March 2018
Department of Resources Recycling and Recovery

LOCAL ENFORCEMENT AGENCY GRANT PROGRAM

APPLICATION GUIDELINES AND INSTRUCTIONS

29th Cycle (EA29) – Fiscal Year 2018–19

Table of Contents

Grant Cycle Overview 2
Eligible Applicants 2
Regional Application Requirements 2
Eligible Projects/Products 3
Available Funds 3
Grant Term, Grant Performance Period, and Report Preparation Period 3
Eligible Costs 3
Ineligible Costs 4
Public Records Requests 5
Application Instructions 6
Application Access 6
Application Contents and Instructions 6
Application Submittal and Deadline 9
Application Documents 10
Electronic and Original Signatures 10
Calrecycle Documents 10
Application Certification 10
Applicant's Documents 10
Resolution 10
Letter of Designation 11
Letter of Authorization 12
Grant Review and Award Process 13
Grant Application Review Process 13
Grant Award Process 13
Grant Award Conditions 13
Grant Program Administration 14
Grant Agreement 14
Reporting Process 14
Payment Request Process 14

GRANT CYCLE OVERVIEW

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Enforcement Agency (LEA) Grant Program pursuant to Section 43230 of the Public Resources Code (PRC) (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PRC&sectionNum=43230). The purpose of the grant is to be used exclusively for the support of the solid waste facilities permit and inspection programs.

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's Grant Management System (GMS) (http://www.calrecycle.ca.gov/Funding/GMS/). You will need to sign in to GMS to complete and submit an application.

TIMELINE

Date	Activity
April 17, 2018	**Application Due Date** • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
May 30, 2018	**Secondary Due Date** • Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application • Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date
June 2018	**Grants Awarded** CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
July 1, 2018 – October 29, 2019	**Grant Term**
July 1, 2018 – June 30, 2019	**Grant Performance Period** May incur program or project costs
October 29, 2019	**Final Report and final Payment Request Deadline**

ELIGIBLE APPLICANTS

Applicants are limited to CalRecycle certified Local Enforcement Agencies pursuant to PRC 43200 and Title 14, California Code of Regulations, Chapter 5, Article 2.1, LEA Certification Requirements (http://www.calrecycle.ca.gov/Laws/regulations/title14/ch5a21.htm).

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all

official correspondence and grant payments to the Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

ELIGIBLE PROJECTS/PRODUCTS

Grant funds will supplement the LEA's existing solid waste facilities permit and inspection programs.

AVAILABLE FUNDS

- $1,500,000 is available for this grant cycle, fiscal year 2018–19, subject to funding availability.
- A total of $96,000 of the $1,500,000 appropriation will be set aside for LEA training and outreach. The remaining $1,404,000 will be distributed among the grant applicants on a pro-rata basis.
- The amount for which each LEA is eligible will be determined when all applications are processed. This figure will be provided to each grant applicant when it becomes available.
- The grant amount is established from a base grant award of $15,000 per jurisdiction, plus additional grant funds based on population and the number of permitted, active solid waste facilities in each LEA jurisdiction.
- Each Regional LEA shall receive a base grant multiplied by the number of counties for which the LEA is responsible, plus an additional amount based on the population of the jurisdictions served by the Regional LEA and the number of active, permitted solid waste facilities located within those jurisdictions.

GRANT TERM, GRANT PERFORMANCE PERIOD, AND REPORT PREPARATION PERIOD

The Grant Term begins on July 1, 2018 and ends on October 29, 2019. Eligible program costs must be incurred after July 1, 2018 and before the Grant Performance end date.

The Grant Performance Period begins on July 1, 2018 and ends on June 30, 2019.

The Report Preparation Period is from July 1, 2019 to October 29, 2019. **Costs incurred to prepare the Final Report and final Payment Request are the only costs that are eligible for reimbursement during the Report Preparation Period.**

The Final Report and final Payment Request are due on October 29, 2019.

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Performance Period, which starts on July 1, 2018 and ends on June 30, 2019. (See "Grant Term, Grant Performance Period, and Report Preparation Period" for additional information).

Eligible costs include, but are not limited to:

- Analysis/Evaluation/Testing/Demo (expenses related to analysis and testing, equipment calibration, certification, demonstrations, site studies and consultants).
- Compliance/Inspection/Visit/Enforcement (expenses related to legal counsel, inspection, enforcement, compliance and consultants).
- Education (expenses related to providing education and outreach materials to local jurisdictions, businesses and the public).

- Equipment (expenses related to the purchasing of tools, instruments, equipment, personal protection gear, tablets, and laptops as well as the maintenance of equipment essential for the inspection of solid waste facilities).
- Personnel (staff expenses related to conducting inspections such as salaries, benefits, physicals and vaccinations).
- Training (expenses related to the training of LEA staff such as training materials, publications, periodicals, memberships, CalRecycle trainings, solid waste management conferences and related costs).
- Transportation (expenses related to inspections such as maintenance of LEA vehicles, fuel expenses, mileage).

Personnel expenditures must be computed on the actual time spent on grant-related activities. For calculating total personnel expenses for each employee, the expenditures should be broken out by the classification(s) of the employee(s), the hourly wage, fringe benefits rate, and number of hours worked on grant-related activities. These records must be available upon request for audit purposes

Travel and per diem reimbursement is limited to a maximum of the state rate as described in the Travel Reimbursements section (http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) of the California Department of Human Resources website. Please consult with the Grant Manager for guidance.

INELIGIBLE COSTS

Any costs not directly related to the implementation of the facilities permit and inspection programs as set forth in the approved budget are ineligible.

Ineligible costs include, but are not limited to:

- Costs incurred prior to July 1, 2018 or after June 30, 2019 except for costs incurred to prepare the Final Report and final Reimbursement Payment Request, which are eligible for reimbursement during the Report Preparation Period.
- Any costs that are not consistent with local, state, and federal statutes, ordinances or regulations.
- Any food or beverages (supplied as part of meetings, workshops, training, or events).
- Any personnel costs incurred as a result of time an employee assigned to the solid waste program does not actually work on the solid waste program (e.g. use of accrued vacation, sick leave, etc.).
- Any pre-paid expenditures for future goods or services delivered after the end of the Grant Performance Period. (Exemption: The Grant Manager may consider approving products purchased in full before the end of the Grant Performance Period but delivered after the Grant Performance Period if the delay is caused solely by the supplier and through no fault of the grantee. The grantee must request an exemption in writing and receive written approval from the Grant Manager.).
- Cleanup of illegal dumping.
- Costs currently covered or incurred under another CalRecycle loan, grant, grant cycle or contract.
- Landfill operations.
- Out-of-state travel.

- Overhead and indirect costs.
- Overtime costs (except for local government staffing during specially scheduled evening or weekend events that have been pre-approved in writing by the Grant Manager when law or labor contracts REQUIRE overtime compensation).
- Purchasing or leasing of vehicles.
- Any other costs not deemed reasonable or related to the purpose of the grant by the Grant Manager.

PUBLIC RECORDS REQUESTS

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the laws (http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=7.&title=1.&part=&chapter=3.5.&article=) governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure. Upon request, the entire contents of your submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

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

When you are ready to start an application, log into GMS (https://secure.calrecycle.ca.gov/Grants), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find Local Enforcement Agency Grant, EA29: FY 2018–19 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the LEA grant program. Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification or any document that requires a signature
- The online application is incomplete or missing information

Summary Tab

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

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.

- Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."

For Regional Applications

- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radio button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

Complete this tab as follows:

- Enter a dollar amount as provided by CalRecycle in the Grant Funds Requested field.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the "Ctrl" key while selecting the numbers.
- To request an advance of grant funds, check the Request Advance Payment box. If you are electing to receive a reimbursement payment, skip this step.
- Enter the applicant's department name, e.g. "General Services." If the applicant does not have a department the applicant's name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: A Statement of Use is a general description of how the applicant intends to use grant funds to benefit its solid waste facilities permit and inspection program.

  Example:

  The goal of our solid waste program is to protect public health, safety and the environment with regard to solid waste facilities within our jurisdiction. Arrowhead County's Environmental Health Division intends to use FY 2018–19 LEA grant funds to perform inspections, purchase new safety and computer equipment, conduct medical monitoring (annual check-up and tests for enforcement staff who perform inspections at solid waste facilities) and for maintenance on vehicles assigned to the LEA Solid Waste Program. Any interest earned will be used for training and education.

  The Project Summary/Statement of Use should align with the proposed expenditures under the Budget categories identified in the Budget Tab.

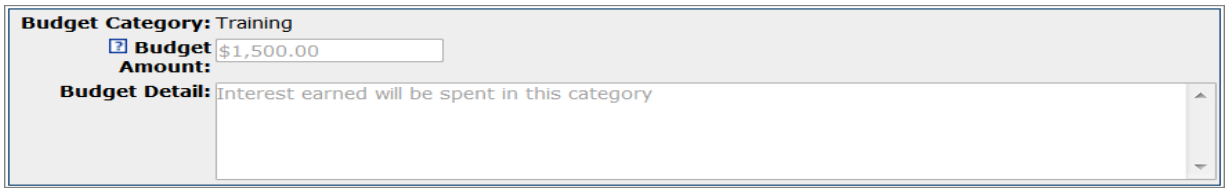
- Select the appropriate option for the Resolution Requirement and optional Letter of Designation.

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

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

Budget Tab
Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The Total must equal the Grant Funds Requested amount shown on the Detail tab.

If the Request Advance Payment box was checked to request an advance of grant funds, and the grantee intends to utilize the interest accrued on the advance payment, enter a note in the Budget Detail section of the appropriate Budget category. For example: "Interest earned will be spent in this category."



Budget categories are as follows:

- **Analysis/Evaluation/Testing/Demo** (expenses related to analysis and testing, equipment calibration, certification, demonstrations, site studies and consultants)
- **Compliance/Inspection/Visit/Enforcement** (expenses related to legal counsel, inspection, enforcement, compliance and consultants)
- **Education** (expenses related to providing education and outreach materials to local jurisdictions, businesses and the public.)
- **Equipment** (expenses related to the purchasing of tools, instruments, equipment, personal protection gear, tablets, and laptops as well as the maintenance of equipment essential for the inspection of solid waste facilities)
- **Personnel** (staff expenses related to conducting inspections such as salaries, benefits, physicals and vaccinations)

- **Training** (expenses related to the training of LEA staff such as training materials, publications, periodicals, memberships, CalRecycle trainings, solid waste management conferences and related costs)
- **Transportation** (expenses related to inspections such as maintenance of LEA vehicles, fuel expenses, mileage)

Documents Tab
See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select "today's date."

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section.

APPLICATION SUBMITTAL AND DEADLINE
The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on April 17, 2018. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6104.

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

APPLICATION DOCUMENTS

Electronic and Original Signatures

CalRecycle documents or forms that certify legally binding information require an original wet ink signature. If a signature block with penalty of perjury language is provided please provide a wet ink signature. CalRecycle will accept electronic signatures on all other documents. If you have questions, email grantassistance@calrecycle.ca.gov.

CALRECYCLE DOCUMENTS

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. Below is a list of the documents. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 341-6104. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.

Application Certification

The Application Certification is a required application document that must be generate from GMS. After each tab of the application is complete and documents are uploaded, generate the Application Certification from the Summary tab. A wet ink signature from the authorized Signature Authority (identified in your resolution or letter of commitment) is required, then scan the document, upload it, and retain the original hard copy document.

APPLICANT'S DOCUMENTS

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional applications. See the **Resolution and Letter Examples** link for more information. CalRecycle staff are available to answer questions about the Resolution or letter examples, or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a Draft Resolution or, for immediate review, email it to grantassistance@calrecycle.ca.gov.

Individual Application Requirements:

1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.

2. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Regional Application Requirements:

1. The Regional Lead Participant (Lead) must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead and specifically named participants, and includes authorization letters from the participating jurisdictions authorizing the Lead to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove participants with each new application without the necessity of obtaining a new Resolution).
3. Participants subject to a governing body must provide a Letter of Authorization to the Lead authorizing the Lead to act on its behalf for this cycle. Letters of Authorizations may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Letter of Designation

A Letter of Designation is required only when the authorized Signature Authority title identified in the approved Resolution delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must be on the applicant's letterhead, signed by the Signature Authority, and include the information below.

- Identify the job title of the Designee and the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution or Letter of Commitment. For example, if the Resolution is effective until December 31, 2018, then the Letter of Designation may not be effective beyond December 31, 2018. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

Letter of Authorization

For grants that allow for Regional applications, a Letter of Authorization may be used. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Lead must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The Lead Participant must maintain the letter with the original signature in their file. The letter must be on the Participant's official letterhead, signed by an individual authorized to contractually bind the Participating Jurisdiction, and include the information below.

- The letter may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months.
- It must authorize the Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- It must authorize the Lead to execute all documents necessary to implement the grant.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications can be considered for award.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; this is tentatively scheduled for June 2018. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

GRANT AWARD CONDITIONS

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

1) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle, within 60 days from the date CalRecycle conditionally awarded the grant.
2) The recommended grantee's Signature Authority (or where delegation is authorized, his or her Designee) must sign and return the Grant Agreement to CalRecycle. The signed Grant Agreement must be received by CalRecycle within 60 days of the date of the award email.

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

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

The Grant Agreement binds the grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. An original signature is required on the Grant Agreement. We cannot accept an electronic signature. These documents shall guide the grantee's administration of the grant project.

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

- Award email.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C – Grantee's approved application with revisions, if any, and any amendments.

REPORTING PROCESS

Grantees are required to submit a Final Report by the end of the grant term. The Final Report is due on October 29, 2019. Detailed reporting information is included in the Procedures and Requirements (Exhibit B).

PAYMENT REQUEST PROCESS

Advance Payment

As provided for in the Terms and Conditions, CalRecycle may, at the discretion of the Grant Manager, advance up to 90 percent of the grant funds to the grantee. The remaining 10 percent shall be reimbursed to the grantee upon satisfactory completion of the Grant Agreement and approval of the Final Report.

To be considered for the 90 percent advance payment, the grantee must return the signed original Grant Agreement within 60 days of the date of the award email, with a signed original Grant Payment Request form (CalRecycle 87) (http://www.calrecycle.ca.gov/Funding/Forms/default.htm). This form will be emailed to the grantee with the award notification and other grant documents.

The designated signature authority, or his/her designee, if authorized in the resolution, must sign the Grant Agreement Cover Sheet and Grant Payment Request form. Payment will be made only to the grantee. It is the responsibility of the grantee to pay all contractors and subcontractors for purchased goods and services.

The advance payment will not be processed until the previous cycle's advance has been fully reconciled and any money owed is paid to CalRecycle.

Upon receipt of advanced grant funds, the grantee shall deposit and maintain, until expended, all grant funds in an interest-bearing account within a federally insured financial institution. The Grantee shall maintain a separate accounting system for the grant funds including the earned interest. All earned interest must be tracked for reporting purposes.

Grant funds must be used for eligible costs as described in the **Eligible Costs** section above and must be spent in the following order:

1. Advance payment
2. Reimbursement payment [10 percent withhold]
3. Interest earned on advance payment, if approved by the Grant Manager

Any unspent grant funds or unspent earned interest must be returned to CalRecycle by the end of the Grant Term. Contact the Grant Manager to initiate this process.

Reimbursement Payment

Grantees that do not check the Advance Payment box in the application will receive payment on a reimbursement basis. The reimbursement payment will be made to the grantee upon satisfactory completion of the Grant Agreement and approval of the Final Report.

Failure to submit these final documents by the deadline specified in the Procedures and Requirements (Exhibit B) or failure to receive the Grant Manager's approval of these documents by October 29, 2019, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).