EXHIBIT B
PROCEDURES AND REQUIREMENTS

Household Hazardous Waste Grant Program
HD23 Cycle - Fiscal Year (FY) 2014/15

Revised May 8, 2014

Copies of these Procedures and Requirements should be shared with BOTH your internal accounting department AND the staff responsible for implementing the grant activities.

INTRODUCTION
The Household Hazardous Waste (HHW) Grant Program is administered through the Department of Resources Recycling and Recovery (CalRecycle). These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, records and audit requirements.

This document is attached to, and incorporated by reference, into the Grant Agreement.

MILESTONES

Date	Milestones
July 2014	**Grant Term begins** on the date indicated on the Notice to Proceed (NTP)
June 24, 2015	**Progress Report #1 Due** (Covering activities from NTP to June 1, 2015)
June 22, 2016	**Progress Report #2 Due** (Covering activities from June 2, 2015 to June 1, 2016)
March 29, 2017	**Grant Term Ends. Final Progress Report and final Payment Request Due. All costs must be incurred by this date.**

No extensions will be granted for submittal of Final Progress Report and final Payment Request. Failure to submit the Final Progress Report and final Payment Request with appropriate documentation by March 29, 2017 may result in rejection of the Payment Request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

QUESTIONS
All communication regarding this grant should be directed to the assigned Grant Manager. To find the email address and telephone number of your Grant Manager or other HHW grant staff, refer to: Staff Directory (http://www.calrecycle.ca.gov/StaffDirectory). The Grantee may also contact the Financial Resources Management (FiRM) Branch at (916) 341-6457 or grants@calrecycle.ca.gov.

PRIOR TO COMMENCING WORK
Prior to commencing work under this grant, the Grantee's Primary Contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the Grantee's compliance with these requirements is a major focus of grant audits.

Reliable Contractor Declaration
Prior to authorizing a contractor(s) to commence work under this grant, the Grantee shall submit to the Grant Manager a declaration from the contractor(s), signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor(s) and the subcontractor(s), respectively. See www.calrecycle.ca.gov/Laws/Regulations/Title14/ch1.htm#ch1a5.

If a (sub)contractor is placed on the CalRecycle Unreliable List after award of this grant, the Grantee may be required to terminate that contract. To obtain the Reliable Contractor Declaration form (CalRecycle 168) see www.calrecycle.ca.gov/Grants/Forms/default.htm

A scanned copy of the signed Reliable Contractor Declaration Form must be uploaded in GMSWeb. To upload the Form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** link.
3. Click on the **Add Document** button.
4. Type a title, click the **Browse** button to search and select the document, and then **Save**.
5. Click the **Back** button to return to the previous page and then click on the **Submit** button.

For further instructions regarding GMSWeb, including login directions, see the section below titled Grant Management System Web.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on March 29, 2017. **This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.**

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than March 29, 2017.

CalRecycle recommends reserving the period from March 1, 2017 to March 29, 2017 exclusively for the preparation of the Final Progress Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Progress Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term which starts when the Grantee receives a Notice to Proceed from CalRecycle and ends on March 29, 2017 *(see "Grant Term" for additional information).*

Eligible costs include, but are not limited to:

- HHW public education and outreach for general audiences (may include extended producer responsibility information).
- Implementation of **new** and sustainable extended producer responsibility collection opportunities, to include but not limited to:
  - Promotion of an ongoing retail take-back program such as batteries or fluorescent lamps at local hardware stores, businesses, or government facilities.
  - Promotional collection events hosted at businesses or government facilities.
  - Promotional public education and outreach materials specifically for local retail take-back programs.
- Set-up and operation of temporary or mobile collection program for one-day or multi-day collection events.
- Minor improvements to an existing HHW facility. (Examples include but are not limited to: storage bins, signage, painting, paving, shelving, etc.)
- Purchase of personal protection equipment and/or 8-hour refresher Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) training.
- Overhead/indirect costs up to 10 percent of the total grant funds that have been reimbursed. For more detail on overhead/indirect costs, refer to Exhibit B - *Procedures and Requirements* for HD23 Cycle FY 2014/15.

INELIGIBLE COSTS

Any costs not specifically included in the approved Budget and not directly related to HHW and the approved grant projects are ineligible for reimbursement. Contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the Notice to Proceed letter or after March 29, 2017.
- Costs for planning and/or design of HHW facilities.
- Costs to maintain an existing HHW program.
- Developing or expanding a permanent facility on non-government owned property.
- Equipment or services not related to the project.
- Management, handling, disposal, or treatment of radioactive, explosive or medical wastes.
- Management, handling, disposal, treatment or purchase of propane tanks, canisters, or cylinders.
- Personnel costs not related to the project.
- Public education and outreach not related to the project.
- Purchase or lease of land.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

Questions regarding eligible/ineligible costs should be directed to the Grant Manager.

OVERHEAD/INDIRECT COST

Overhead and indirect costs can be claimed by the Grantee. The following guidelines must be used when claiming these costs.

- The total cost of overhead and indirect cost charged to the grant shall not exceed 10 percent of the grant funds reimbursed. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of overhead and indirect costs. All overhead and indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.
- Direct costs charged directly to the grant shall not be included in the overhead/indirect cost formula. Supervision performed by managers and supervisors can be included in the overhead/indirect cost formula, and therefore, will not be a direct charge to the grant. On the other hand, if a manager or supervisor performs an activity that is directly related to the execution of the grant (not supervision), costs associated with this activity may be included as a direct charge. Such activity must be clearly supported by appropriate documentation and shall not be charged to the grant as overhead or indirect cost.
- The Grantee must maintain organized and accurate records that follow generally accepted accounting principles and leave an audit trail. The Grantee must provide access to all documents related to the grant program and fiscal operation of the grant program as deemed necessary by CalRecycle.

If you are uncertain whether a given cost is considered an overhead/indirect cost, contact the Grant Manager.

GRAPHICS

HHW-related graphics are available at: www.calrecycle.ca.gov/UsedOil/graphics/HHWArt/.

For large equipment - a CalRecycle sticker (bumper sticker size) that displays the statement: "Funded by a grant from CalRecycle" is required to be affixed to all large pieces of equipment purchased with grant funds. When submitting the Final Report, a photograph of this equipment should include the affixed sticker. CalRecycle stickers are available at no cost by contacting the Grant Manager.

RETENTION OF PUBLIC EDUCATION

For audit purposes, Grantees are required to retain samples of all publicity and education materials for three years AFTER the close of the Grant Term, or a longer period if warranted to resolve any issues with this grant. (See Audit/Records Access Section in Terms and Conditions, Exhibit A.)

GRANT MANAGEMENT SYSTEM WEB (GMSWeb)

GMSWeb is CalRecycle's web-based grant application and grant management system. Access to GMSWeb is secure and Grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the Grantee must create a new WebPass account to continue accessing GMSWeb. Establish or manage a CalRecycle WebPass at https://secure.calrecycle.ca.gov/WebPass/.

Accessing the Grant

Grantees must log into GMSWeb using their WebPass at https://secure.calrecycle.ca.gov/Grants. After login, locate the grant in the **Associated Grant Applications** table and select the **Grant Management** link. The **Grant Management** module includes the following sections:

- **Summary tab** – contains a budget summary that shows approved budget, paid and remaining amounts (this section is available to the Grantee in read-only mode) and resource links and documents.
- **Payment Request tab -** requests reimbursement and uploads supporting documents.
- **Reports tab -** uploads required progress and final reports.
- **Documents tab** – uploads other grant documents that are not considered supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMSWeb.

Follow the instructions in GMSWeb to work in the system. Use the information in the following sections to determine what reports, transactions, and supporting documents are required.

Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab in the **Application Module**. Existing contacts may update contact information for all contact types except Signature Authority. Notify the assigned Grant Manager of any changes to Signature Authority information via email.

REPORTING REQUIREMENTS

A Progress Report and a Final Progress Report are required by this Agreement. However, the Grant Manager may request a Progress Report at any time during the grant term.

All reports must be uploaded in GMSWeb. *For further instructions regarding GMSWeb, including login directions, see the section above entitled, Grant Management System Web.*

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate event name.
3. Click on the **Add Document** button.
4. Type a title, click the **Browse** button to search and upload the document, and then **Save**.
   - You may upload multiple documents to complete reporting requirements.
   - The maximum allowable file size is 50MB.
5. Click the **Back** button to return to the previous page.
6. Click the **Submit** button when the report is complete.

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed. Failure to comply with the specified reporting requirements may be considered a breach of this Agreement and may result in the termination of this Agreement or rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. Any problems or delays must be reported immediately to the Grant Manager.

PROGRESS REPORT

The Grantee must submit two **Progress Reports** during the term of the grant. The first Progress Report is due by **June 24, 2015** (covering grant activities from the NTP through June 1, 2015) and the second on **June 22, 2016** (covering grant activities June 2, 2015 through June 1, 2016).

The reports should include the following:

1. The Grant Number, Grantee's name, and reporting period. The following disclaimer must appear on the cover page of the report:
   "The statements and conclusions of this report are those of the Grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."
2. A description of work completed and arranged according to tasks and expenditure categories as shown in the Work Plan. Responses to the following questions should be included as applicable:
   a) Did you discover any unique or new activities/technologies during your project?
   b) What were the successes?
   c) What problems/challenges were discovered during implementation?
   d) How were the problems/challenges resolved?
   e) What "best practices" might be shared with other jurisdictions?
3. Pictures showcasing the progress of the grant project.
4. A brief discussion of work that will be conducted during the remainder of the grant term. If necessary, discuss any adjustments to the Work Plan that you may be requesting as a result of the evaluation process.
5. Payment Request, supporting documentation and Expenditure Itemization Summary (EIS) may be submitted if reimbursement is desired. Refer to the section labeled "Payment Requests and Fiscal Reporting" for more details.

FINAL PROGRESS REPORT

The Final Progress Report is due **March 29, 2017.** This report should cover grant activities **from the NTP** through **March 29, 2017.** The following items must be included:

1. The Grant Number, Grantee's name and Grant Term. The following disclaimer statement on the cover page.
   "The statements and conclusions of this report are those of the Grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."
2. Description of activities that were started, continued, and completed during the reporting period. Activities must be arranged by the categories shown in your approved Work Plan.
3. Provide an evaluation of project outcomes and how your project contributed to increased HHW collection. Answer all of the following:
   a) Did the amount of HHW collected each year during the grant term increase as compared to the year **prior to** the grant term or the year indicated on the application? If so, by what percent? If not, why not?
   b) Did you model your project after that of another grantee? If so, what changes did you make to adapt the model to your jurisdiction?
   c) What aspects of the project worked well and why?

d) What aspects of the project did not work well and why?
e) What aspects of the project will be continued beyond the grant term?
f) What would you do differently if you had to redesign the project?
g) Include the latitude and longitude that locates the HHW facility improved.

4. Pictures of Project Implementation or Improvement: If applicable, provide digital images of each stage of your project when submitting the Final Progress Report. The photographs should include a view from beginning to end to illustrate that the grant funding was put to good use. More than one digital image may be submitted if needed to capture all required components or to accurately illustrate the item. The photographs should be in PDF, JPG, or PNG format.
5. Evidence of any work product identified in the Work Plan, photographs and descriptions of equipment, events, etc. that were produced, purchased or conducted (unless previously submitted). Two photographs, of large items such as equipment should be taken from different angles and submitted with Final Progress Report.
6. Payment Request, required documentation and an EIS can be submitted if reimbursement is desired. Refer to the "Payment Requests and Documentation" section below for more details.

GRANT PAYMENT REQUEST AND SUPPORTING DOCUMENTATION

Payment requests must be submitted in GMSWeb. For further instructions regarding GMSWeb, including login directions, see the section above entitled, Grant Management System Web. To submit a Grant Payment Request:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
   - Choose **Reimburse** for the Transaction Type and enter the amount spent in each budget sub category.
3. When the transaction is complete, click the **Save** button.
4. After the transaction is saved, the **Upload Supporting Documentation** button will appear in the lower right corner.
   - Click the **Upload Supporting Documentation** button.
   - Type a title, click the **Browse** button to search and upload the document, and then **Save**.
   - Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
   - The maximum allowable file size for each document is 50MB.
5. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request (including uploading all the documents listed below).

Supporting Documentation

A. A scanned copy of the **Grant Payment Request** form. Mail only the **original** Grant Payment Request form (CalRecycle 87), with the original signature of the Signature Authority or his/her designee*, as authorized by grantee's Resolution or Letter of Commitment to:

Via standard mail:	Via courier/personal delivery:
Department of Resources Recycling and Recovery HHW Grant Program FiRM Branch, 9th Floor P.O. Box 4025 Sacramento, CA 95812-4025	Department of Resources Recycling and Recovery HHW Grant Program FiRM Branch, 9th Floor 1001 I Street Sacramento, CA 95814

*A designee may sign on behalf of the grantee if a) authorized by the Resolution or Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.

B. **Expenditure Itemization Summary** (CalRecycle 667) – All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the Grantee's approved Budget and Work Plan.
   - Each EIS must be accompanied by supporting documentation for each line item expense (see below). The Grantee should retain the original documents.
   - The EIS must include the following certification:
     "I certify under penalty of perjury, under the laws of the State of California, that the above information is correct and that all funds received have been expended in accordance with the Grant Agreement."
   - The certification must be dated and signed by the person authorized in the Grantee's Resolution. An EIS received without the signed certification will not be approved.

C. Pertinent documentation must be submitted with the EIS to substantiate all expenses claimed on the EIS. For audit purposes, the Grantee should retain this documentation for a minimum of three (3) years after the end of the grant term (see Audit/Records Access in the Terms and Conditions, Exhibit A). Types of acceptable documentation include, but are not limited to:
   a) **Invoices.** Invoices must include the vendor's name, vendor's telephone number, address, description of goods or services purchased, amount due, and date. If there is more than one invoice from a vendor, list them separately on the EIS and include invoice numbers. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
   b) **Receipts.** Receipts should include the same information as invoices (see above).
   c) **Purchase orders with proof of payment.** Purchase orders should include the same information as invoices and receipts, and must be accompanied by proof of payment (e.g., copies of cancelled checks).
   d) **Personnel Expenditure Summary** (CalRecycle 165 or Grantee's version). Document personnel expenditures based on actual time spent on grant activities and actual amounts paid to personnel (these forms are not required if you have an alternate time reporting method pre-approved by your Grant Manager).
   e) **Travel Expense Log Form** (CalRecycle 246 or Grantee's version). Document costs related to travel and include supporting documentation.

All forms listed above can be downloaded from the CalRecycle Grant Forms website http://www.calrecycle.ca.gov/Grants/Forms/.

TEN PERCENT WITHHOLD

Ten percent will be withheld from each Grant Payment Request and paid at the end of the grant term when all reports and conditions stipulated in the Grant Agreement have been satisfactorily completed.

SERVICES RENDERED

Goods and services must be paid for and received within the Grant Term. Proof of delivery is required.

AUDIT CONSIDERATIONS

The Grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after final payment date or grant term end date, whichever is later. A longer period of records retention may be stipulated in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices and/or cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.