STAR GRANT – PORTAL GUIDE

Recovered Materials and Abatement Program
Solid Waste Trust Fund Grant Program

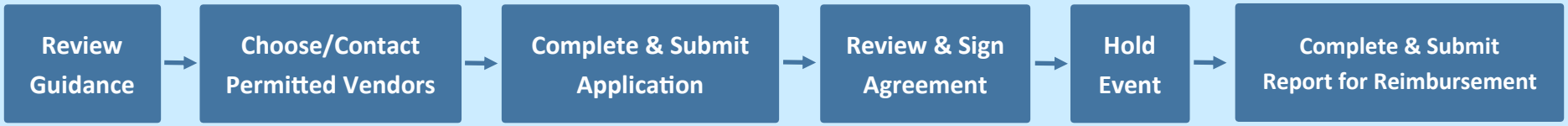
GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Local Government Scrap Tire Abatement Reimbursement (STAR) Program Guidelines

Introduction:

EPD is committed to cleaning up scrap tires in Georgia and encourages local governments to apply to the Local Government Scrap Tire Abatement Reimbursement (STAR) Program. Cities, counties, and solid waste management authorities are eligible for this program that covers the costs of removing, transporting, and processing scrap tires from right-of-way (ROW) cleanups, scrap tire collection (amnesty) events, and local government led scrap tire abatement (tire dump) projects.

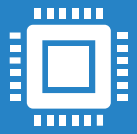
Overview of the STAR Process:



STAR Program Eligibility:

- The applicant must be a local government (city, county, or solid waste authority).
- The applicant must be in compliance with Georgia Department of Community Affairs' minimum standards under the Georgia Planning Act, legal requirements related to immigration, and the Service Delivery Strategy law: https://apps.dca.ga.gov/LocalGovStatus/planning.asp
- Reimbursement is limited to $150,000 per local government per state fiscal year (July 1 – June 30) for collection and right-of-way projects.
- Reimbursement costs are limited to the cost of transporting and recycling tires.
- Appropriate and necessary safety measures (e.g., personal protective equipment) must be used at all times.
- The scrap tires must have been collected during the local government sponsored event and be located in Georgia.
- Applicants must comply with all applicable procurement and purchasing regulations established pursuant to state law.
- **Applicants must use a permitted tire carrier to transport tires.**
- **Tires must go to a permitted/approved beneficial reuse processor and be recycled.**

What is the SWTF Grant Administration Portal?



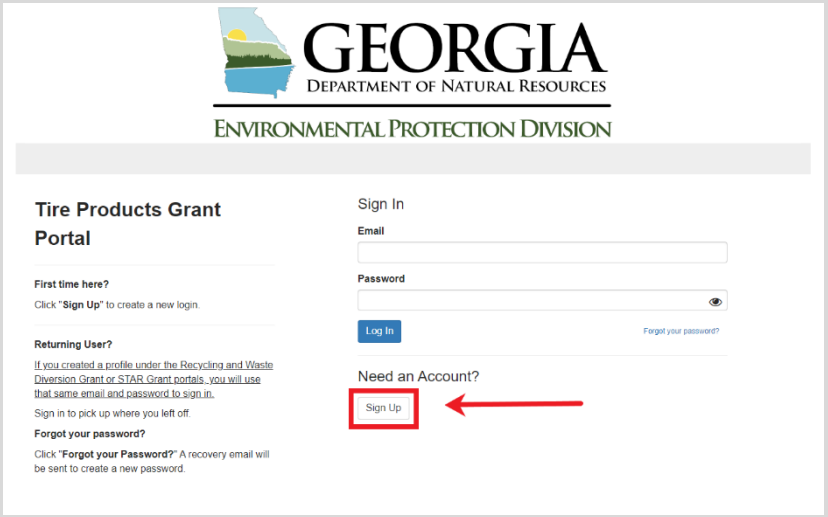
The SWTF Grant Administration Portal is an online grant management platform.



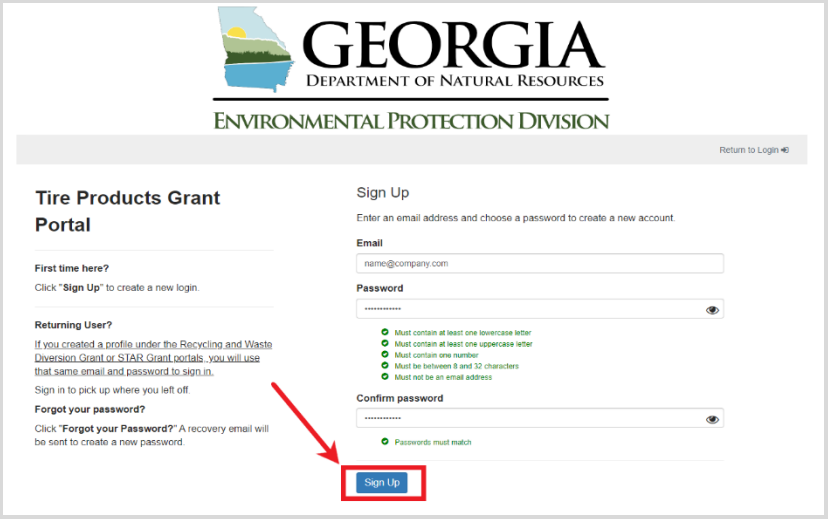
Previously, applications and reimbursement requests were downloaded by applicants/awardees and emailed to SWTF Grant Program Staff. Now, applicants/awardees may complete and submit applications and reimbursement requests online through the portal.

Profile

Profile: Create Account



- 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.

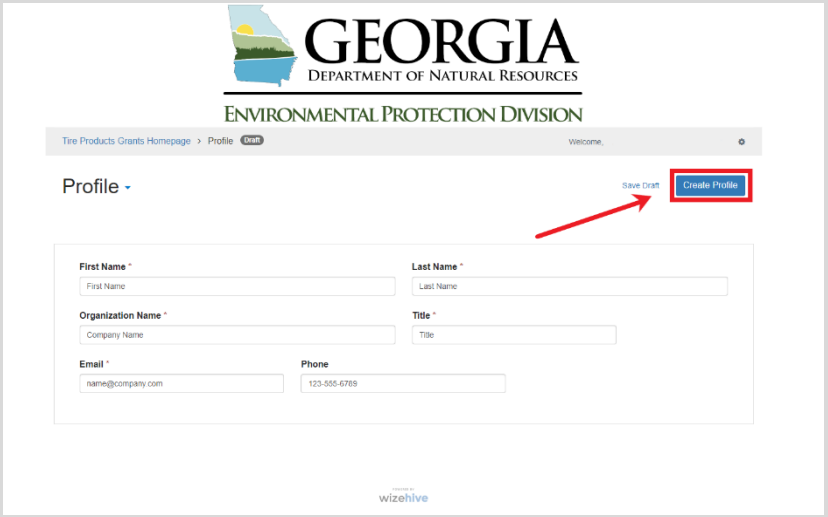


- Users will be asked for an email and to create a password. The password must:
  - Contain one lowercase letter
  - Contain one uppercase letter
  - Contain one number
  - Be between 8 and 32 characters
  - Not be an email address
- After, entering in login information, users will click the "Sign Up"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

Profile: Create Profile



- 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.



- 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



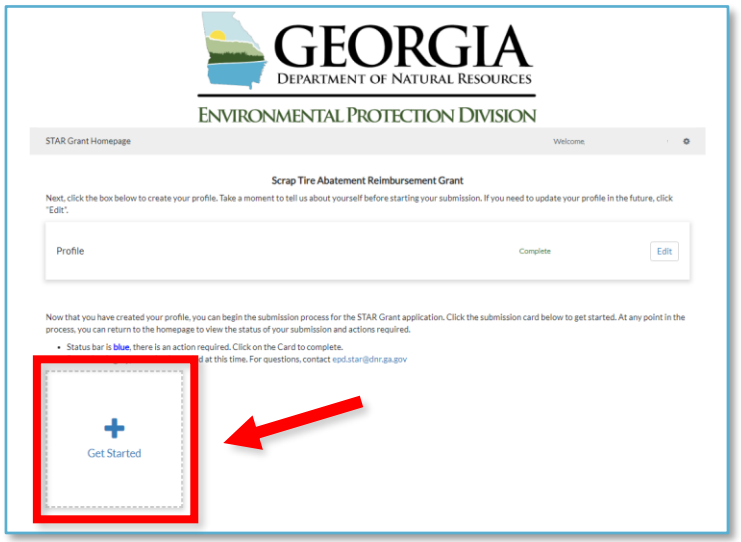
- Users now have successfully created their profile.
- Profiles can be edited at any time.



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

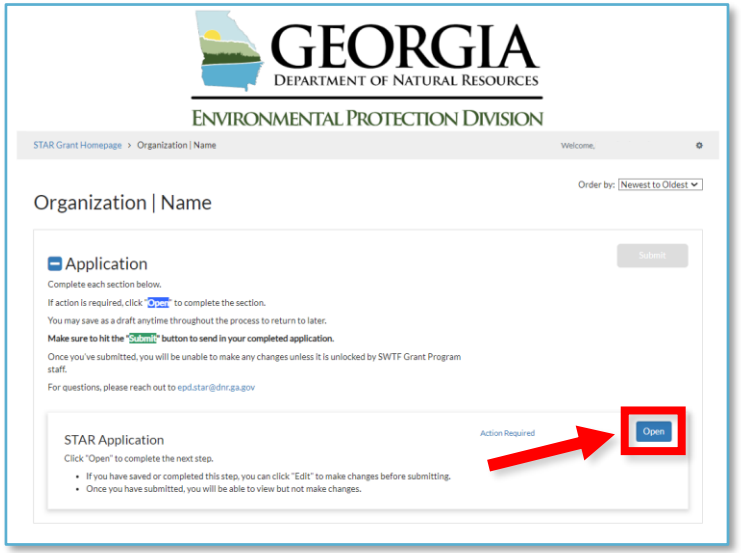
Application

Submitting a STAR Grant Application



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.

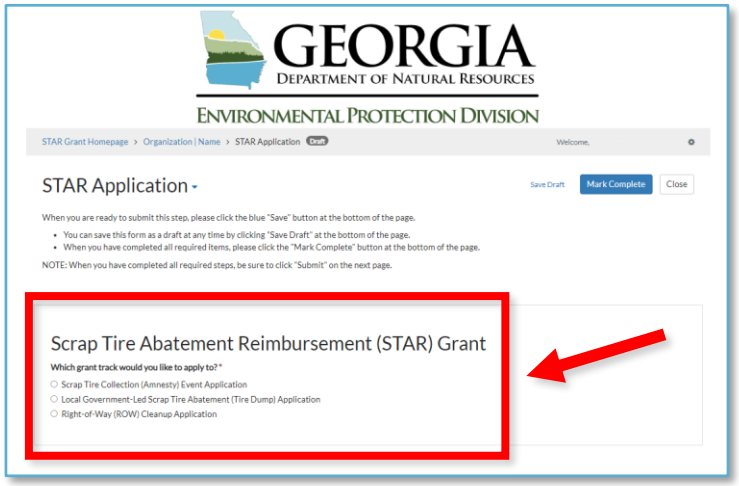


Click 'Open' to start filling out the application.

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

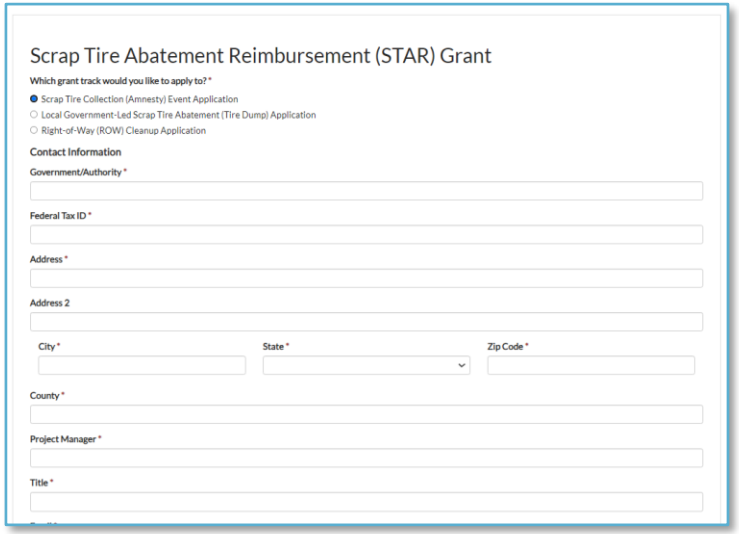
Once an application has been submitted, you will not be able to go back and edit it, unless opened by SWTF Grant Program Staff.

Submitting a STAR Grant Application



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

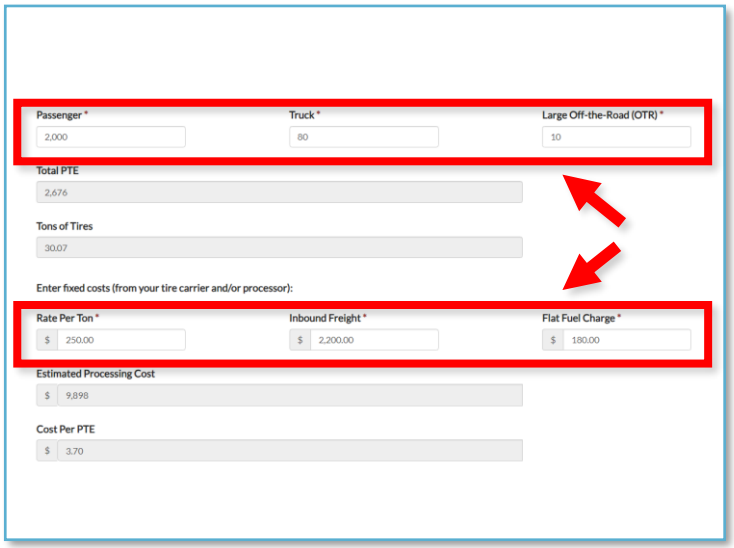
This guidance will show the Scrap Tire Collection (Amnesty) Event Application, but the other two are very similar, with some different questions.



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

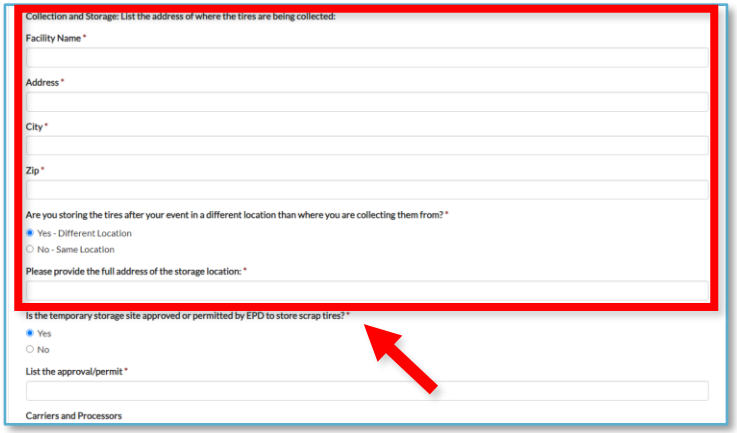


For the Cost Estimate section, fill out:

- 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.

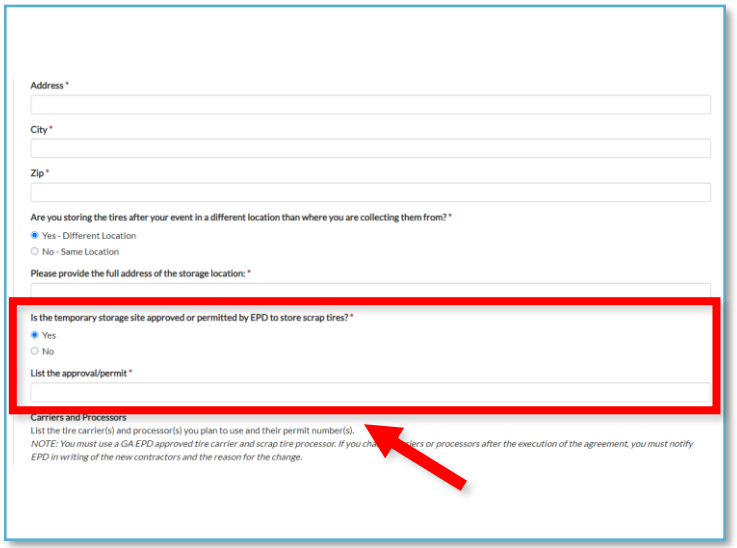
Total PTE, tons of tires, estimated processing cost, and cost per PTE will calculate automatically.



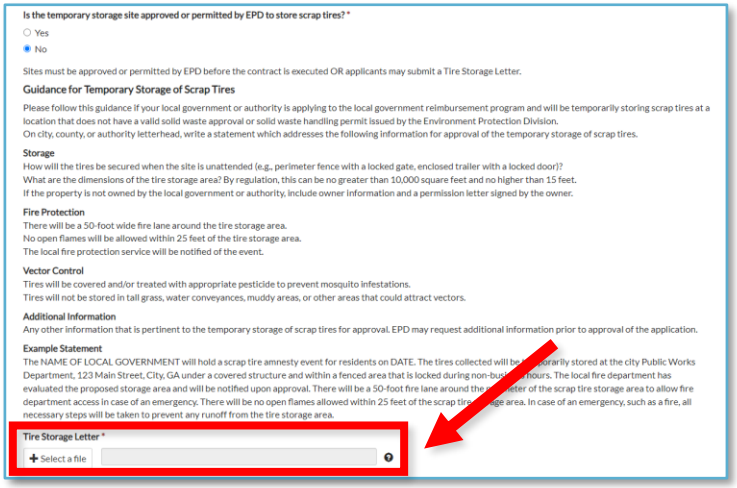
In the Collection and Storage section, fill in the address of you tire collection location.

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

Submitting a STAR Grant Application



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



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.

What to include in your tire storage letter:

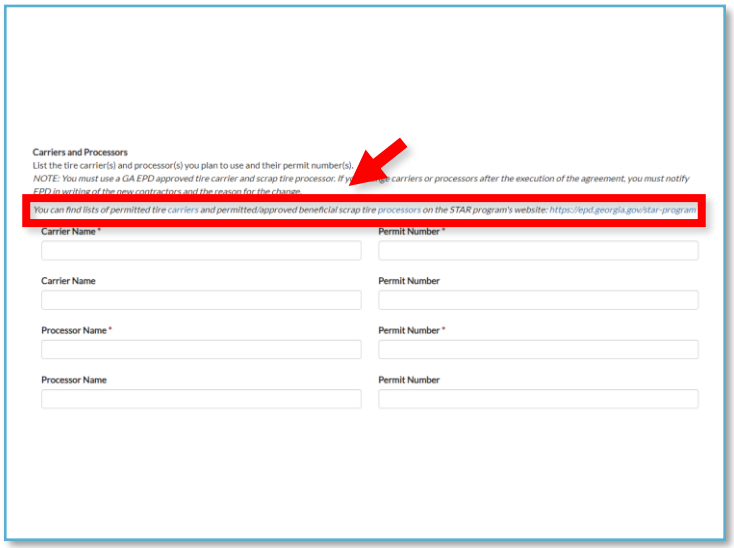
- How will the tires be secured when the site is unattended?
- What are the dimensions of the tire storage area? By regulation, this can be no greater than 10,000 square feet and no higher than 15 feet.
- Is there a 50-foot wide fire lane around the storage area?
- Has the local fire department been notified of the event?
- Will there be open flames within 25 feet of the storage area?
- Will tires be covered and/or treated with an appropriate pesticide to prevent mosquito infestations?
- In case of fire or other emergency, will steps be taken to prevent runoff from the tire storage area?

Example Tire Storage Letter Statement

(must be on city, county, or authority letterhead)

Local Government will hold a scrap tire amnesty event for residents on 4/21/2023. The tires collected will be temporarily stored at the city Public Works Department, 123 Main Street, City, GA under a covered structure 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.

Submitting a STAR Grant Application



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.



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

Tire Carriers & Beneficial Reuse Scrap Tire Processors

Before submitting a STAR Program application, you will need to find an EPD permitted tire carrier and processor.

'Tire Carrier' means any person engaged in collecting or transporting tires, other than new tires.

'Scrap Tire Processor' means any person approved through a permit issued by EPD to receive and process scrap tires.

For the STAR Program, all tires must go to a **Beneficial Reuse Scrap Tire Processor.**

Scrap tire carrier and scrap tire processor are two separate permits. Some companies have both permits, but most only have one or the other.

Tire carrier permit numbers end in '**CR**' and scrap tire processor permit numbers end in '**STP**'.

How to find permitted vendors:

Current lists of permitted tire carriers and beneficial reuse scrap tire processers may be found on the STAR Program website:

1. Visit: https://epd.georgia.gov/star-program
2. Scroll down to the **'Beneficial Reuse of Scrap Tires'** section and click on the links to download lists of permitted beneficial reuse processors and permitted tire carriers with their location, contact information, and permit numbers.

Note: You will need the permit numbers of your carrier and processor when filling out your application.

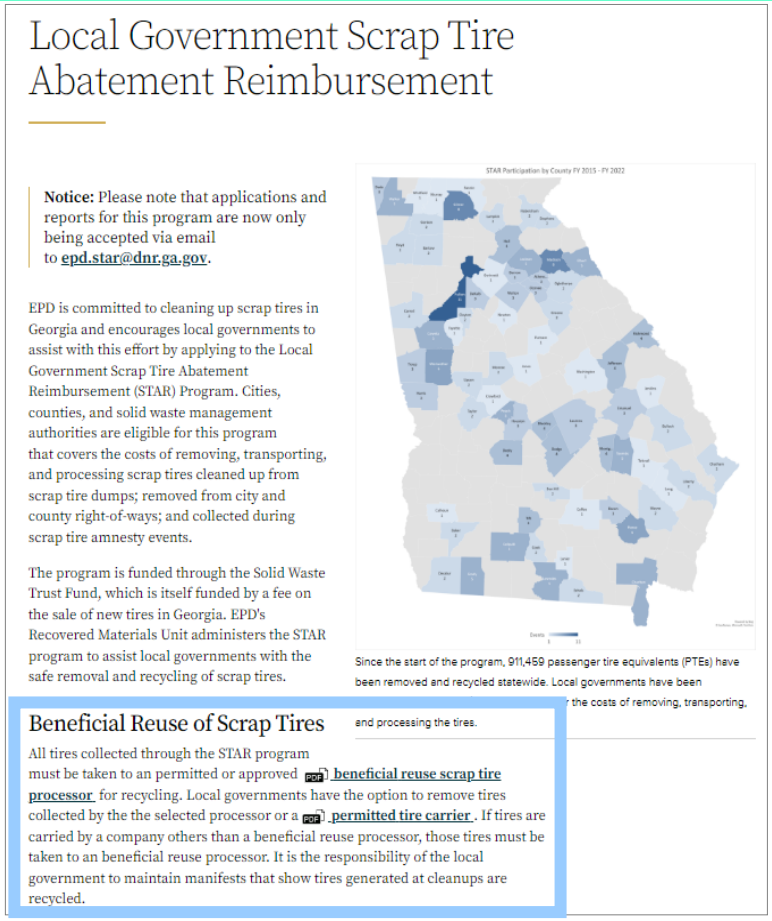
Questions to ask your tire carrier:

- Are you familiar with the Georgia EPD STAR program?
- What are your inbound freight and flat fuel fees?
- Do you charge any other fees?
- Do you take the tires to a permitted beneficial reuse processor?

It is your responsibility as an applicant to ensure the tires are recycled.

Questions to ask your tire processor:

- Are you familiar with the Georgia EPD STAR program?
- What do you do with the tires? Are they recycled?
- What is your rate per ton for tire processing?
- Do you charge any other fees?
- Tell them which tire carrier you are working with.



Local Government Scrap Tire Abatement Reimbursement

Notice: Please note that applications and reports for this program are now only being accepted via email to epd.star@dnr.ga.gov.

EPD is committed to cleaning up scrap tires in Georgia and encourages local governments to assist with this effort by applying to the Local Government Scrap Tire Abatement Reimbursement (STAR) Program. Cities, counties, and solid waste management authorities are eligible for this program that covers the costs of removing, transporting, and processing scrap tires cleaned up from scrap tire dumps; removed from city and county right-of-ways; and collected during scrap tire amnesty events.

The program is funded through the Solid Waste Trust Fund, which is itself funded by a fee on the sale of new tires in Georgia. EPD's Recovered Materials Unit administers the STAR program to assist local governments with the safe removal and recycling of scrap tires.

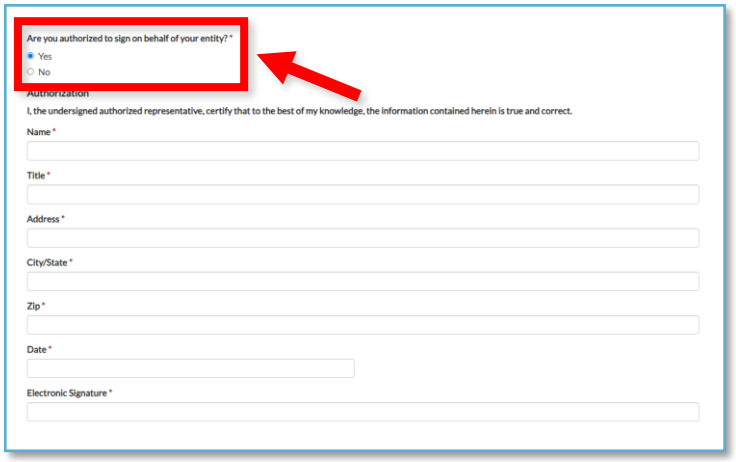
Since the start of the program, 911,459 passenger tire equivalents (PTEs) have been removed and recycled statewide. Local governments have been

the costs of removing, transporting, and processing the tires.

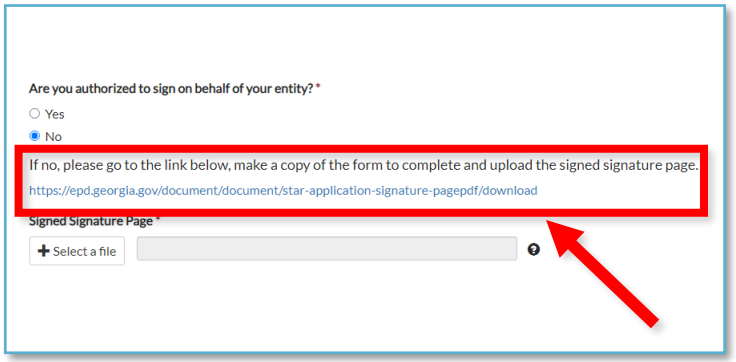
Beneficial Reuse of Scrap Tires

All tires collected through the STAR program must be taken to an permitted or approved beneficial reuse scrap tire processor for recycling. Local governments have the option to remove tires collected by the the selected processor or a permitted tire carrier. If tires are carried by a company others than a beneficial reuse processor, those tires must be taken to an beneficial reuse processor. It is the responsibility of the local government to maintain manifests that show tires generated at cleanups are recycled.

Submitting a STAR Grant Application

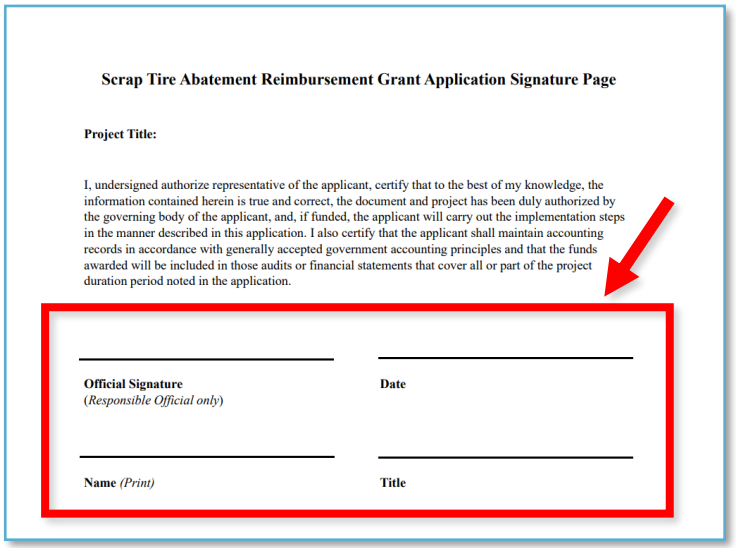


If you are authorized to sign on behalf of your entity, click 'Yes' and fill in the required fields to submit an electronic signature.



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.

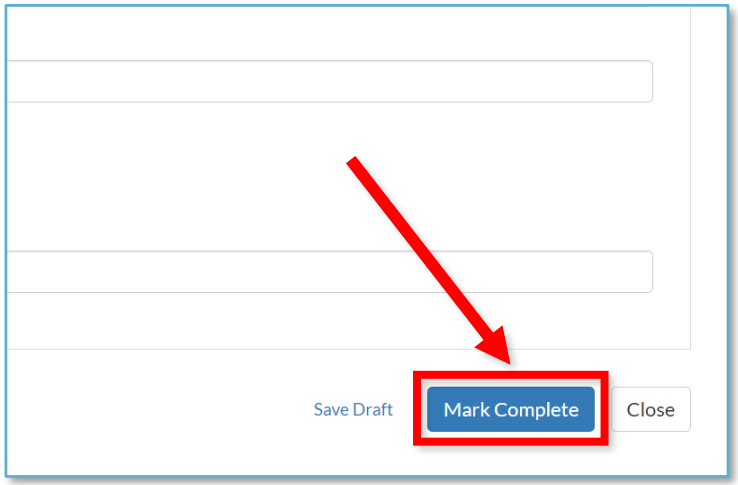
Official Signature
(*Responsible Official only*)

Date

Name *(Print)*

Title

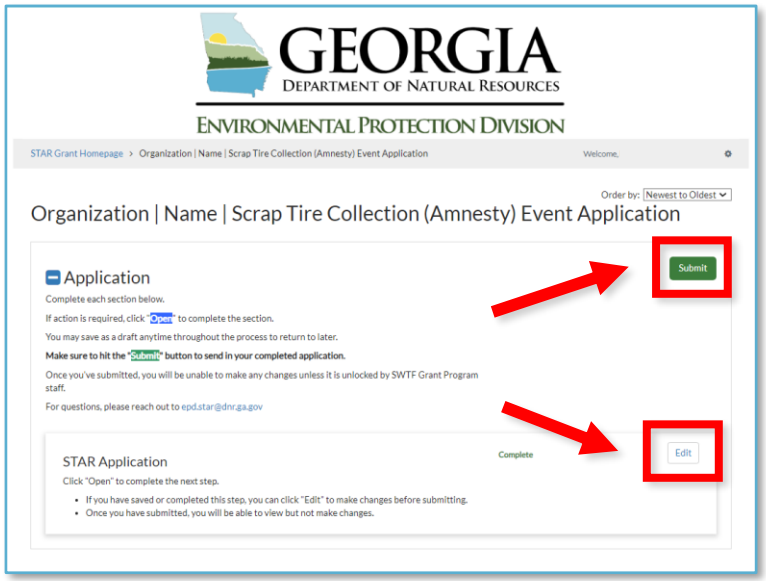
Have the responsible official fill out and sign the signature page, then upload a copy to the application.



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

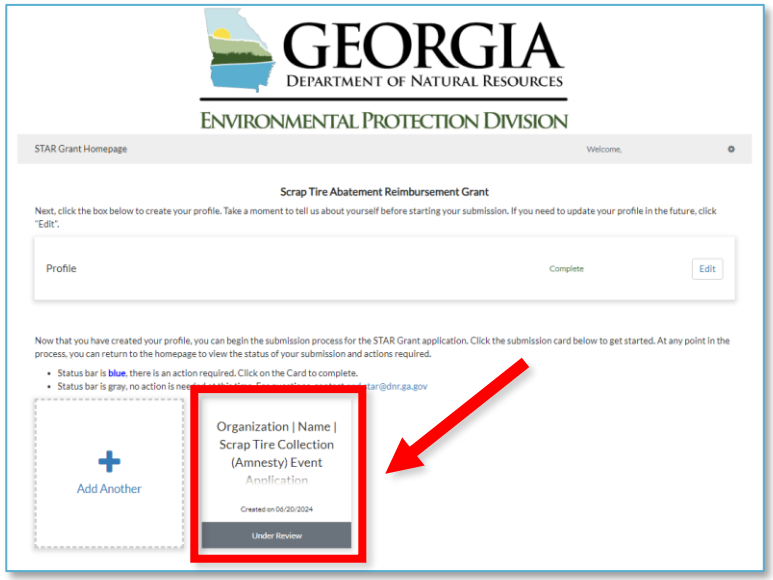


Once the application has been marked as complete, you will be returned to the main application page.

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.

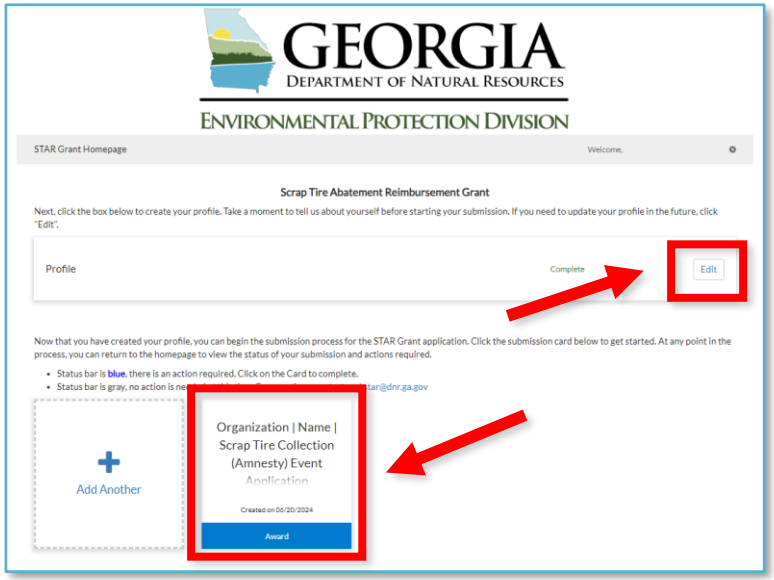


If you return to the STAR Grant homepage, you can see the status of the application has changed to ‘Under Review’ and is now gray, meaning that no action is currently required.

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

Signing the Agreement

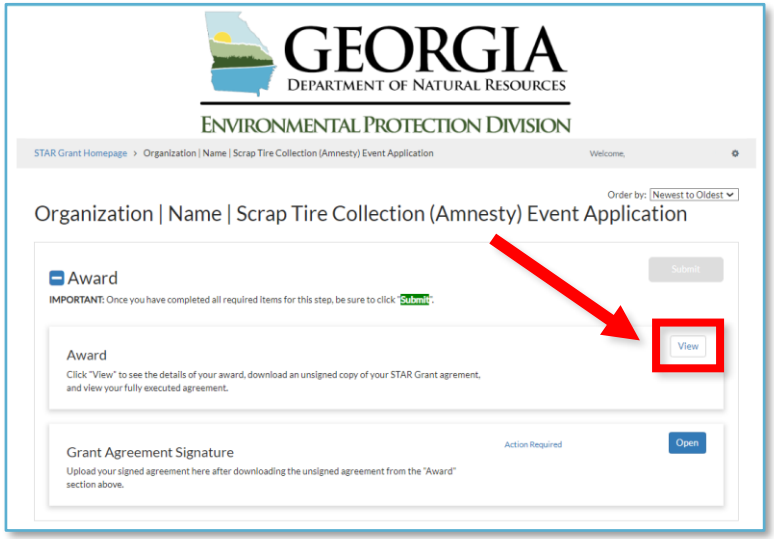
Submitting a Signed STAR Agreement



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.

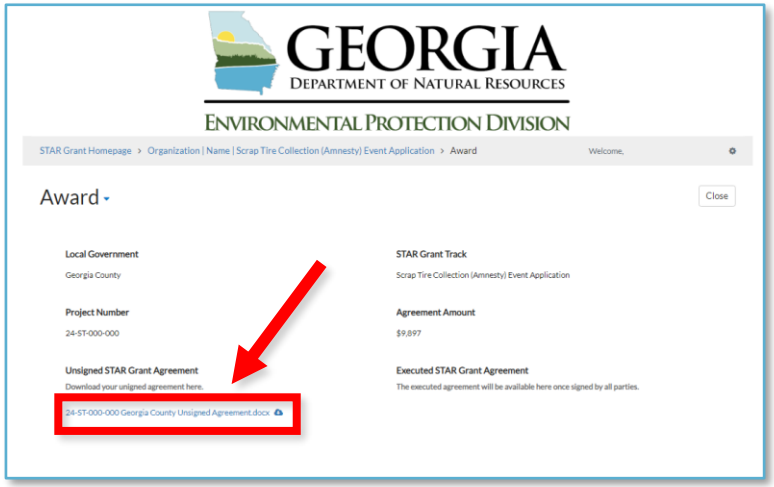
Note that work on your project **may not begin** until you have received a fully executed agreement signed by EPD.



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

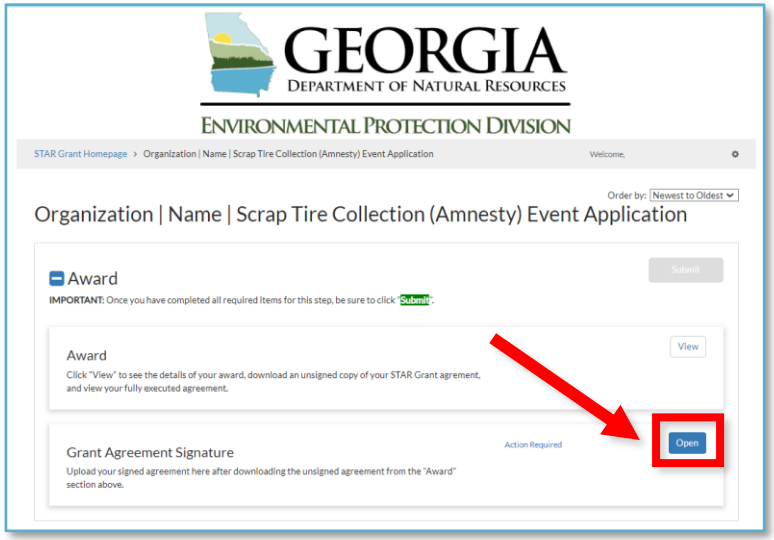
In the box that says 'Award,' click the white 'View' button.

Submitting a Signed STAR Agreement



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.



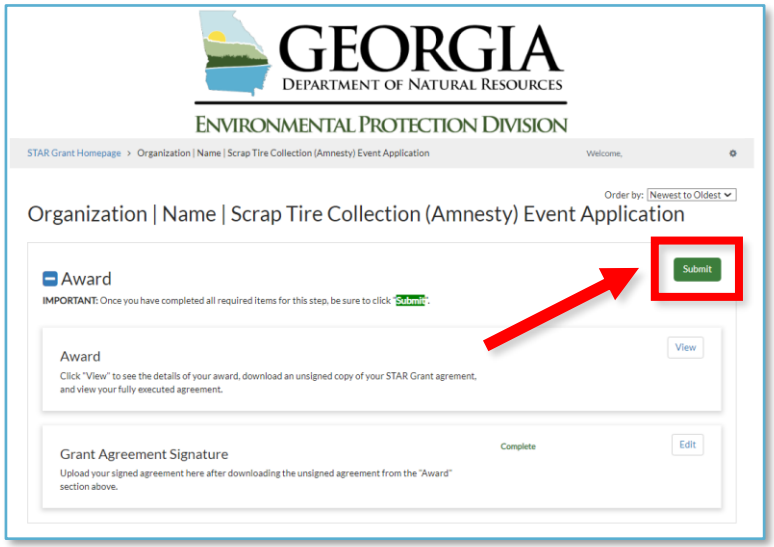
After downloading and signing the agreement, return to the portal and click the blue ‘Open’ button in the box that says ‘Grant Agreement Signature.’

Submitting a Signed STAR Agreement



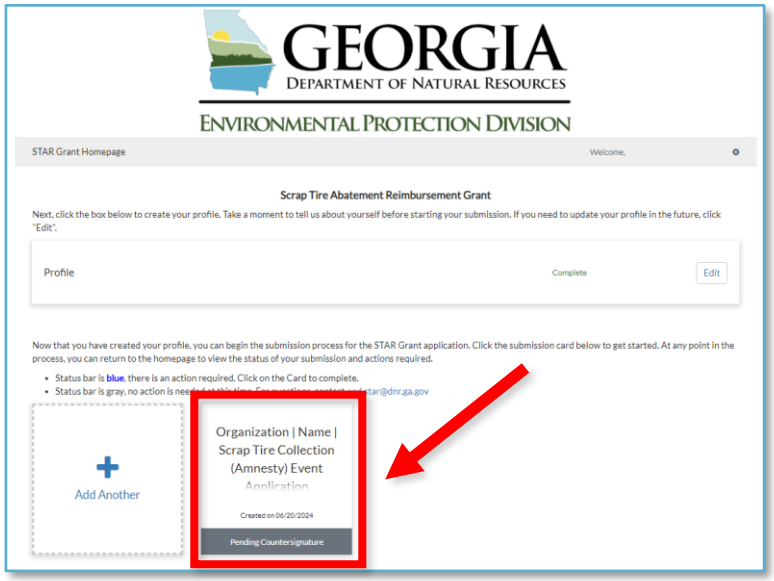
Enter the name of your entity in the Local Government line and click the white '+ Select File' button to upload your signed agreement.

Click the blue 'Mark Complete' button when finished.



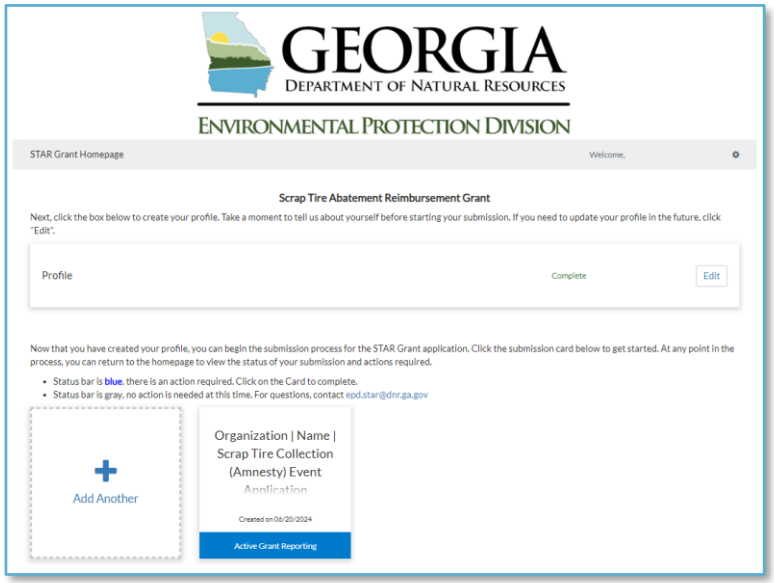
You will be taken back to the main portal page. Click the green 'Submit' button.

Submitting a Signed STAR Agreement



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.

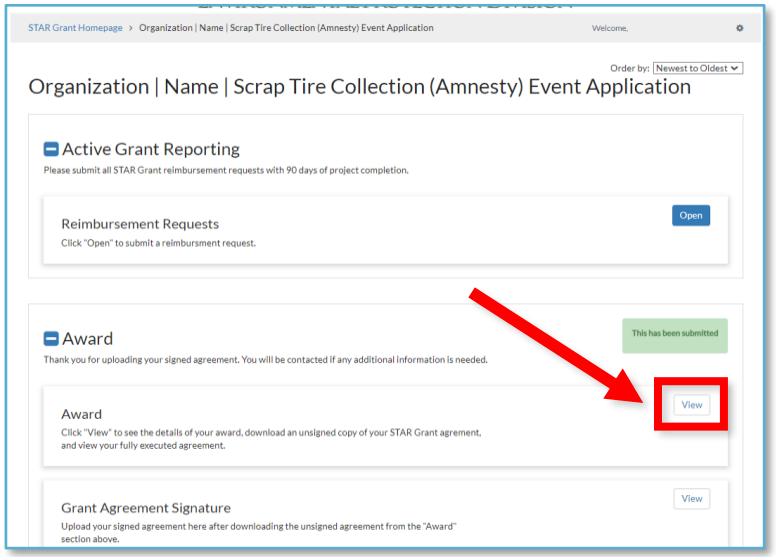
You will also receive an automated email once the signed agreement has been submitted.



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

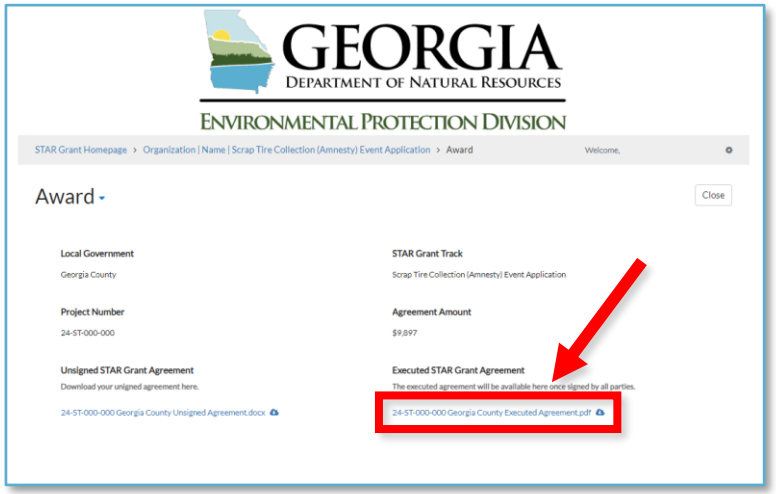
On the STAR Grant Homepage, the card will now be blue again and say 'Active Grant Reporting.' Click on the card to continue.

Viewing an Executed STAR Agreement



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

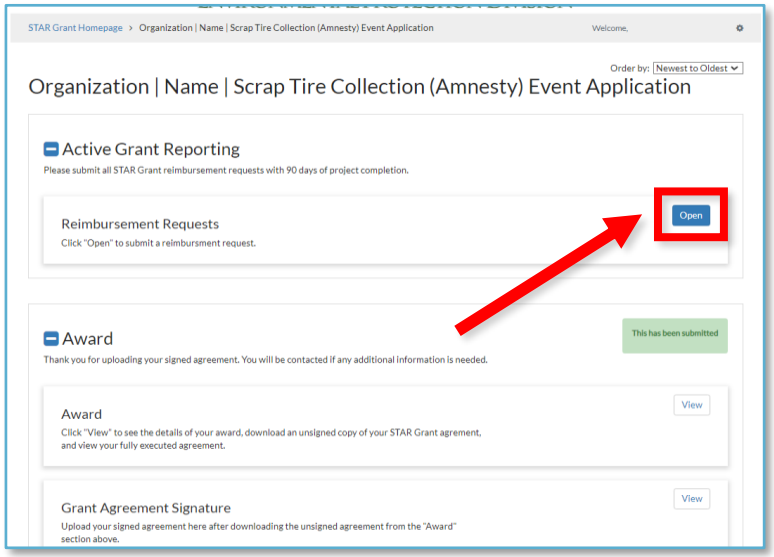
To view the executed agreement, click the white ‘View’ button in the box that says ‘Award.’



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

Reimbursement Requests

Submitting a STAR Reimbursement Request

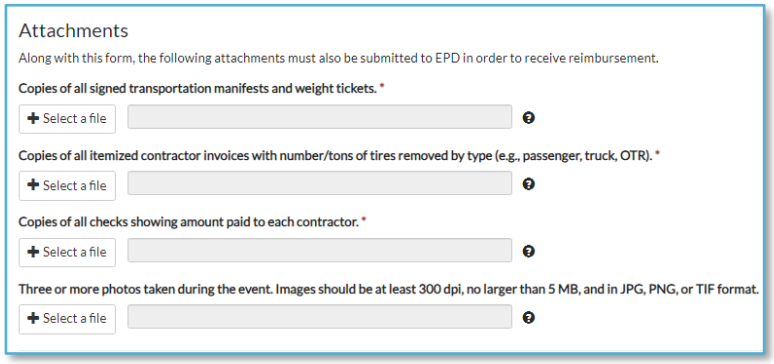


When you are ready to submit your request for reimbursement, click the blue ‘Open’ button under ‘Active Grant Reporting.’



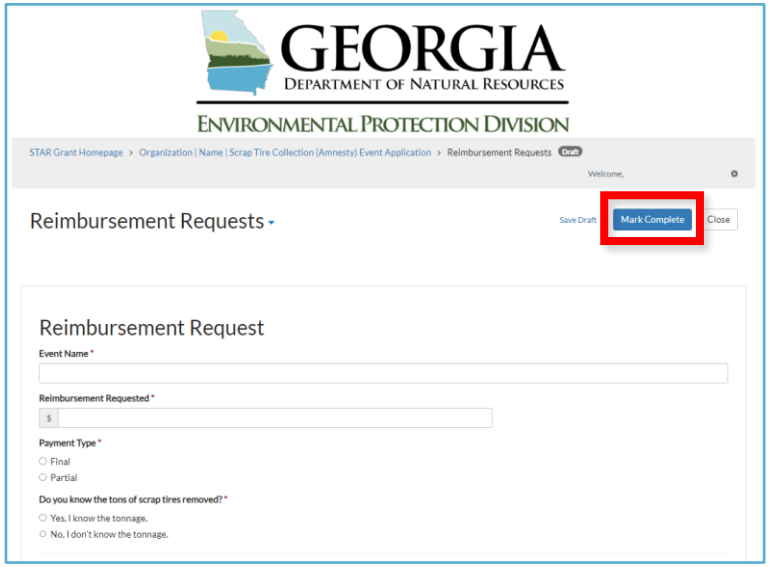
Fill out the required information

Submitting a STAR Reimbursement Request



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.



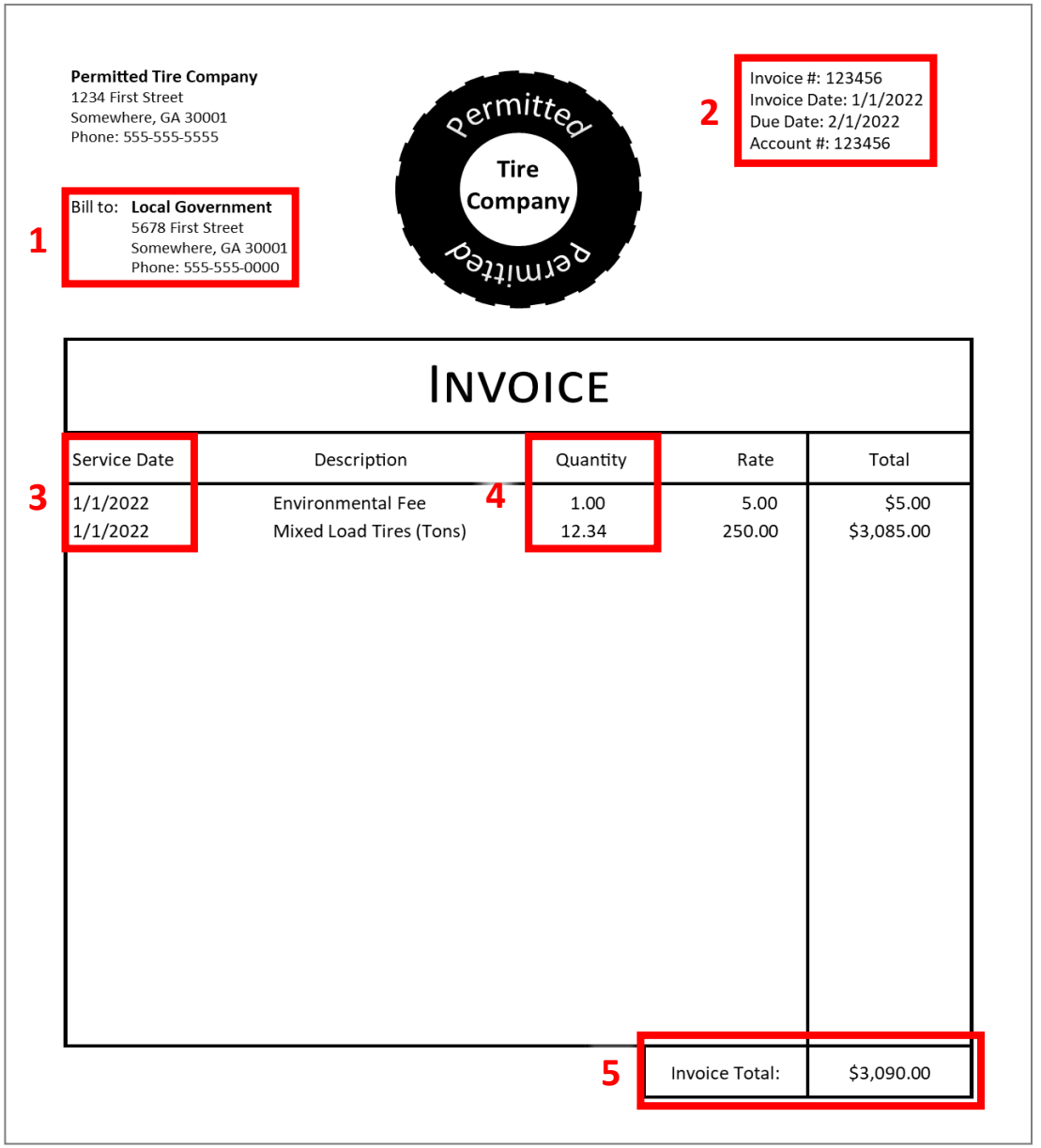
Once all the required information has been filled out and documents have been uploaded, click the blue ‘Mark Complete’ button at the bottom.

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

STAR Reporting Requirements: Invoices

When submitting your reimbursement request, you must include copies of all invoices from your tire carrier/processor. This is a sample invoice with important features to look for, including dates, invoice number, tire quantity, and total payment due. Your invoices may look different depending on the vendor, but should still have all this information listed.

1. Bill needs to be to local government.
2. Invoice number and invoice date need to be consistent with proof of payment and event date.
3. Service date needs to match manifest.
4. Quantity of tires needs to match manifest.
5. Invoice total needs to match proof of payment.



Permitted Tire Company
1234 First Street
Somewhere, GA 30001
Phone: 555-555-5555

Permitted Tire Company Permitted

2
Invoice #: 123456
Invoice Date: 1/1/2022
Due Date: 2/1/2022
Account #: 123456

1
Bill to: **Local Government**
5678 First Street
Somewhere, GA 30001
Phone: 555-555-0000

INVOICE

Service Date	Description	Quantity	Rate	Total
3 1/1/2022	Environmental Fee	4 1.00	5.00	$5.00
1/1/2022	Mixed Load Tires (Tons)	12.34	250.00	$3,085.00

5 Invoice Total: $3,090.00

STAR Reporting Requirements: Scrap Tire Transportation Manifests

A **Tire Manifest** is a form or document used to identify the quantity, composition, origin, routing, and destination of scrap tires during transportation from the point of generation to a point of final disposition. You are required to submit signed copies of all tire manifests with your report.

You are responsible for completing **Part I**, though the carrier may fill it out on your behalf. Your signature is required as the scrap tire generator. Your responsibility is to make sure you receive the manifest and it is signed, matches the vendor on your application, and the quantity of tires matches the information on the invoice.

Part II is signed by the tire carrier. You are responsible for ensuring this section is signed and correctly filled out. The carrier must be the one listed on your application.

Part III documents that the tires were transported to an approved, permitted beneficial reuse processor. The tire processor signs this section. You are responsible for ensuring this section is signed and correctly filled out. The processor must be the one listed on your application. The tire quantity should match the corresponding invoice.

Sign **Part IV** once you receive the completed manifest back from the vendor.

Part I: Certification by Scrap Tire Generator

Scrap Tire Generator: _____ ID#: _____

Business Address: _____ City: _____

State: _____ Zip: _____ County: _____ Phone: _____

Enter amount of scrap tires to be transported in the applicable box: (The estimated amount of tires must be within 10% of amount in Part III) ☐ **Number of tires or** ☐ **Tons of tires**

Tons of processed tires (cut, shredded, etc.) to be transported: _____ (if applicable)

Destination of Tires: _____

Location Address: _____ Phone: _____

I hereby certify that the above indicated scrap tires were collected in the normal course of business in _____ County, State of Georgia and are destined to be transported to the facility indicated above.

Signed: _____ Date: _____
Scrap Tire Generator Authorized Representative

Part II: Certification by Permitted Tire Carrier

Tire Carrier: _____ GA Permit #: _____

Business Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

I hereby certify that the scrap tires received from the scrap tire generator (see Part I of this form) will be delivered to the destination designated by said generator and that the completed and signed manifest will be returned to the generator within 30 days from this date.

Signed: _____ **Date**: _____
Tire Carrier Authorized Representative

Part III: Certification by End User/Processor/Sorter/Disposal Facility

End User/Processor/Sorter/Disposal Facility: _____ GA Permit # (if applicable): _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

I hereby certify that this facility is permitted or approved by the Georgia Environmental Protection Division to receive scrap tires and that I have received: ☐ **number of tires or** ☐ **tons of tires, on the date below.**

Signed: _____ **Date**: _____
End User, Processor, Sorter, or Disposal Facility Authorized Representative

Part IV: Certification by Scrap Tire Generator

I hereby certify that I received a completed and signed manifest from the tire carrier listed in Part II of this form on the date below.

Signed: _____ **Date**: _____
Scrap Tire Generator Authorized Representative

STAR Reporting Requirements: Proof of Payment

You must submit **proof of payment** for all invoices along with your report form.

The amount paid should match your invoices and show that the payment went to your tire carrier or processor.

Proof of payment can include copies of cancelled checks, purchase orders, receipts from your vendor, credit card statements, or other documentation that shows payment was made by the local government to the vendor.

STAR Reporting Requirements: Photos

You must include **at least three photographs** taken during your event. These can be pictures of the tires collected, people dropping off or loading tires, or anything else that you would like to show at your event.

The photos should be:

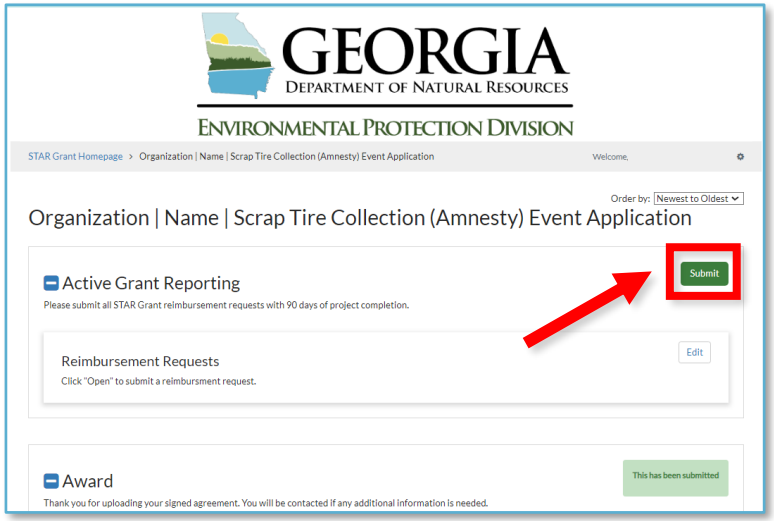
- At least **300 DPI**
- No larger than **5 MB** each
- Saved in **JPG, PNG, or TIF format**





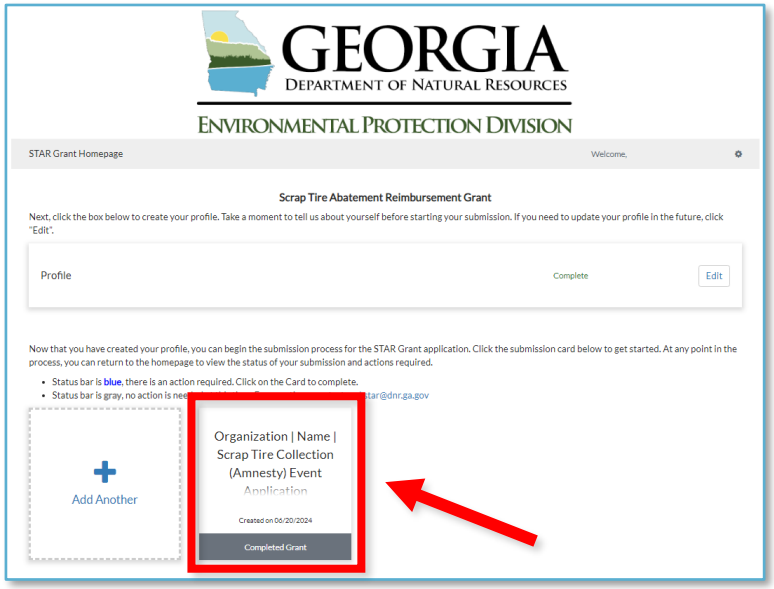


Submitting a STAR Reimbursement Request



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 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