



July 2019

Department of Resources Recycling and Recovery

**Farm and Ranch Solid Waste Cleanup and Abatement Grant Program
Application Guidelines and Instructions
Fiscal Year 2019–20 (Cycles 67–69)**

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program pursuant to Section 48100 of the Public Resources Code. The purpose of the grant is to clean up illegal disposal sites on farm and/or ranch property. The definition of farm and ranch property is available in the [Eligible Projects](#) section of this resource document.

- This grant also provides reimbursement for sites that have been cleaned up prior. See the [Previously Remediated Sites](#) section for more information.
- During the third (last) cycle of the given fiscal year, applicants have the option to submit their application under the “Pilot” (if funds remain). See the [Pilot Program](#) section for more information.
- If you are a private landowner, an [Eligible Applicant](#) will need to apply for the grant on your behalf. Refer to the “Property Owner Request for Cleanup” section for more information.

The grantee will have approximately two years to complete the project. The precise term of the grant depends on when the grant is awarded.

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 [Grants Management System \(GMS\)](#) (<https://www.calrecycle.ca.gov/Funding/GMS/>). You will need to sign in to GMS to complete and submit an application. For more information about using GMS and how to start an account, refer to the [Application Instructions](#) section.

Timeline (Cycles 67, 68, 69)

Date	Activity
August 22, 2019 November 7, 2019 February 6, 2020	Application Due Date <ul style="list-style-type: none"> 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
September 23, 2019 December 9, 2019 March 9, 2020	Secondary Due Date <ul style="list-style-type: none"> 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
October 2019 January 2020 April 2020	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
October 5, 2021	Pilot Program Grantees <ul style="list-style-type: none"> Deadline to submit the remainder of application documents for approval
February 17 – March 17, 2022	Final Report and final Payment Request Preparation Period (recommended timeframe if it is not completed earlier)
NTP – March 17, 2022	Grant Term Notice to Proceed (NTP) to this date Note: “Grant Agreement Term” is different
March 17, 2022	Final Report and final Payment Request Deadline

Eligible Applicants

Eligible applicants include **cities, counties, resource conservation districts** and **Federally Recognized Native American tribes** as defined in PRC Section 48100(d)(1).

Charter Cities

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead participating jurisdiction must certify on the Detail tab of the application that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Private property owners are not eligible to apply directly; they must make a request for application submission to the city, county, resource conservation district or Native American tribe (an [eligible applicant](#)) in which their property is located.

- The eligible applicant will review requests to apply for the grant. A formal review process is available; refer to the “[Local Agency Review of Property Owner’s Request](#)” section for more information.
- If approved, the eligible applicant/“Local Agency” shall apply for the Grant on behalf of the property owner.

Note: For purposes of this application, “Applicant” and “Local Agency” mean cities, counties, resource conservation districts and Native American tribes.

Responsibilities

Applicants are ultimately responsible for the preparation of the grant application, management of the cleanup project, and completion and submittal of all grant related documents. Either the Local Agency or property owner may initiate the grant. If the request is from a property owner in accordance with the [Property Owner Request for Cleanup](#) section, the Applicant must comply with the [Local Agency’s Review of Property Owners Request](#) section.

Eligible Projects

Sites must meet **all** of the following criteria to be eligible for funding.

1. The parcel where the site is located is zoned or authorized for agricultural/rangeland use consistent with the definition of:

Farm and Ranch Property as defined in Title 14 CCR Section 17991(d);

A piece of property, publicly or privately owned, that is used for rangeland or agricultural activities such as, but not limited to, commercial livestock and crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture. Farm or ranch property need not have active sales or production, but shall be appropriately zoned, or otherwise authorized for agricultural activities. Farm or ranch property includes appurtenant easements or right-of-ways such as, but not limited to, public roads and utilities.

2. The site is used, has been used, or could be used for agricultural/rangeland activities (reference [property definition](#) cited above for examples).
3. The intended future use of the site is consistent with the [property definition](#) cited above.
4. Neither the applicant, nor the property owner, nor any resident, invitee, licensee, lessee, or person the current property owner purchased or inherited from, by contract, agreement, or other arrangement, brought any of the subject solid waste onto the property.
5. The aforementioned parties did not direct, authorize, permit or otherwise provide consent to another to bring the solid waste onto the property. Moreover, “unauthorized” disposal of solid waste and/or waste tires has occurred.
6. The responsible party either cannot be identified, located, or pay for timely and proper remediation.
7. The site is or was (for sites [previously remediated](#)) an illegal disposal site (i.e., not permitted/exempt from obtaining a solid waste facility permit, and is not a closed site as defined in [Title 27 CCR Section 20164](#) [[https://govt.westlaw.com/calregs/Document/1E6390BE05F6811DFBF66AC2936A1B85A?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/1E6390BE05F6811DFBF66AC2936A1B85A?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))]).
8. The site is in need of cleanup in order to abate a nuisance or public health and safety threat and/or a threat to the environment.

Project Types

There are two project types; requesting funds for a site yet to be cleaned up (“[standard](#)”) and requesting funds for a “[previously remediated site](#)”. The “[Pilot Program](#)” is primarily used for sites that have yet to be cleaned up. Although the application requirements are basically the same for each project type, it is important to refer to the [Application/Project Types](#) section for a listing of what is specifically required for each.

Available Funds

1. \$1,500,000 is available for this grant cycle, fiscal year 2019–20, subject to funding availability.
2. \$200,000 is the maximum available for each applicant per fiscal year.
 - a. Two or more departments or agencies within a specific city or county are eligible for a combined total of \$200,000 per fiscal year.
 - b. An incorporated city, a resource conservation district and the county within which they are located are **each** eligible for up to \$200,000 of grant funds each fiscal year.
3. Each site is limited to \$50,000.
 - a. Sites are referred to as single cleanups or abatements projects, and usually entail a large concentration of illegally dumped material in a single area. There can be multiple piles on one area/site.
 - b. Multiple sites may be included in one application.

Additional Fund Requirements and Notes

1. Each site, included in the application, will be **fully remediated** with grant funds, or a combination of grant funds and in-kind funds/services.
2. Single sites requiring more than \$50,000 for cleanup up are still eligible but contingent upon the commitment to subsidize the remaining requirements through alternative funds, in-kind services and/or additional resources.
3. Grant funds are not available for the partial cleanup of an illegal disposal site.
 - a. No matching funds are required.
4. Grants are awarded based on eligibility and threat to public health and safety.
5. CalRecycle reserves the right to award all, a portion of, or none of the Farm and Ranch Grant fund during any fiscal year.

Grant Term

The Grant Term begins on the date of the Notice to Proceed (NTP) email. Grant-eligible program expenditures may start no earlier than the date indicated in the NTP. See [Notice to Proceed \(NTP\)](#) section for a quick definition.

Grantees with previously remediated sites and those that are part of the pilot program have additional grant term instructions they must follow; please see their accompanying Grant Term sections.

The Grant Term ends on March 17, 2022 and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on March 17, 2022. CalRecycle recommends reserving the period from February 17, 2022 to March 17, 2022 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier. Costs incurred to prepare the Final Report and final

Payment Request are only eligible for reimbursement during the Grant Term. Refer to the [Timeline](#) section.

Eligible Costs

All grant expenditures must be included in the approved [Work Plan](#)(s) and [Budget](#)(s).

Eligible costs include, but are not limited to:

1. Removal and disposal of solid waste, tires and related actions (marijuana grow sites included)
2. Recycling (used oil, automotive batteries, tires, etc.)
3. Removal of Chlorofluorocarbons (CFC's) from appliances
4. Equipment rental and fuel
5. Mileage of up to 58 cents per mile (or the current rate in the State Administrative Manual)
 - a. Cleanup related activities only
6. Drainage control and grading improvement
7. Slope and foundation stabilization
8. Excavation
9. Revegetation to stabilize an area disrupted by remediation
 - a. [Compost and/or mulch](https://www.calrecycle.ca.gov/organics/compostmulch)
(<https://www.calrecycle.ca.gov/organics/compostmulch>)
 - b. Cost must be incidental to the cost of the cleanup
10. Site security (gates, fencing protective/restrictive barriers, real/fake cameras, etc.)
 - a. Up to 15 percent (15%) of the grant funds expended
 - b. Approval in excess of this may be granted with appropriate justification
 - c. [Illegal Dumping Resources](https://www.calrecycle.ca.gov/IllegalDump/) (<https://www.calrecycle.ca.gov/IllegalDump/>)
Toolbox available if needed
11. Public education/outreach
 - a. Must accompany one or more remedial actions listed above
 - b. Messaging must encompass illegal dumping
 - c. Cost must be incidental to the cost of the cleanup
12. Personnel costs for grant management and the preparation of reports and payment requests.

Ineligible Costs

Ineligible costs include, but are not limited to:

1. Costs incurred prior to receipt of the [NTP](#), or after March 17, 2022.
 - a. [Previously remediated sites](#) and those that are part of the [pilot program](#) have additional instructions they must follow.
2. [Pilot program](#) grantees – “cleanup costs” incurred prior to receiving a Site Approval Form (checklist)
3. Any costs incurred for conditions for which the property owner(s), any resident, invitee, licensee, lessee, or person the property owner(s) purchased from or inherited from was responsible. Note the [Eligible Projects](#) section.
4. Administrative (indirect) costs in excess of seven percent (7%) of the approved total cleanup costs expended. See [Budget](#) for examples.
5. Costs currently covered by another CalRecycle funded loan, grant or contract.
6. Goods and services paid for with grant funds that are received after March 17, 2022.
7. Profit or mark-up by the Grantee.
8. Wages paid to a landowner for time spent cleaning up his/her own property.

9. Purchase or leasing of land.
10. Cell phones, personal electronic assistance devices, and similar electronic and telecommunications devices, etc.
11. Clothing or footwear.
12. Removal, abatement cleanup or otherwise handling of “[hazardous substances](#)” (<https://www.govinfo.gov/content/pkg/USCODE-2011-title42/html/USCODE-2011-title42-chap103.htm>) [as defined in 42 U.S.C. Section 9601 (14)]. This can be paid for with other funds.
13. Transportation costs of used/waste tires hauled by an unregistered tire hauler. See [Waste Tire Hauler](#) section.
14. Ground water remediation.
15. Surface water or vadose zone monitoring systems.
16. Operation and maintenance of any part of a leachate system.
17. Extinguishing of underground fires.
18. Closure activities [see [Section 20164](#) [[https://govt.westlaw.com/calregs/Document/IE6390BE05F6811DFBF66AC2936A1B85A?viewType=FullText&originationContext=documenttoc&transitionType=CateogoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/IE6390BE05F6811DFBF66AC2936A1B85A?viewType=FullText&originationContext=documenttoc&transitionType=CateogoryPageItem&contextData=(sc.Default))] of Title 27, Division 2 of the California Code of Regulations].
19. Any expense not deemed reasonable by the Grant Manager and/or not directly related to the implementation of the cleanup.
 - a. All expenditures must be included in the approved [Work Plan](#)(s) and [Budget](#)(s).
 - b. If an unforeseen “modification” is needed, you will need approval in advance from your Grant Manager. Refer to the accompanying “Procedures and Requirements” reference document for more information.
20. Any personnel costs not directly related to salaries and/or benefits.
21. Any personnel costs incurred as a result of any employee assigned to the grant cleanup project for time not actually worked on the project (e.g., use of accrued sick leave, vacation).
22. Overtime costs (except for extreme situations that have been pre-approved in writing by the Grant Manager).

Waste Tire Hauler

State law requires every person who transports 10 or more used/waste tires to hold a valid waste tire hauler registration, and comply with the provisions of the statewide **Used and Waste Tire Manifest Program** managed by CalRecycle. To locate a registered waste tire hauler in your area visit our [website](#) (<https://www2.calrecycle.ca.gov/Tires/Facilities/Search/>).

Public Records Requests

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the [laws](#) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>) 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/) (<https://secure.calrecycle.ca.gov/WebPass/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find *Farm and Ranch Solid Waste Cleanup and Abatement Grant Program: Fiscal Year 2019–20* 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](#).

Tabs - 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 Farm and Ranch 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
- Applicant fails to adopt an EPPP policy by the secondary due date

Please note the [Application/Project Types](#) section when completing your application to determine if you are applying for a [Standard](#), [Previously Remediated Site](#) or [Pilot Program](#) application.

Summary Tab

This tab provides a summary of the application, [due dates](#), resource documents and links, [application documents](#) ([CalRecycle 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 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 in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$200,000 (a single site cannot exceed \$50,000). Round all amounts to the nearest whole dollar.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the “Ctrl” key while selecting the numbers.
- 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** contains the description of the overall project, the eligible applicant’s experience with illegal dumping, eligibility statements and answers to the below questions. (Details about each cleanup site strategy are described under the [Site\(s\) Tab](#))
 1. Number of cleanup sites in the application.
 2. A brief statement as to the need and overall objective of the project(s).
 3. As an applicant, describe your experience with illegal dumping, if any. Address the following questions (note the [Illegal Dumping Resources](#) Toolbox as needed)
 - a. Is illegal dumping a continual problem in your area?
 - b. What have you done to try to overcome the issue or what types of abatement measures have you used?
 - c. Describe any illegal dumping prevention programs utilized (such as waste tire amnesty days, household hazardous waste cleanup events, free landfill disposal).
 4. Please confirm that the site(s) are [eligible](#) and provide a statement such as “the responsible party cannot be identified, located or pay for timely and proper remediation,” if it is indeed true.
 5. Mention any important partners [such as [LCCs](#) (<https://www.calrecycle.ca.gov/funding/localcc/AboutLCCs/>)], volunteer labor, in-kind services, [recycling](#) (<https://www.calrecycle.ca.gov/recycle/0>) and/or [compost/mulch](#)

(<https://www.calrecycle.ca.gov/Organics/CompostMulch/>) revegetation planned.

- Select the appropriate button for the “Resolution or Letter of Commitment Requirement and optional Letter of Designation” question/section. Note the [Timeline](#) for the secondary due date.
- Select the appropriate button(s) in the “Program Specific Questions” section.
 - Tribe applicants – make sure you are a federally recognized tribe (see [Eligible Applicant](#) section). Please confirm this by selecting “yes”.
 - Are you applying for the [Pilot Program](#)? If so, please confirm this by selecting “yes”.
- Select the appropriate button in the “Environmentally Preferable Purchasing and Practices Policy” section to certify you have an EPPP Policy in place. If you do not, refer to the [Environmentally Preferable Purchases and Practices Policy Requirement](#) section to learn how to create one. An EPPP policy must be adopted by the [secondary due date](#).

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). See [Applicant’s Documents](#) section for more information.
- **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

This tab designates how the overall funds of the grant will be spent and should reflect the “Total” [Budget Form](#) at all times. Unless applying under the [Pilot](#), complete the Budget Form(s) first:

1. Navigate to the [Budget Form](#) section for instructions on how to create a “Total” and individual “Site” Budget.
2. Once the “Total” Budget is complete, transfer the amounts from the “Total” Budget into the Budget Tab.
 - a. The “Budget Detail” section is optional. It is suggested to either type “see Budget Form” or list the line items in the “Total” Budget accordingly.
3. Verify the total in the Budget Tab matches the “Grant Funds Requested” field amount shown listed in the [Detail Tab](#).

Site(s) Tab

Add an entry for each grant project/site. This tab tracks each project/site requested for cleanup and its accompanying abatement measures.

- Sites are referred to as a single cleanups or abatement projects, and usually entail a large concentration of illegally dumped material in a single area. There can be multiple piles on one area/site.
 - One or multiple sites may be submitted per application.
1. Name – Use the property owners name, the street name, or a descriptive title to help differentiate the site.
 2. Site Type – Choose the type that best fits the property usage. Refer to the [Land Use/Zoning Designation](#) section as needed.
 3. Address line 1 – List the physical street address for the site or the closest approximation.
 4. Address line 2. List the Assessor’s Parcel Number (APN) for the site. This number should match the APN # on the [Site Characterization Form](#) and [Affidavit](#).
 5. Budget Amount – The amount requested to cleanup that particular site. Remember, each site is limited to \$50,000. See the [Available Funds](#) section for more information.
 6. Summary –

Abatement Plan

- a. Indicate whether the property is publicly or privately owned.
- b. Explain what measures will be put in place after cleanup to help prevent the property from being dumped on again. This may include: increased surveillance, fencing, gates, or physical barriers such as a ditch, boulders or k-rail.
 - i. Use the [Illegal Dumping Resources](#) Toolbox as needed
 - ii. Note [Eligible/Ineligible Costs](#) sections for permissible expenses
 - iii. Make sure your strategy is reflected in the [Work Plan](#) and [Budget](#), as applicable.

Note: Specific details about each site will be described on the [Site Characterization Form](#).

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.”

- If applying for multiple sites, please label the documents according to the name of the [site](#).

Important: Please note the [Application/Project Types](#) section when completing your application to determine which documents are required to be uploaded/completed for the application. ([Standard](#), [Previously Remediated Site](#) or [Pilot Program](#))

After all the application documents are uploaded, return to the [Summary Tab](#) and print the [Application Certification](#) from the “Application Submission” section. Navigate to the [Application Submittal and Deadline](#) section to complete the application.

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)-341-6228. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.

1. Application Certification

This is the last document you will upload before you officially submit your application. The Application Certification is a required application document that must be generated from GMS. After [each tab](#) of the application is complete and **all** [Application Documents](#) are uploaded, generate the “Print Application Certification” from the [Summary Tab](#); “Application Submission” section. 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.

- Once finished, navigate to the [Application Submittal and Deadline](#) section to complete your application.

2. Budget Form

In addition to completing the [Budget Tab](#), a Budget Form is required. An example of a completed Budget Form is located below. The Budget Form should reflect the costs from the [Work Plan Form](#).

- a. If applying for multiple “sites”, multiple Budget Forms need to be uploaded.
 - i. Complete a Budget Form for each site. These are your “site” Budgets.
 - ii. All “site” Budgets combined will create the “Total” Budget.
 - Make sure everything (line items and costs) from the “site” Budgets are reflected in the “Total” Budget.
- b. Remember, each “site” is limited to \$50,000 (in CalRecycle funding)
- c. Ensure all “site” Budgets add up to the same figure in the “Total” Budget.
- d. For application simplicity, do not include cents/round to the nearest dollar.
- e. Once the Budget Form(s) are complete, upload them to the [Documents Tab](#).
- f. Please double-check the [Budget Tab](#) reflects the amount on the “Total” Budget.

Creating the Budget

- a. It is not necessary to use all budget categories, only the ones applicable to your project.

- b. To ensure grant completion, it is acceptable to include contingency (usually 15%), by budget category, to cover any unexpected increase in expenses. See contingency in the example Budget Form.
- c. Further justification may be requested to demonstrate that the project(s) are cost effective (in relation to the location, type and quantity of wastes).
- d. Always maximize the use of available funds/resources through cost savings (such as volunteer labor, in-kind services, recycling options, and [LCCs](#) depending on the type of waste and site location]).
 - i. If applicable, indicate in-kind expenditures, etc. on the budget.
 - ii. It is optional to list the value of any subsidized services, although it could be requested. If listed, keep that amount separate from the total grant funds being requested through CalRecycle.
- e. All costs will need to be verified, explained and/or justified with appropriate supporting documentation. See the “Procedures and Requirements” resource document for specifics, as needed.
 - i. Although not required, quotes and estimates may be requested. Without this documentation, the expense may be considered unreasonable and disallowed in whole or in part from the proposed budget.

Budget Categories

A. Administrative Costs

Indirect costs are not capable of being assigned, or not readily itemized to a particular project or activity, but considered necessary for grant performance and general business/organization operation. Examples include, but are not limited to, a portion of rent, utilities, telephone bill, costs of operating/maintaining facilities, accounting services, administrative salaries, and/or indirect supervisory roles.

Charge direct supervision under “Personnel”. As applicable, use [Personnel Expenditure Summary form \(CalRecycle 165\)](#)

(<https://www.calrecycle.ca.gov/docs/cr/funding/forms/general/calrecycle165.pdf>) or an equivalent.

- Reference the “Administrative Costs” section in the accompanying “Procedures and Requirements” resource document detailing Generally Accepted Accounting Principles.

B. Disposal and Recycling

The cost of disposal and recycling of materials removed from the site. (The amount of material removed from the site(s) is reported using the [Grant Report form \(CalRecycle 248\)](#)

(<https://www.calrecycle.ca.gov/docs/cr/funding/forms/farmranch/calrecycle248.pdf>).

C. Equipment

The cost of equipment (used/rented/purchased) necessary to complete the project.

D. Materials

The cost of materials, including, but not limited to, gates, fencing, locks, cameras (fake), fuel/mileage, vegetative cover (compost/mulch), plants and public education/outreach (brochures or flyers). Refer to the [Eligible Costs](#) section for additional requirements and cost limits.

E. Personnel

The cost of salaries and benefits for personnel whose activities directly affect completion of the grant. Examples include, but are not limited to, labor/supervision performed and time spent preparing and processing grant Payment Requests/Reports (CalRecycle grant requirements). Charge indirect costs under

“Administrative Costs”. Use [Personnel Expenditure Summary form \(CalRecycle 165\)](#) or an equivalent.

Administrative Costs should not exceed 7% of the “direct” costs for cleanup. In other words, the “Administrative Costs” category total should be no more than 7% of the other categories’ total. Use this calculation:

B. Disposal/Recycling	\$
C. Equipment	\$
D. Materials	\$
E. Personnel	\$
<hr/>	
Subtotal – Total Project Cost	\$
A. Administrative costs [not to exceed 7% of (B) + (C) + (D) + (E)]	\$
<hr/>	
Total (not to exceed \$50,000) per site)	\$

Example Budget Form

Applicant Name:	Sunshine County RCD	Date:	4/29/2014
Site Name or "Total":	Total		
(A) Administrative Costs			
As applicable, use the "Personnel Expenditure Summary" form or an equivalent: (CalRecycle 165)			
Position/Indirect Cost	Duties/Description	(Hours) rate x hours = \$	Dollar Amount
Utilities	Portion of total cost	7 months	\$ 300.00
Director	Oversite of grant activities	20 hours	\$ 1,200.00
Rent	Portion of total cost	6 months	\$ 1,612.00
Subtotal	*Note (B thru E) Subtotal below		\$ 3,112.00
(B) Disposal/Recycle			
Organization	Description	Quantity	Dollar Amount
Big Hammer Car Crushers	Crush and recycle vehicles	10 vehicles	\$ 2,500.00
Elk Valley Landfill	Dispose of solid waste	100 tons	\$ 6,000.00
Best Scrap Metal	60 yard roll-off containers	4 each	\$ 3,000.00
Subtotal			\$ 11,500.00
(C) Equipment			
Organization	Description	Quantity	Dollar Amount
Contractor	Excavator and crane	10 days	\$ 13,300.00
Sunshine Rentals	Water Truck	5 days	\$ 2,000.00
	Contingency (15% suggested)		\$ 2,295.00
Subtotal			\$ 17,595.00
(D) Materials			
Organization	Description	Quantity	Dollar Amount
SLB Ranch Supply	Fencing	300 ft	\$ 3,000.00
County	No dumping signs	2	\$ 600.00
Subtotal			\$ 3,600.00
(E) Personnel			
Use the "Personnel Expenditure Summary" form or an equivalent: (CalRecycle 165)			
Position/Contractor	Duties	Est. Hours rate x hours = \$	Dollar Amount
Sunshine Valley Conservation Corps.	Manually removed solid waste	80 hours	\$ 10,000.00
Project Coordinator	Prepare reports	40 hours	\$ 1,600.00
Admin. Assistant	Assist with invoices, claims, payroll	20 hours	\$ 600.00
Subtotal			\$ 12,200.00
Subtotal (B) + (C) + (D) + (E) =			\$ 44,895.00
*(A) should not exceed 7% of (B thru E) Subtotal above			
Grand Total			\$ 48,007.00

3. Land Use/Zoning Designation

The land uses allowed on a parcel must be identified to determine if a site is eligible for funding.

- a. The parcel must be zoned or authorized for agriculture/rangeland use consistent with the definition of [Farm and Ranch Property as defined in Title 14 CCR Section 17991\(d\)](#).
- b. Land use/zoning designation can be found on the zoning document for the parcel from the county. The Assessor's Parcel Number (APN) is often needed in order to locate the required information. This information is assessable through the county's website, and can be found by simply using the street address.
- c. If available, contact the Planning Department for assistance.
- d. An example of zoning documentation is available below.
- e. Note that certain maps and parcel viewers may also have this information.

Example Land Use/Zoning Designation

Zoning Document Example San Joaquin County Regional Planning Chapter 11, Mineral Resource (MR) Districts

Sections:

- 11.1 Purpose The purpose of the MR districts is to provide for orderly development and protection of lands containing resources and to provide for the protection of encroachment of unrelated and incompatible land uses tending to have adverse on the development or use of these so designated lands.
- 11.2 Applicability All lands contained within mineral resources district shall be subject to the regulations of this chapter as well as the provisions of the Chapters.
- 11.3 Uses permitted by Right The following are allowed by right, without special use permit:
- A. A single family detached dwelling;
 - B. Home occupations such as accountant, advisor, appraiser, architect;
 - C. Two unlighted signs in view of the public roadway, not exceeding twelve square feet of display area on any one sign, and not more than twenty-four square feet total display area, and not more than twelve feet above the ground, advertising **agricultural activities** on the premise;
 - D. **Raising and grazing of the livestock** and other domestic animals;
 - E. **Growing and harvesting** of trees, fruits vegetables, flowers, grains, and other crops;
 - F. Packing and processing of the **agricultural products** produced on the premise without changing nature of the products;
 - G. Sale on the premise of the products produced thereon; etc.
- 11.4 Uses Requiring Special Use Permit The following uses are allowed only after obtaining a special use permit thereof from the planning commission:
- A. Mining, quarrying, excavation, concentrating, exploring, drilling;
 - B. Construction and using rock crushing plants, aggregate washing, screening and drying facilities and equipment, and concrete batching plants;
 - C. Retail and wholesale distributing of materials produced on site;
 - D. Commercial slaughtering of animals; etc.
- 11.5 Development Standards The following area and building provisions shall apply unless a variance is obtained from the planning commission.

Note: This is an abridged example of property that has been “otherwise designated for agricultural use.” Other designations such as silviculture, horticulture, aquiculture, floriculture, vermiculture, and viticulture are considered agriculture.

4. Photographs

Upload an adequate number of photos to represent the majority of the waste present on each project/site (at least 3 photos for each project/site).

- a. Upload photos individually, or add them to a document first, then upload the document.
- b. Make sure the photos/document title identifies which project/site is being represented.
- c. Photos should be taken from a recognizable location so the “after” photos can match the same location as much as possible.
- d. Photographs document the presence of waste to justify the need for grant funds.
- e. Include both “before” and “after” photos if applying for a [previously remediated site](#).

5. Property Access Authorization and Non-Responsibility Affidavit (Affidavit)

This document grants legal access to the property for cleanup and verifies under penalty of perjury, that neither the current property owner, nor any other specifically identified individual(s) were responsible for the disposal of the solid waste proposed for cleanup.

- a. The land/property owner must complete, sign and notarize the Affidavit.
 - i. If the property owner is an entity, an authorized agent/representative must sign on behalf of the organization.

Affidavit Example

I, _____ certify that I am the
 Property owner(s) (If Individual(s)) Authorized agent of the property owner(s) (If Entity(ies))

and I have the authority to grant access to the property that is proposed for cleanup at:

Site address or property description: _____

Size of parcel in acres: _____

Assessor's Parcel Number (APN): _____

Neither I, nor any resident, invitee, licensee, lessee or person I purchased or inherited from, by contract, agreement, or other arrangement, personally brought any of the subject solid waste onto the property. Nor did I, or any of the above, direct, authorize, permit or otherwise provide consent to another to bring the solid waste onto the property.

Specifically, to the best of my knowledge the circumstances of how the waste was brought onto the property, and the manner in which I became aware that the waste was on the property, is as follows: (Feel free to attach extra pages if you need more room to write)

I purchased the property on the following date: _____

I was aware of the subject waste on my property, or some portion thereof, at time of purchase.

YES NO

If **YES**, please check one of the boxes below.

No, I did not pay a reduced price for the property due to the presence of the waste and/or purchased the property "as is."

Yes, I paid a reduced price for the property due to the presence of the waste and/or purchased the property "as is." Please provide explanation below, including amount purchase price was reduced by:

I hereby authorize the following **city, county, resource conservation district or Native American tribe representatives applying for the grant:**

their designated contractors and representatives, and other state and local agencies authorized to access the property described above during the Grant Term as specified on the Grant Agreement for the purpose of removing the solid waste and/or other activities as authorized under the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program, pursuant to the Public Resources Code, sections 48100-48106 and attendant regulations.

I understand that by signing this authorization to access the property, I am not admitting liability or responsibility for the cleanup of the property.

I understand that information and data provided to CalRecycle through the grant application and during the performance of this grant may be subject to disclosure under the California Public Records Act, Government Code Section 6250 et seq. I further understand that CalRecycle agrees not to disclose such information or data furnished by the Grantee and/or property owner and to maintain such information or data as confidential when so designated in writing by the Grantee and/or me at the time it is furnished to CalRecycle, but only to the extent that such information or data is exempt from disclosure under the California Public Records Act.

I declare, under penalty of perjury, that all the above information is true and accurate to the best of my knowledge and belief.

If owner is an individual, complete this section. (Must be signed in the presence of a Notary Public)

Print Name of Owner(s)

Telephone Number

Signature of Owner(s)

Date

If owner is an entity, complete this section. (Must be signed in the presence of a Notary Public)

Print Name of Owner(s)

Telephone Number

Name of Authorized Agent for Owner(s)

Title

Signature(s)

Date

6. Site Characterization Form

In conjunction with the [Detail Tab](#), [Site\(s\) Tab](#), and [Affidavit](#), this document helps staff assess each project/site. This form helps evaluate to what degree the circumstance threatens public health and safety and/or the environment.

Complete this form for each site:

Site Characterization Form Example

Name of Site: Refer to [Site\(s\) Tab](#) for naming convention.

Parcel Number: Assessor's Parcel Number (APN) (see [Affidavit](#))

Parcel Size: (see [Affidavit](#))

SWIS #: Solid Waste Information System (SWIS) Number. This is a number assigned by CalRecycle. The site may, or may not, have a SWIS Number.

Location: Street address (same one used in the [Site\(s\) Tab](#)). Additionally, if the site is difficult to find, provide further detail so it is easy to locate.

Zoning: Refer to the [Land Use/Zoning](#) section. Examples include classifications such as Agricultural, Timberland Production, Rural-Residential, etc.

Owned By: Owner's name (see [Affidavit](#)) Owners Mailing Address: (see [Affidavit](#))

General Description of Site (History/Background):

A. Current Land Use

1. Is the parcel upon which the illegal disposal site located *active* farm or ranch property? In other words, is it currently being used for range land, livestock or crop production, aquaculture, floriculture, horticulture, silviculture, vermiculture, viticulture, other. Include the type of livestock, crop(s), and other activities on the property.
2. If the site is an inactive farm/ranch property, describe the past use of the property.
3. State the acreage of the parcel the illegal disposal site is on.

B. Site History

- If not fully explained by the landowner on the [Affidavit](#), provide additional detail as to how the illegally disposed waste was discovered and how the waste came to be on the site.

C. Topography

- Describe the terrain of the property; is the land upon which the waste is located flat, mountainous, have gently sloping hills, etc.

D. Accessibility of site as it pertains to the proposed cleanup. (Is the illegal disposal site accessible from a public road? By vehicle or on foot?)

E. Exact location of the waste on the parcel. Is the waste in a drainage ditch, edge of an alfalfa field, in a ravine, ten feet from a public road, etc.

Enforcement Action has been taken? N/Y (if Yes, complete below): Explain any enforcement actions, such as a code enforcement violation or citation issued in regards to the site(s) being proposed for cleanup.

Provide dates and enforcement action.

Owner Responsibility: Describe any measures or actions taken by the property owner or Applicant to address the illegal dumping.

Material/Waste Estimate

Specify **Unit** (# of, pounds, gallons, tons, cubic yards, etc.) and **Quantity** for each "Type of Waste".

- Household Waste (solid waste other than categories listed below)
- Appliances (washer/dryer, microwave, stove, refrigerator, water heater, etc.)
- Tires with and without rims (*if not [passenger](https://www.calrecycle.ca.gov/tires/enforcement/inspections/numbertires#Guide) (<https://www.calrecycle.ca.gov/tires/enforcement/inspections/numbertires#Guide>) tires use "Other" section)
- Automotive/metal (automobiles, scrap, etc.)
- Construction/Debris (cement boards, etc.)
- Green Waste (leaves, tree trimmings, etc.)
- Household Hazardous Waste (used oil, batteries, antifreeze, etc.)
- Electronic Waste (TVs, computers components, phones, etc.)
- Agricultural Waste?
- * "Other" section.

The final material removed from the site is reported using [Grant Report Form \(CalRecycle 248\)](https://www.calrecycle.ca.gov/docs/cr/funding/forms/farmranch/calrecycle248.pdf) (<https://www.calrecycle.ca.gov/docs/cr/funding/forms/farmranch/calrecycle248.pdf>).

Reminder: Removal, abatement cleanup or otherwise handling of "[hazardous substances](#)" [as defined in 42 U.S.C. Section 9601 (14)] (<https://www.govinfo.gov/content/pkg/USCODE-2011-title42/html/USCODE-2011-title42-chap103.htm>) is an ineligible cost through CalRecycle funding. Subsidizing this cost is permissible.

Estimated dimension of Disposal Area(s): long X wide X high
Approximate amount of material: # of, pounds, tons, or cubic yards
Approximate amount of tires: # of, pounds, tons, or cubic yards

Land Use

Answer Yes or No for these questions below and if they are within 1000ft and/or 1 mile.

1. Rural Residential – Density of 1 home per acre or less
2. Residential – Density of 2 homes per acre or more
3. Surface Water Bodies type – Body of water type(s): List type (Lakes, rivers, streams; seasonal and year around)
4. Water Supply Wells – Type: List type (potable / non-potable)
5. Environmentally Sensitive Area (if yes, explain in *Land Use* below):

6. Planned Improvements (if yes, explain in *Land Use* below):

Land Use Explanation: Complete the table regarding land uses near the illegal disposal site. Provide explanations for any improvements or changes in land use that are planned or if the waste is located on or near an environmentally sensitive area.

Soil Type (check appropriate soil type):

- Clay, silt, loam (low permeability)
- Sand, pebble (medium permeability)
- Gravel, cobble (high permeability)

Mean annual precipitation in inches: fill-in

Estimated separation between material/waste and ground water in feet: fill-in

In the material/waste area within a 100-year flood plain? N/Y

7. Vicinity Map

- a. Provide a map that will allow a person unfamiliar with the area to find the site(s).
- b. If needed provide an additional map showing public roads and the location of structures, agricultural crops and surface bodies of water in relation to the location of the waste on the property. This map can be hand drawn.

8. Work Plan Form

This document is a detailed, chronological, step-by-step list of the tasks necessary to remediate the nuisance or threat posed by the illegal disposal site. The [Budget Form](#)(s) should be consistent with activities in the Work Plan Form and vice versa. This document can also be used as a timeline of the entire grant process from start until completion/closure. However, if using it as a timeline, remember you cannot incur costs for time spent completing the application and can only incur costs after you have received your NTP. See [Grant Term](#) section for specific details.

Creating the Work Plan

- a. Note the [Eligible/Ineligible Costs](#) section for permissible tasks.
- b. A separate Work Plan Form must be completed for each site
 - i. If sites are small, close in proximity, and have the same characteristics described on the [Site Characterization Form](#), one Work Plan form may suffice.
- c. Estimated cleanup start date and completion date
 - i. Generally, the grant term begins three months after the application deadline and lasts approximately two years.
- d. Cooperating organizations/property owner involvement
- e. Agencies/businesses contacted for permits, licenses, etc., such as the Regional Water Quality Control Board, Department of Toxic Substances Control, city or county planning department, etc.

- f. Startup steps (such as: clearing brush, creating a road, equipment mobilization, researching “rights of way”, conducting California Environmental Quality Act (CEQA), the scope of work, etc.)
- g. “After” photographs
 - i. Taken from the same location as the “before” photographs for reference.
- h. Estimated completion date for the Final Report and Payment Request.
- i. Removal of solid waste, recyclables, etc.
- j. Transportation of tires by registered [waste tire hauler](#) to destination facility.
- k. Grading and re-vegetation work to be performed (compost/mulch).
- l. Prevention measures to be installed, such as fencing and gates.
 - i. The Work Plan Form should note the [Abatement Plan](#) mentioned under the [Site\(s\) Tab](#).

Wok Plan Example

Line	Task Description	Contractor or Staff	Timeframe
1	Pre-Work 1. Verify property lines, take photos, research applicable permits, rights of way. 2. Contact Mr. Lee and Contractor regarding start date.	River City Staff	December 2023
2	Site Prep and Logistics 1. Secure and deliver debris bins, excavator, materials, tools and on site recycling. 2. Install containment area for used oil and batteries.	Contractor ABC Recycling	February 2024
3	Solid Waste Removal 1. Remove tires and other debris with excavator. 2. Sort debris into appropriate bins.	World Tires Pomegranate Valley Corps	March-April 2024
4	Solid Waste Disposal and Recycling 1. Transport tires to West Coast Tire Recyclers, collect/file tire manifests for payment request. 2. Transport household hazardous waste to Inland Recycling. 3. Check weight limits and transportation of solid waste to Elk Valley Landfill.	World Tires Safe Haz Transport	May-June 2024
5	Site Restoration 1. Level and recontour. Add compost/mulch. 2. Plant vegetation. 3. Install fencing/signage. 4. Return equipment.	Beautiful Garden River City Staff Pomegranate Valley Corps	July 2024
6	Final Report and Photos 1. Take "after" photos same spot as "before" photos. 2. Gather receipts, waste report amounts, labor records. 3. Complete report and payment request. 4. Post completed project to social media/local news.	River City Staff Pomegranate Valley Corps	September 2024

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" section.

9. 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 (<https://www.calrecycle.ca.gov/Funding/SampleDocs/>) 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.

Note: Some publicly held businesses or private companies with a governing body may submit a [Letter of Commitment](#) (<https://www.calrecycle.ca.gov/funding/sampledocs>).

Many Farm and Ranch Solid Waste Cleanup and Abatement Grant applicants use the "Individual Applicant" Resolution type. The template is available on our [website](#) (<https://www.calrecycle.ca.gov/docs/cr/funding/sampledocs/indivapp.doc>).

“Individual Application” Requirements:

- a. 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.
- b. 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.
- c. 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 closeout 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.

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.

- a. Identify the job title of the Designee and the scope of the Designee’s authority.
- b. 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.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle’s core values, all applicants are required to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact on the [Detail Tab](#) in the application. Applicants that do not have an EPPP Policy at the time of application submittal must adopt one by the secondary due date and upload the [EPPP Notification](#) to the application.

Examples found in EPPP Policies include:

- producer responsibility and source reduction
- recycled content

- energy and water savings
- toxicity and pollution
- buildings and grounds
- habitat preservation
- continual improvement

Additional EPPP Policy resources include:

- [Tools and Resources](https://www.calrecycle.ca.gov/EPP/Resources/) (https://www.calrecycle.ca.gov/EPP/Resources/)
- [Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/) (https://www.calrecycle.ca.gov/EPP/LawPolicy/)
- [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)

For more information, visit the [EPPP Frequently Asked Questions webpage](https://www.calrecycle.ca.gov/Funding/EPPPQandA) (https://www.calrecycle.ca.gov/Funding/EPPPQandA).

Environmentally Preferable Purchasing and Practices Policy Notification

If you checked “No our organization does not have an EPPP Policy” on the Detail Tab of your application, your organization must adopt one by the secondary due date and upload the EPPP Notification or your application will be disqualified. **Do not upload a copy of your organization’s policy. Your policy does not replace the required EPPP Notification document.**

- The EPPP Notification Form is located in the “Application Documents” section in the [Summary Tab](#).

Application/Project Types

Familiarize yourself with the different [Projects Types](#), then follow the corresponding application requirements below.

Standard Application

To complete the standard application, fulfill the following:

- Finish all components in the various [Tabs](#) (reference [Application Contents and Instructions](#) section)
- Upload these [Application/Applicant](#) Documents in the [Documents Tab](#):
 1. Application Certification (must be signed)
 2. Budget (one per site and a total budget)
 3. Land Use/Zoning Designation (usually one per site)
 4. Photographs (site specific)
 5. Property Access Authorization and Non Responsibility Affidavit (usually one per site)
 6. Site Characterization Form (one per site)
 7. Vicinity Map (at least one per site)
 8. Work Plan Form (usually one per site)
- Submit now or by the [secondary due date](#):
 9. Resolution
- Last step, click submit (reference [Application Submittal and Deadline](#) section)

Previously Remediated Sites

Sites that have been previously remediated (cleaned up prior) are eligible to receive reimbursement. The site must currently meet the [Eligible Projects](#) requirements. In

order to receive reimbursement, proper “Cost and Payment” supporting documentation will need to be provided. Note the definition in the “Procedures and Requirements” resource document.

- The landowner must continue to own the property.

To complete the Previously Remediated Site(s) application, fulfill the following:

- Finish all components in the various [Tabs](#) (reference [Application Contents and Instructions](#) section)
- In addition to submitting the [Standard Application](#) items #1-9 above, the following must uploaded in the [Documents Tab](#):
 10. “Cost and Payment” supporting documentation for all items on each [Budget Form](#) (invoices, receipts, disposal/recycling documentation/manifests)
 - a. Use the “Cost and Payment” definition in the “Procedures and Requirements” resource document.
 - b. Remember [Ineligible Cost](#) (#8).
 11. [Grant Report form \(CalRecycle 248\)](#)
 - a. This should mirror the [Site Characterization Form](#)
 12. Description of the success of the project.
- Last step, click submit (reference [Application Submittal and Deadline](#) section)

Grant Term - Previously Remediated Sites

Costs incurred prior to the date on the NTP may be eligible for reimbursement.

Reminder: applicants cannot be reimbursed for time spent completing the application.

- Refer to the general [Grant Term](#) section in conjunction with this section for guidance.

Pilot Program

The Pilot Program (Pilot) is **only available in the third cycle of each fiscal year**, should funds remain. The application due date is **February 6, 2020**. The Pilot encourages more applicants to apply by extending due dates for several required application forms. All of the same application documents are required for participation in the Pilot; however, the timeframe of when they are due is different from a standard application. The Pilot will allow an applicant to apply for funds for existing illegal disposal sites with only a resolution and an estimate of expenses submitted by the application due date. After grant award, but prior to cleanup, the grantee will upload the remaining completed application forms into CalRecycle’s Grants Management System database to make the application complete. On June 27, 2019, CalRecycle approved the extension of the Pilot for the third cycle of Fiscal Years (FYs) 2019-20 and 2020-21.

- The Pilot is optional.
- If the grant program is oversubscribed, standard and previously remediated site applications will have priority.

To complete the Pilot application, do the following:

- Finish all components in the various [Tabs](#) (reference [Application Contents and Instructions](#) section)
- Upload these [Application/Applicant](#) Documents in the [Documents Tab](#):
 1. Application Certification (must be signed)
- Submit now or by the [secondary due date](#):

9. Resolution

- Submit the application (reference [Application Submittal and Deadline](#) section)

Grant Term - Pilot Program

The remainder of the application documents must be completed and uploaded before any “cleanup costs” can be incurred and before **October 5, 2021**. See the [Timeline](#) for reference.

- Wait to receive a *Site Approval Form (checklist)* via email from the grant manager before incurring “cleanup costs” (some administration costs may be permissible). Receiving further approval (*checklist*) for each site is required in addition to the [NTP](#).

Refer to the general [Grant Term](#) section in conjunction with this section for guidance.

Application Submittal and Deadline

Once the [Application Certification](#) has been completed/uploaded return to the [Summary Tab](#).

The “Submit Application” button in the “Application Submission” section will be enabled after all required documents have been uploaded. Click the “Submit Application” button to submit, 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 August 22, 2019 (cycle 67), November 7, 2019 (cycle 68) or February 6, 2020 (cycle 69). 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) 341-6228.

Property Owner Request for Cleanup

Since private landowners are not eligible to apply for this grant themselves, they may request that a grant application be prepared on his/her behalf by a Local Agency/[Eligible Applicant](#). The request shall include the following:

1. A letter requesting that the Applicant apply for a grant on his/her behalf. The letter shall include the name, mailing address, email and telephone number of the property owner and the approximate type and quantity of waste disposed on the property; (use the [Site Characterization Form](#) as needed)
2. A [vicinity map](#) showing the location of each site and access points to the parcel of each site being requested for cleanup under the grant;
3. A signed and notarized [Property Access Authorization and Non-Responsibility Affidavit](#) from the property owner; and
4. [Photographs](#) of the site documenting the presence of the illegally disposed waste.

Local Agency’s Review of Property Owners Request

The Local Agency has 45 days from receipt of the property owner’s request to review the request, conduct a site visit and provide a written determination that the owner’s property is, or is not eligible for submission of a Farm and Ranch grant application.

Once the Local Agency determines that the property owner’s request is accurate and complete, the Local Agency shall submit a grant application to CalRecycle within 60 days from the date of determination.

If the Local Agency determines that the site is not eligible for a grant, it shall provide the property owner with the reasons for disapproval within 45 days of the receipt of the request. The property owner may appeal this determination pursuant to Title 14 CCR Section 17994.3.

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.

In the event a cycle is oversubscribed staff would recommend a funding order based on:

1. The greatest threat to public health and safety and/or public nuisance presented by the illegal dumping, and
2. The greatest amount of waste present.

For the third cycle, if more requests for grant funds are received than there are funds available, complete applications submitted for the standard grant program will be considered first before applications for the Pilot. This will allow all complete applications to be funded before Pilot applications, which have not been completely researched and may end up as ineligible. CalRecycle staff may contact applicants to provide clarity or request additional information.

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 October 2019, January 2020 and April 2020. 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 pay all outstanding debts due CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the date of the award email.
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

Notice to Proceed (NTP)

If the applicant is awarded a grant, he/she will receive the [Grant Agreement](#). After the Grant Agreement is signed by both parties, the Grant Manager will forward to the Grantee a copy of the executed Grant Agreement (cover sheet) along with a Notice to Proceed (NTP) via email. The NTP is formal notification from CalRecycle that starts the [Grant Term](#), and authorizes the Grantee to begin the grant project and incur costs.

Reporting Process

Grantees are required to report on the progress of their grant with each payment request. The [Final Report is due on March 17, 2022](#).

Detailed reporting information is included in the "Procedures and Requirements" resource document (Exhibit B of the Grant Agreement).

Payment Request Process

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices).

- **CalRecycle will retain 10 percent of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation.**

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 March 17, 2022, may result in the nonpayment of otherwise eligible costs.

Important: Advance funds are not available under this grant.

Detailed information is included in the "Procedures and Requirements" resource document (Exhibit B of the Grant Agreement).

Reimbursement Payment Method

Payment is made on a reimbursement basis for all grantees, except enrolled Resource Conservation Districts (RDCs). To obtain reimbursement, the Grantee pays the approved costs and then files a [Grant Payment Request Form \(CalRecycle 87\)](https://www.calrecycle.ca.gov/docs/cr/funding/forms/general/calrecycle87.pdf) (<https://www.calrecycle.ca.gov/docs/cr/funding/forms/general/calrecycle87.pdf>) with the appropriate supporting documentation and a [Progress/Final Report](https://www.calrecycle.ca.gov/Funding/Forms/) (<https://www.calrecycle.ca.gov/Funding/Forms/>).

Detailed information is included in the “Procedures and Requirements” resource document (Exhibit B of the Grant Agreement).

Invoiced Payment Method (RCDs only)

Resource Conservation Districts (RCD) may apply for an alternate payment method, called the Invoiced Payment Method. Except for the final Payment Request, the Invoiced Payment Method allows the enrolled RCD to submit Payment Requests for incurred, but unpaid eligible costs. Upon approval and processing of the Payment Request by the Grant Manager, the RCD will receive grant funds for approved costs minus a ten percent (10%) retention (see [Payment Request Process](#) above). Upon receipt of grant funds, the enrolled RCD is required to pay in full all costs owing, including those covered by the ten percent retention, prior to submitting the next Payment Request.

The final Payment Request cannot be processed as an Invoiced Payment; it is for reimbursement only. All costs claimed in the final Payment Request must be paid for and the goods and services received prior to submitting the final Payment Request.

Contact the Grant Manager (after the NTP is received) to obtain the Invoiced Payment Method form. The Grant Manager will confirm RCD “enrollment” once the form is received.

- Approval requires authorized [signature authority](#)

Caution: The enrolled RCD is responsible for all costs incurred. In the event an incurred cost is not eligible for payment under this Grant, it is the RCD’s responsibility to satisfy the obligation.

Detailed information is included in the “Procedures and Requirements” resource document (Exhibit B of the Grant Agreement).