

# RWD AND TIRE GRANTS – PORTAL GUIDE

Recovered Materials and Abatement Program  
Solid Waste Trust Fund Grant Program



What is the SWTF Grant Administration Portal?

Transition Timeline

Profile

Application

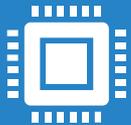
Agreement

Reporting and Reimbursement Requests

Resources

# What is the SWTF Grant Administration Portal?

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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

## **FY25 RWD and Tire Grants Applicants**

Prospective applicants of the FY25 Recycling and Waste Diversion (RWD) and Tire Products (Tire) Grants must submit their applications through the portal. Applications submitted via email or through other means will not be accepted.

## **FY23 and FY24 RWD and Tire Grants Awardees**

Starting August 15, 2024, existing awardees with active projects through the RWD and Tire Grants will use the portal to submit quarterly and final reports, and reimbursement requests.

# Profile

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# Profile: Create Account

**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

**Tire Products Grant Portal**

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.

**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

**Tire Products Grant Portal**

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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ENVIRONMENTAL PROTECTION DIVISION

Tire Products Grants Homepage Welcome, [user]

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

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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ENVIRONMENTAL PROTECTION DIVISION

Tire Products Grants Homepage > Profile Welcome, [user]

Profile Save Draft Create Profile

First Name \* Last Name \*  
First Name Last Name

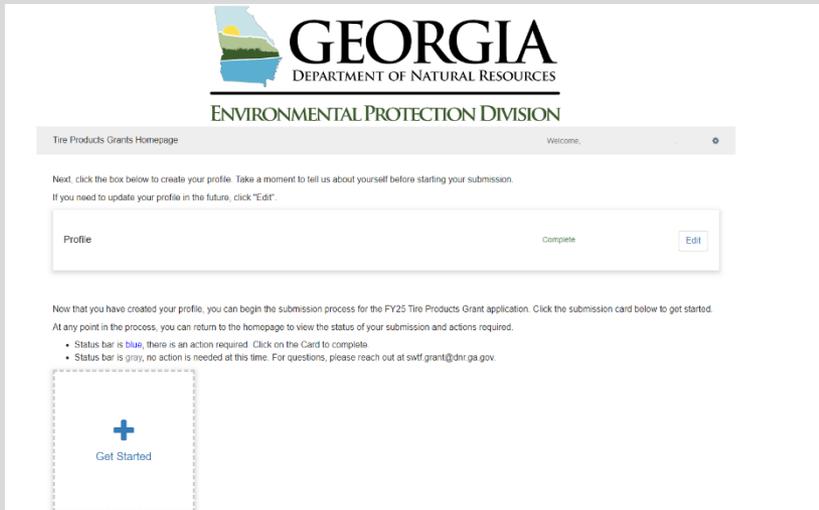
Organization Name \* Title \*  
Company Name Title

Email \* Phone  
name@company.com 123-555-6789

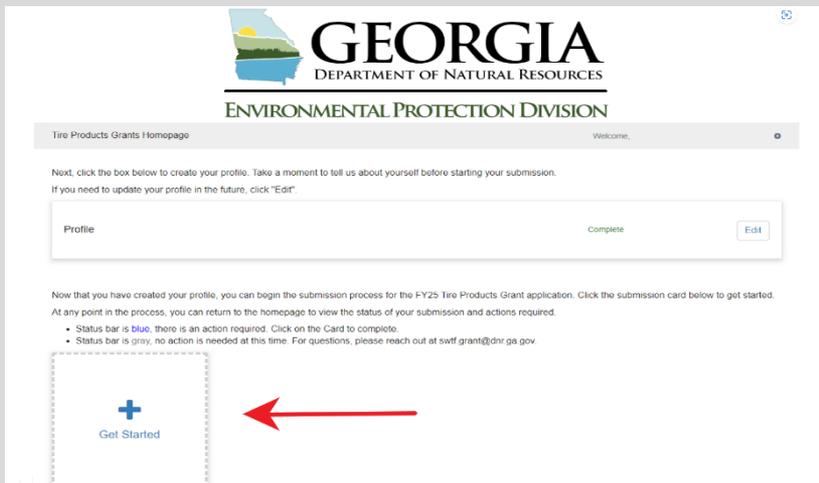
wizehive

- 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



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



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

# Application

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# Application Basics

The screenshot shows a web application interface for submitting an application. At the top left, there is a header 'Application' with a minus sign icon. Below it, the text 'Complete each section below' is followed by a list of instructions: '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 Application" button to send in your completed application.', 'Once you've submitted, you will be unable to make changes unless it is unlocked by SWTF Grant Program staff.', and 'For questions, please reach out to swtf.grant@dnr.ga.gov.'. On the right side, there is a 'Submit Application' button. A red box highlights a message: 'There are 74 days remaining to submit this.' A red arrow points from this message to the 'Project Information' section. Below the sections, there are six rows, each with a section name, an 'Action Required' indicator, and an 'Open' button. The 'Project Information' row has a red box around the 'Action Required' text, and a red arrow points from the 'Action Required' text in the 'Project Information' row to the 'Action Required' text in the 'Project Narrative' row.

**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 Application" button to send in your completed application.**
- Once you've submitted, you will be unable to make changes unless it is unlocked by SWTF Grant Program staff.
- For questions, please reach out to swtf.grant@dnr.ga.gov.

There are 74 days remaining to submit this.

Submit Application

Project Information	Action Required	Open
Project Narrative	Action Required	Open
Project Timeline	Action Required	Open
Project Budget	Action Required	Open
Supporting Materials	Action Required	Open
Signature	Action Required	Open

- Users will be taken to the application page. This displays all of the sections that need to be completed.
- Next to the "Submit Application" button, users can find a reminder of how many days are left until the application is due.
- Next to each application section there is an indicator of progress.

*Image above is for the Tire Grant. The layout for the RWD Grant is identical.*

# Application Basics

The screenshot shows the top of the application interface. At the top left is the Georgia Department of Natural Resources logo. Below it is the text 'ENVIRONMENTAL PROTECTION DIVISION'. A breadcrumb trail reads: 'Tire Products Grants Homepage > Organization Name | Last Name | Test > Project Timeline'. Below the breadcrumb is a 'Draft' button. A 'Welcome,' message and a settings gear icon are also visible. The main section is titled 'Project Timeline' with a dropdown arrow. Below this title are three buttons: 'Save Draft', 'Mark Complete', and 'Close'. Red arrows point to each button, and a red box highlights the 'Mark Complete' button.

- In each section of the application, users will have three options at the top of the section.
- The “Save Draft” button can be used to save progress and return to later.
- Once all required fields have been filled out users can hit the “Mark Complete” button to submit that section.
- The “Close” button will close that section. Make sure to “Save Draft” first!

*Image above is for the Tire Grant. The layout for the RWD Grant is identical.*

# Project Information

Project Information ▾ 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.

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**Project Title \***

**Local Government/Entity \*** **Federal Tax ID \***

**Mailing Address**

**Address 1 \*** **Address 2**

**City \*** **State \*** **ZIP \***  
 Georgia

The first section is Project Information. This section includes:

- Project Title
- Contact Information
- Eligibility Questions
- Funds in Advance

# Project Information

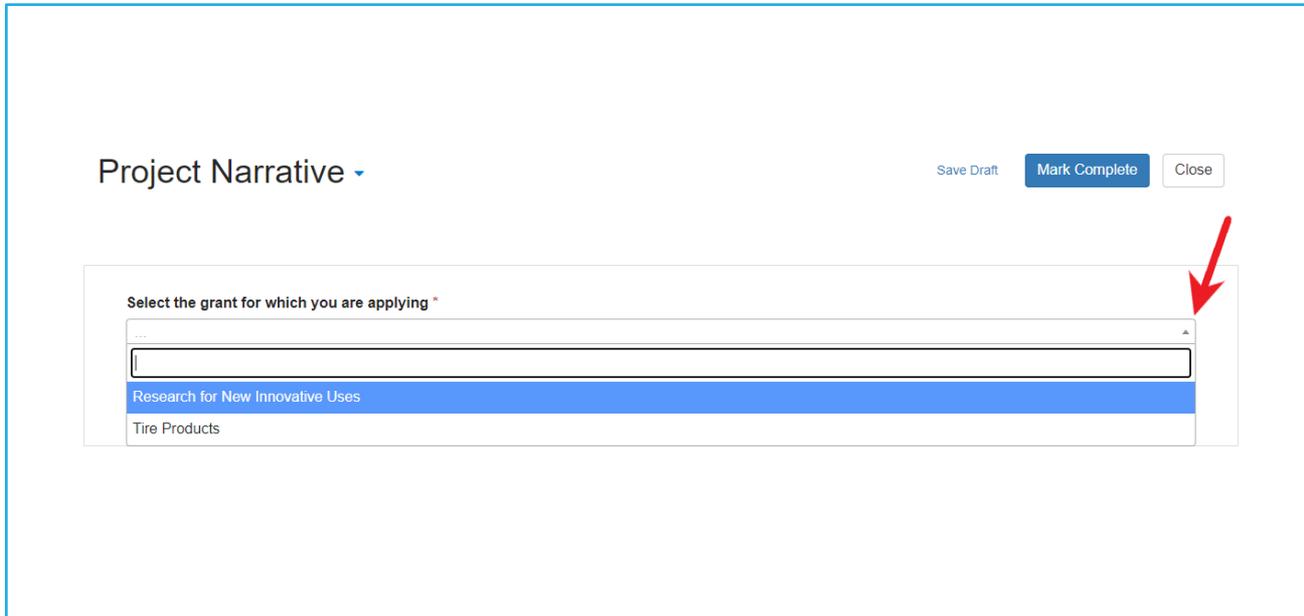
Does your entity require funds in advance? \*

Yes  
 No

Provide justification as to why funds in advance are required. \*

If “yes” is selected on specific question a text box will appear. These text boxes are for users to provide more information or justification and must be completed to submit.

# Project Narrative – Tire Grant



Project Narrative ▾

Save Draft Mark Complete Close

Select the grant for which you are applying \*

...

Research for New Innovative Uses

Tire Products

The next section is the project narrative. The questions are different for each track (applicable only to the Tire Grant). The first step will be to indicate which track you are applying for.

After selecting a track, the questions associated with that track will appear.

# Project Narrative – Tire Grant (Products)

Select the grant for which you are applying \*

× Tire Products

Project Description

Briefly describe your overall project, including project location. \*

If your project involves one or more other eligible applicants, please describe. Five bonus points will be given to projects coordinated with other eligible applicants

Need and Purpose

Describe the need and purpose of the project. \*

When the Products track is selected, nine questions for the track will appear.

# Project Narrative – Tire Grant (Research)

Select the grant for which you are applying \*

× Research for New Innovative Uses

Briefly describe your overall research project, including the need and purpose \*

If your project involves one or more other eligible applicants, please describe. Five bonus points will be given to projects coordinated with other eligible applicants.

Describe the objective(s) of the research project. \*

Methodology

Describe the methodology you will use to conduct the research project \*

When the Research track is selected, seven questions associated with the track will appear.

# Project Narrative – RWD Grant

Project Narrative ▾ Save Draft Mark Complete Close

**Description**  
Briefly describe your overall project, including the need and purpose, in the proposed affected community. \*

If your project involves at least two or more other eligible applicants, please describe. Five bonus points will be given to projects coordinated with other eligible applicants.

**Objectives**  
Identify objectives and the “Specific, Measurable, Attainable, Relevant, and time-bound (SMART)” goals for the project. \*

For the RWD Grant, there are seven questions. As there is only one track, there is no option to select. The questions will appear.

# Project Timeline

## Project Timeline ▾ Close

Please provide your projects timeline including your project start date, activities, and project end date. **Be sure to list your items in order by date.**

Begin adding activities by clicking the [+New Item](#) button.

**NOTE:** There is no time limit for the overall project; however, grant funds must be expended within 24 months of the award. In other words, the parts of the project associated with Tire must occur within 24 months of grant award to be reimbursed.

Minimum required: 1    Maximum allowed: 50    Total Completed: 0 + New Item

There are no items in this list yet...

POWERED BY  
wizehive

*Image above is for the Tire Grant. The layout for the RWD Grant is identical.*

The next section is the Project Timeline. To add in an activity users will hit the “New Item” button.

# Project Timeline

## Project Timeline ▾

Delete Save Draft **Mark Complete** Close

Starting from the project start, use the form below to add each project milestone in sequential order. Once you have completed all required fields, click "Mark Complete".

1. Add project start date information. (Select the same date for 'Activity Start Date' and 'Activity Completion Date')
2. List key project activities. Examples include "site preparation" and "material testing"
3. Additional items for activities may be added as necessary.
4. Add project end date information (Select the same date for 'Activity Start Date' and 'Activity Completion Date')

**Activity Name \***

**Activity Description**

**Activity Start Date \***

**Activity Completion Date \***

After hitting “New Item” users will be taken to a separate page to input project activities. For each activity, users will include:

- Activity Name (required)
- Description (optional)
- Start Date
- Completion Date

# Project Timeline

## Project Timeline ▾

Delete Save Changes Close

Starting from the project start, use the form below to add each project milestone in sequential order. Once you have completed all required fields, click "Mark Complete".

1. Add project start date information. (Select the same date for 'Activity Start Date' and 'Activity Completion Date')
2. List key project activities. Examples include "site preparation" and "material testing"
3. Additional items for activities may be added as necessary.
4. Add project end date information (Select the same date for 'Activity Start Date' and 'Activity Completion Date')

Last saved on 7/8/2024 at 11:14:15 AM

This form is now marked complete.

**Activity Name \***

**Activity Description**

**Activity Start Date \***

**Activity Completion Date \***

Users should also manually enter an activity line for the “Project Start” and “Project Completion” dates.

# Project Timeline

## Project Timeline ▾ Close

Please provide your projects timeline including your project start date, activities, and project end date. **Be sure to list your items in order by date.**

Begin adding activities by clicking the [+New Item](#) button.

**NOTE:** There is no time limit for the overall project; however, grant funds must be expended within 24 months of the award. In other words, the parts of the project associated with Tire must occur within 24 months of grant award to be reimbursed.

You have met the required minimum for this step. You can continue adding items if necessary up to the stated maximum.

Minimum required: 1    Maximum allowed: 50    Total Completed: 3    [+ New Item](#)

Activity Type <span>▾</span>	Activity Start Date <span>▾</span>	Activity Completion Date <span>▾</span>	
Project Start	07/09/2024	07/09/2024	<a href="#">Edit</a>
Activity 1	07/10/2024	07/24/2024	<a href="#">Edit</a>
Project End	07/25/2024	07/25/2024	<a href="#">Edit</a>

*Image above is for the Tire Grant. The layout for the RWD Grant is identical.*

Once users have entered in all desired activities, the Project Timeline landing page will show an overview of those activities.

# Project Budget

**Application Type**

**How many items do you want to submit? \***

Please enter a number 1-10. If there are more than 10, please fill out this form again after your complete the 10th item.

**Running Total of Grant Funds Requested**

\$ 0.00

**Running Total Project Cost**

\$ 0

The next section is the Project Budget. Users will first be prompted to select the grant track they are applying for (only applicable to Tire Grant) and how many line items they wish to submit.

# Project Budget – Tire (Products)

**Application Type**  
Tire Products

**How many line items do you want to submit? \***  
1  
Please enter a number 1-10. If there are more than 10, please fill out this form again after your complete the 10th item.

**Running Total of Grant Funds Requested**  
\$ 250,000.00

**Total Project Cost (including TDP and associated services)**  
\$ 500,000.00

---

<b>Budget Line Item *</b>	<b>Grant Funds Requested</b>
Test	\$ 250,000.00

**Are the funds attributable to a GA business? \***  
 Yes  
 No

After selecting the track and entering in the desired number of items, additional questions will appear. The picture is showing the questions asked for the Products track.

# Project Budget – Tire (Research)

**Application Type**  
Research

**How many line items do you want to submit? \***  
1  
Please enter a number 1-10. If there are more than 10, please fill out this form again after you complete the 10th item.

**Running Total of Grant Funds Requested**  
\$ 250,000.00

**Running Total of Matching Contributions**  
\$ 5,200.00

**Running Total Project Cost**  
\$ 255200

---

**Budget Line Item \*** **Grant Funds Requested**  
Test \$ 250,000.00

**Match Contribution - In-Kind** **Match Contribution - Cash**  
\$ 200.00 \$ 5,000.00

**Are the funds attributable to a GA business? \***  
 Yes  
 No

After selecting the track and entering in the desired number of items, additional questions will appear. The picture is showing the questions asked for the Research track.

# Project Budget – RWD

How many budget line items do you want to submit? \*

Running Total of Grant Funds Requested

\$ 0.00

Running Total of Matching Contributions

\$ 0.00

Running Total Project Cost

\$ 0

Budget Line Item \*

Grant Funds Requested

\$

Match Contribution - In-Kind

\$

Match Contribution - Cash

\$

Are the funds attributable to a GA business? \*

Yes

No

After entering in the desired number of budget line items, additional questions will appear. The picture is showing the questions asked for the RWD Grant.

# Supporting Materials

Supporting Materials ▾ Save Draft Mark Complete Close

How many budget line items did you submit? \*

Attach quotes and/or other cost estimate documentation to support each line-item expenditure in the budget. If utilizing a Georgia business for any products or services, attach documentation that clearly indicates the business name and address.

**Quote 1 \***  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 2**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 3**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 4**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 5**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 6**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 7**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 8**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 9**  
Provide as 1 ZIP file or PDF  
  ⓘ

**Quote 10**  
Provide as 1 ZIP file or PDF  
  ⓘ

In the Supporting Materials section, users will upload quotes, contractor affidavit, and W-9 form. Links for the contractor affidavit and W-9 forms are available on EPD's website.

# Signature

Signature ▾ Save Draft Mark Complete Close

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

Yes

No

The last section is Signature. Users will be asked to indicate if they are the responsible official (as listed in the Project Information section) for their entity.

# Signature

Signature ▾ Save Draft Mark Complete Close

**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 1 \***  **Address 2**

**City \***  **State \***  **ZIP \***

**Electronic Signature \***  **Date \***

Type your full legal name

If the user selects “Yes”, then they will be asked to fill in the required fields to submit an electronic signature.

# Signature

Signature ▾ Save Draft Mark Complete Close

**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 signatory form.  
[Tire Products Grant Application Signature Page](#)

**Signed Signature Page \***

?

If the user selects “No”, then they will be prompted to download a signature page to submit to their responsible official. There will also be a space to upload the document when completed.

# Submission

## 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 Application" button to send in your completed application.**
- Once you've submitted, you will be unable to make changes unless it is unlocked by SWTF Grant Program staff.
- For questions, please reach out to [swtf.grant@dnr.ga.gov](mailto:swtf.grant@dnr.ga.gov).

There are 74 days remaining to submit this.

**Submit Application**

Project Information	Complete	Edit
Project Narrative	Complete	Edit
Project Timeline	Complete	Edit
Project Budget	Complete	Edit
Supporting Materials	Complete	Edit
Signature	Complete	Edit

- Once users have completed all application sections, the “Submit Application” button will turn green.
- Users can still edit sections until the “Submit Application” button has been hit.
- Please note your application has not been fully submitted until the user has hit the “Submit Application” button.

# Congratulations!

Organization Name | Last Name | Test

**Application** This has been submitted

Success! Your application is under review.  
Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.

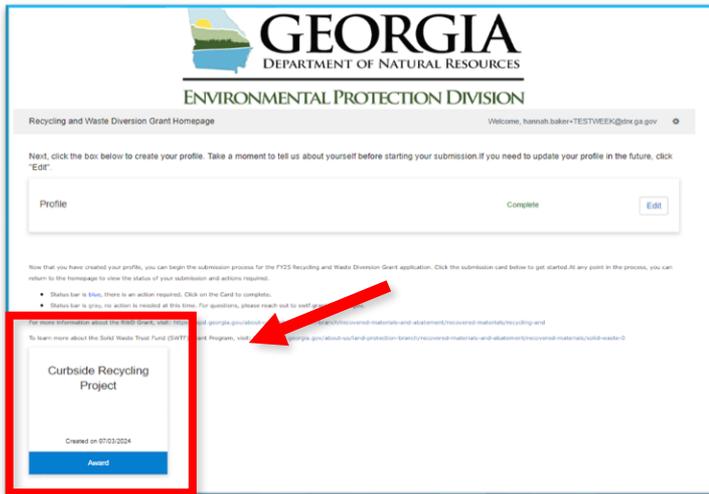
Project Information	View
Project Narrative	View
Project Timeline	Open
Project Budget	View
Supporting Materials	View
Signature	View

After hitting “Submit Application” users will have submitted their application. Users will be able to view the application but not edit it.

# Agreement

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# Submitting a Signed RWD or Tire Agreement



If your application has been selected for award, you will receive an email asking you to log into the portal to download, sign, and upload your agreement.

On the RWD or Tire Grant Homepage, the card will turn blue and list '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.



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 RWD or Tire Agreement

GEORGIA  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

Recycling and Waste Diversion Grant Homepage > Curbside Recycling Project > Award

Welcome, hannah.baker+TESTWEEK@dnr.ga.gov

Award - Close

Agreement Number 90-RWD-000	Award Year 2025
Awarded Amount \$25,000.00	Cash Match Amount \$100.00
Match % 25.00	
Advance? No	

**Unsigned Grant Agreement**  
[RWD-Grant-Contract--Cash-and-In-kind-Match.pdf](#)

Fully Executed 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.

GEORGIA  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

Recycling and Waste Diversion Grant Homepage > Curbside Recycling Project

Welcome, hannah.baker+TESTWEEK@dnr.ga.gov

Order by: Newest to Oldest

Curbside Recycling Project

Award Submit

Award Action Required Open  
View your award details and download the agreement.

Grant Agreement Signature Action Required Open  
Submit your signed agreement within 30 days of award notification.

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 RWD or Tire Agreement

GEORGIA  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

Recycling and Waste Diversion Grant Homepage > Curbside Recycling Project > Grant Agreement Signature **Draft**

Welcome, hannah.baker@dnr.ga.gov

Grant Agreement Signature - Save Draft Mark Complete Close

Do you accept the award? \*

Click the drop down and select "yes" to accept the reward.

GEORGIA  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

Recycling and Waste Diversion Grant Homepage > Curbside Recycling Project > Grant Agreement Signature **Draft**

Welcome, hannah.baker@dnr.ga.gov

Grant Agreement Signature - Save Draft Mark Complete Close

Do you accept the award? \*

Accept

Signed Grant Agreement \*

+ Select a file

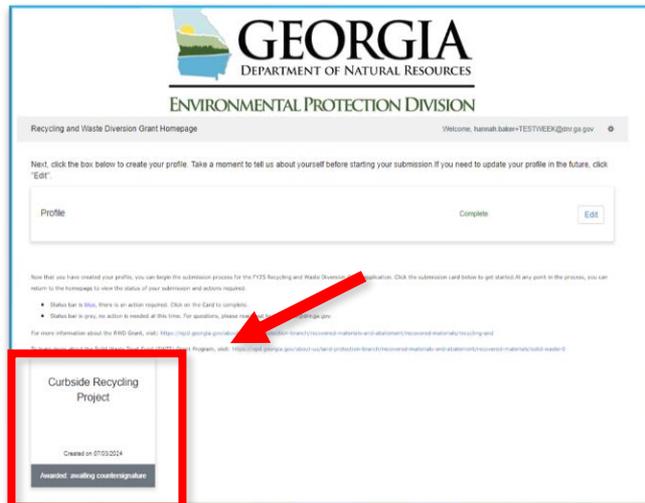
Click the white '+ Select File' button to upload your signed agreement.

Click the blue 'Mark Complete' button when finished.

# Submitting a Signed RWD or Tire Agreement



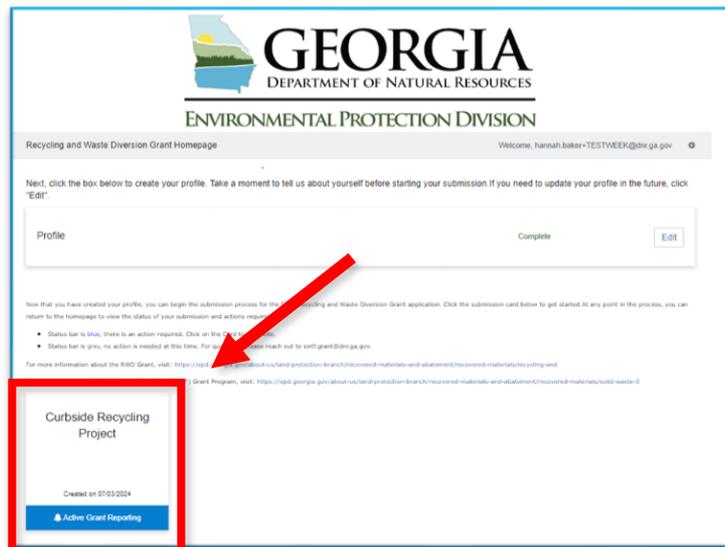
You will be taken back to the main portal page. Click the green 'Submit' button.



If you return to the RWD or Tire 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.

# Submitting a Signed RWD or Tire Agreement



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

On the RWD or Tire Grant Homepage, the card will now be blue again and show 'Active Grant Reporting.' Click on the card to continue.

# Viewing an Executed RWD and Tire Agreement

Active Grant Reporting

Reimbursement Requests [Open](#)

Final Report [Open](#)  
Submit your final report when the project is complete.

Award This has been submitted

Thank you! You will be contacted if any additional information is needed.

Award [View](#)  
View your award details and download the agreement.

Grant Agreement Signature [View](#)  
Submit your signed agreement within 30 days of award notification.

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.'

GEORGIA  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

Recycling and Waste Diversion Grant Homepage > Curbside Recycling Project > Award

Welcome, hannah.baker+TESTWEEK@dnr.ga.gov

Award [Close](#)

Agreement Number	Award Year
00-RWD-000	2025
Awarded Amount	Cash Match Amount
\$25,000.00	\$100.00
Match %	
25.00	
Advance?	
No	

Unsigned Grant Agreement  
RWD-Grant Contract--Cash-and-in-kind Match.pdf

Fully Executed Grant Agreement  
The executed agreement will be available here once signed by all parties.  
test.pdf

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

# Reporting and Reimbursement Requests

The SWTF Grant Team will provide training on how to submit reports and reimbursements requests in September 2024. More details to come soon.



# Resources



Submit Questions to: [SWTF.Grant@dnr.ga.gov](mailto:SWTF.Grant@dnr.ga.gov)



More resources can be found on EPD's Website:  
<https://epd.georgia.gov/swtf-grant-program-administration-portal>



To start an application for the Tire Grant, visit:  
[https://webportalapp.com/sp/georgia\\_epd\\_tp\\_grants](https://webportalapp.com/sp/georgia_epd_tp_grants)

To start an application for the RWD Grant, visit:  
[https://webportalapp.com/sp/epd\\_rwd](https://webportalapp.com/sp/epd_rwd)