission process for the STAR Grant application. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
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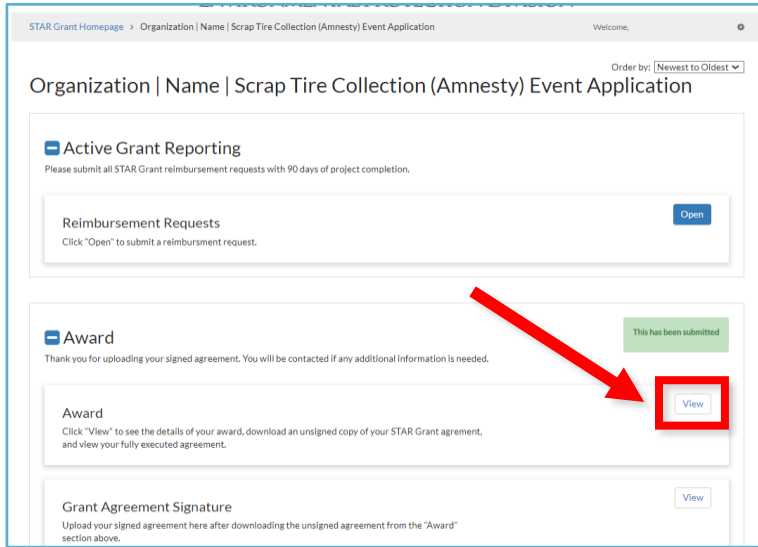
+ Add Another

Organization | Name |
Scrap Tire Collection
(Amnesty) Event
Application
Created on 05/20/2024
Active Grant Reporting

You will receive an email once your agreement has been executed by EPD.

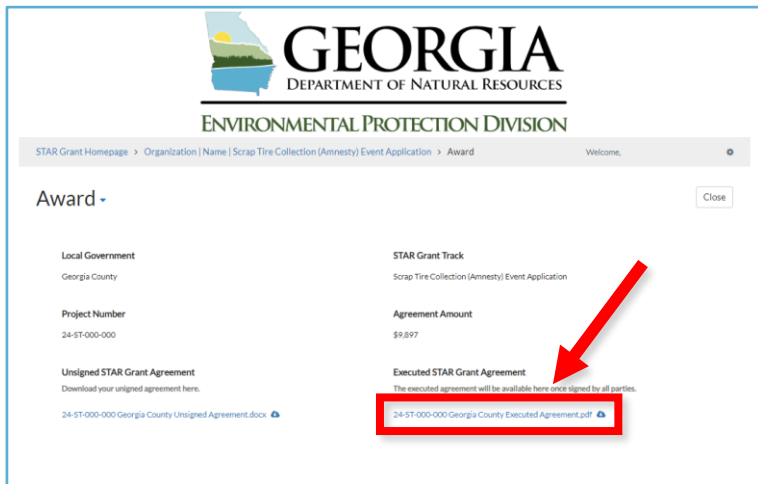
On the STAR Grant Homepage, the card will now be blue again and say 'Active Grant Reporting.' Click on the card to continue.

Viewing an Executed STAR Agreement



There will now be a new 'Active Grant Reporting' section at the top of the page.

To view the executed agreement, click the white 'View' button in the box that says 'Award.'



Click on the blue link at the bottom right to download a copy of the executed agreement.



Reimbursement Requests

Submitting a STAR Reimbursement Request

STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Welcome,

Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Order by: Newest to Oldest

Active Grant Reporting
Please submit all STAR Grant reimbursement requests with 90 days of project completion.

Reimbursement Requests
Click "Open" to submit a reimbursement request.

Open

Award
Thank you for uploading your signed agreement. You will be contacted if any additional information is needed.

This has been submitted

Award
Click "View" to see the details of your award, download an unsigned copy of your STAR Grant agreement, and view your fully executed agreement.

View

Grant Agreement Signature
Upload your signed agreement here after downloading the unsigned agreement from the "Award" section above.

View

When you are ready to submit your request for reimbursement, click the blue 'Open' button under 'Active Grant Reporting.'

STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application > Reimbursement Requests

Welcome,

Reimbursement Requests

Save Draft Mark Complete Close

Reimbursement Request

Event Name *

Reimbursement Requested *

\$

Payment Type *

☐ Final

☐ Partial

Do you know the tons of scrap tires removed? *

☐ Yes, I know the tonnage.

☐ No, I don't know the tonnage.

Fill out the required information

Submitting a STAR Reimbursement Request

Attachments

Along with this form, the following attachments must also be submitted to EPD in order to receive reimbursement.

Copies of all signed transportation manifests and weight tickets. *

+ Select a file

Copies of all itemized contractor invoices with number/tons of tires removed by type (e.g., passenger, truck, OTR). *

+ Select a file

Copies of all checks showing amount paid to each contractor. *

+ Select a file

Three or more photos taken during the event. Images should be at least 300 dpi, no larger than 5 MB, and in JPG, PNG, or TIF format.

+ Select a file

Near the bottom of the form, you will need to upload copies of:

- Completely filled out and signed copies of transport manifests that show the weight or number of tires collected.
- Invoices with information matching the transport manifests.
- Proof of payment.
- Pictures taken during the event.


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STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application > Reimbursement Requests **Draft**

Welcome.

Reimbursement Requests ▾

Save Draft **Mark Complete** Close

Reimbursement Request

Event Name *

Reimbursement Requested *

Payment Type *

☐ Final

☐ Partial

Do you know the tons of scrap tires removed? *

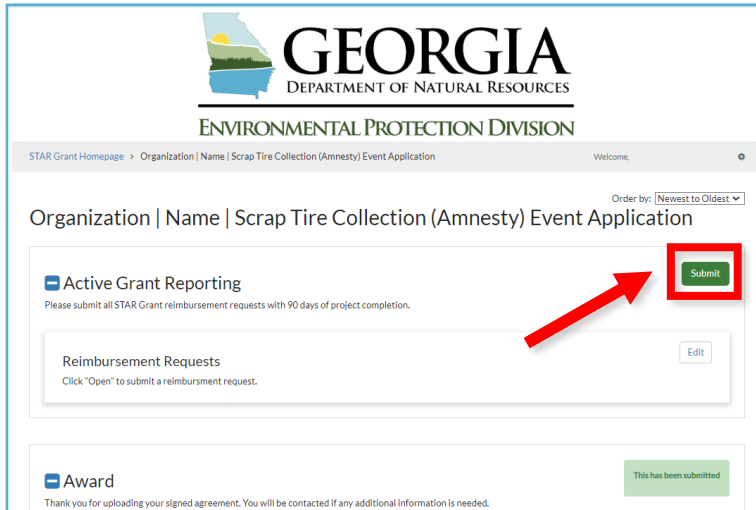
☐ Yes, I know the tonnage.

☐ No, I don't know the tonnage.

Once all the required information has been filled out and documents have been uploaded, click the blue 'Mark Complete' button at the bottom.

You may also click 'Save Draft' to save your progress on the report and so you can return to finish it later.

Submitting a STAR Reimbursement Request



The screenshot shows the 'Organization | Name | Scrap Tire Collection (Amnesty) Event Application' page. The 'Active Grant Reporting' section is highlighted with a red box, and a red arrow points to the 'Submit' button. The 'Award' section is also visible, indicating the grant has been submitted.

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STAR Grant Homepage > Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Organization | Name | Scrap Tire Collection (Amnesty) Event Application

Order by: Newest to Oldest

Active Grant Reporting

Please submit all STAR Grant reimbursement requests with 90 days of project completion.

Reimbursement Requests

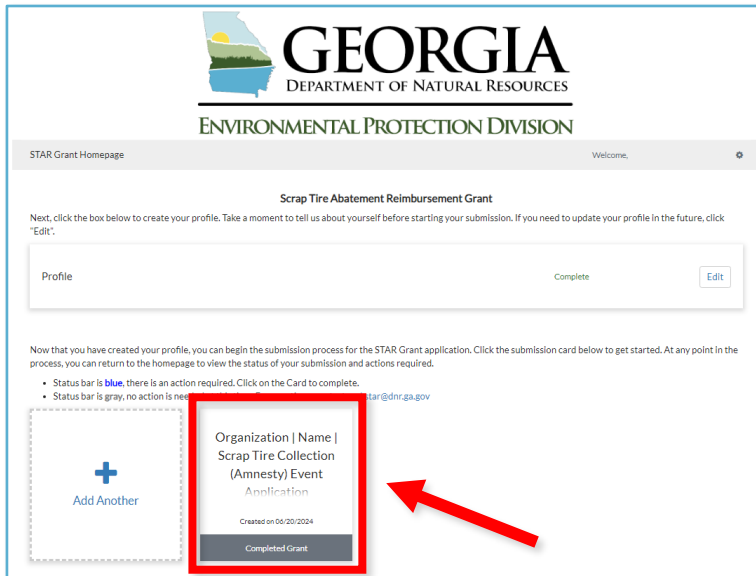
Click "Open" to submit a reimbursement request.

Award

This has been submitted

Once your reimbursement request is complete, click the green 'Submit' button on the main page.

You will receive an email after submitting the reimbursement request.



The screenshot shows the 'Scrap Tire Abatement Reimbursement Grant' page. The 'Completed Grant' card is highlighted with a red box, and a red arrow points to it. The card displays the organization name, event name, and creation date.

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STAR Grant Homepage

Scrap Tire Abatement Reimbursement Grant

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click "Edit".

Profile

Complete

Edit

Now that you have created your profile, you can begin the submission process for the STAR Grant application. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is blue, there is an action required. Click on the Card to complete.
- Status bar is gray, no action is needed.

star@dnr.ga.gov

Add Another

Organization | Name |
Scrap Tire Collection
(Amnesty) Event
Application

Created on 06/20/2024

Completed Grant

The card on the homepage will now be gray and say 'Completed Grant.' We will contact you if we need further information and will send you an email once your reimbursement request has been approved.

Resources

STAR Grant Portal: https://webportalapp.com/sp/home/georgia-epd_star-grant_2024

STAR Grant: <https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/star-grant>

SWTF Grant Program: <https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/solid-waste-0>



Submit Questions to: epd.star@dnr.ga.gov