



## HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM

### APPLICATION GUIDELINES AND INSTRUCTIONS

30<sup>th</sup> Cycle (HD30) – Fiscal Year 2018–19  
Competitive Construction Grant

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## GRANT CYCLE OVERVIEW

The Department of Resources Recycling and Recovery (CalRecycle) offers the Household Hazardous Waste (HHW) Grant Program pursuant to Section 47200(a) of the Public Resources Code. The purpose of the grant is to assist local governments in implementing safe HHW programs, which may include public education, source reduction, reuse, recycling, load checking and collection components.

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

### TIMELINE

Date	Activity
February 20, 2018	<b>Question and Answer Period</b> <ul style="list-style-type: none"> <li>• Questions may be submitted from application release date to this date</li> <li>• Questions must be submitted by email</li> </ul>
February 27, 2018	<ul style="list-style-type: none"> <li>• All answers will be posted (tentative)</li> <li>• Anticipated Questions and Answers (Q&amp;As) have been posted for this cycle. Review the Q&amp;As before completing your application or submitting a question.</li> </ul>
March 6, 2018	<b>Application Due Date</b> <ul style="list-style-type: none"> <li>• Applications must be submitted in GMS by 11:59 p.m. on this date</li> <li>• Customer service will be available until 4:00 p.m. on this date</li> </ul>
April 10, 2018	<b>Secondary Due Date</b> <ul style="list-style-type: none"> <li>• Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application</li> <li>• Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date</li> </ul>
July 2018	<b>Grants Awarded</b> CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
September 30, 2022	<b>Grant Term</b> Notice to Proceed to this date
September 30, 2022	<b>Final Report and final Payment Request Deadline</b>

### ELIGIBLE APPLICANTS

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.

**Only one application per qualifying entity will be accepted.** Eligible applicants may submit an individual or regional application. One entity must be identified as the lead applicant in the regional application to act on behalf of itself and its participating jurisdictions. The grants are available to:

- Local governments (cities, counties, and city and counties) as defined in Public Resources Code section 30109 that have direct responsibility for HHW management.
- Regional or local sanitation agencies and waste agencies, having direct responsibility for HHW management.
- Joint Powers Authorities (JPA) if the JPA agreement includes solid and/or hazardous waste management responsibilities.
- Qualifying Indian Tribes with direct responsibility for HHW management. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
  - (1) Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
  - (2) Can establish that it is a government entity and meets the criteria of the grant program.

If more than one application is submitted by an applicant, it will be the applicant’s responsibility to decide which application should go forward. If the additional application(s) are not withdrawn, all applications from that applicant will be disqualified, and that applicant will be eliminated from any regional application of which it is a part. Applicants with open CalRecycle grants must be in good standing and comply with grant reporting requirements before they can receive a HHW grant.

## **REGIONAL APPLICATION REQUIREMENTS**

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

## **JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS**

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over solid waste management, listing all member entities, and containing the signature of all members. An entity may not submit an individual application if that entity is also a member of an applicant JPA.

## **ELIGIBLE PROJECTS**

This grant cycle offering is designed to fund construction projects that establish new or expand existing HHW programs in California. HHW construction projects do not qualify for CalRecycle grant funding unless they are past the design phase of the project and are prepared for construction (shovel ready). Applicants must have completed proper site analysis, conceptual design and most of the local approval processes. The

permitting, licensing and siting approval process must be well underway. Applicants must provide documentation by providing a completed General Checklist of Business Permits, Licenses and Filings form (CalRecycle 669). The applicant must convincingly indicate that they are beyond the planning phase of the construction project and can successfully complete the HHW construction project before the Grant Term ends (date of Notice to Proceed email to September 30, 2022).

Grant applications must indicate one of the following types of projects:

- Construction of a new Permanent HHW Collection Facility or Recycle-Only HHW Collection Facility.
- A construction project that expands/upgrades an existing Permanent HHW Facility or Recycle-Only Collection Facility necessary to provide new or expand programs and services, operation efficiency, capacity, and collection.

### **AVAILABLE FUNDS**

- \$500,000 is available for this grant cycle, fiscal year 2018–19, subject to funding availability.
- \$250,000 is the maximum available for individual and regional grant awards.

### **GRANT TERM**

The Grant Term begins on the date of the Notice to Proceed. Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on September 30, 2022 and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on September 30, 2022. CalRecycle recommends reserving the period from September 1, 2022 to September 30, 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.**

### **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 September 30, 2022. (See “Grant Term” for additional information)

Eligible costs are limited to the following:

- Construction costs for a new or existing Permanent HHW Collection Facility or Recycle-Only HHW Collection Facility.
- Construction related HHW equipment necessary to provide new and expanded programs and services, operation efficiency, capacity, and collection.
- HHW signage, personnel, grant administration, and publicity and education (not to exceed 10 percent of grant award; details are provided in the Procedures and Requirements) provided these costs are related to HHW facility construction.
- Certain costs associated with indirect costs as indicated in the Indirect Cost section of the Procedures and Requirements. (Indirect costs are not to exceed 10 percent of reimbursed costs.)

HHW Facility projects are required to acknowledge that the project was funded by a grant from CalRecycle and can include the cost of the sign in their budget. Details of the requirements are provided in the Procedures and Requirements.

## **INELIGIBLE COSTS**

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed email or after September 30, 2022.
- Any costs, such as equipment, maintenance, repairs, tools, supplies, or services not related to the construction project.
- 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, unless the specific conditions listed in the “HHW Facilities on Private Property” in the Application Documents section are met and agreements are submitted with the application.
- Personal electronic devices.
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations.
- Honoraria, stipends, prizes, royalties, strictly promotional give-away items ([Stuff We All Get \[SWAG\]](#)), etc.
- Management, handling, disposal, or treatment of radioactive, explosive, medical wastes or other HHW materials.
- Personnel costs not related to the project.
- Promotion of either brand-name product(s) or private businesses with grant funds.
- Public education and outreach not related to the construction project.
- Purchase or lease of land.
- Purchase or lease of vehicles and/or mobile trailers.
- 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.

## **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. To see examples of existing EPPP Policies, visit the [Responsible Purchasing Network](#), Environmentally Preferable Purchasing [Laws and Policies](#) and [Tools and Resources](#). Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies include:

- Buildings and Grounds
  - All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy & Environmental Design [Green Building Rating System](#).
- Continual Improvement
  - Training is provided to new and existing employees.

- Organization regularly evaluates and/or improves implementation of EPPP policy.

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.

For more information, visit the [EPPP Frequently Asked Questions webpage](#).

### **QUESTION-AND-ANSWER PROCESS**

Questions regarding the application and its requirements must be in writing and emailed to [grants@CalRecycle.ca.gov](mailto:grants@CalRecycle.ca.gov). Questions must be received by February 20, 2018 or they will not be accepted.

Anticipated Questions and Answers (Q&As) have been posted for this cycle. Review the Q&As before completing your application or submitting a question.

Periodically during the (Q&A period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

### **PUBLIC RECORDS REQUESTS**

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the [laws](#) 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 Household Hazardous Waste HD30: FY2018–19 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

### APPLICATION CONTENTS AND INSTRUCTIONS

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

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the HHW 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

#### Summary Tab

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

#### Applicant/Participant Tab

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

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

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

For Regional, Collaborative, or Joint Powers Authority Applications

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

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

### Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$250,000. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant; skip the Matching Funds field.
- 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: Provide a brief description of your project (three to five sentences).
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.

### Contacts Tab

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

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).



- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

### **Budget Tab**

Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The budget costs should support expenditures for activities identified in your Work Plan. The total must equal the Grant Funds Requested amount shown on the Detail tab.

### **Site(s) Tab**

Add an entry for each grant project/site. All applications must contain project site(s) information. Enter the **Site Name**. Use the drop down arrow of the **Site Type** and select **HHW Facility**. Type in the complete address and select the County. Enter the **Budget Amount** for this site and type a brief **Summary** of the project in the space provided. Repeat the steps above if you have multiple project sites.

### **Documents Tab**

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

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

### **APPLICATION SUBMITTAL AND DEADLINE**

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

Applications must be submitted no later than 11:59 p.m. on March 6, 2018. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling Jayme Tesser at (916) 341-6047.

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

## APPLICATION DOCUMENTS

### Electronic and Original Signatures

CalRecycle documents or forms that certify legally binding information require an original wet ink signature. If a signature block with penalty of perjury language is provided please provide a wet ink signature. CalRecycle will accept electronic signatures on all other documents. If you have questions, email [grantassistance@calrecycle.ca.gov](mailto: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](mailto:grantassistance@calrecycle.ca.gov) or call Jayme Tesser at (916) 341-6047. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.

### Application Certification

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

### Narrative Proposal

The Narrative Proposal is a required application document used to describe the details of your proposed project. The response size for each section is limited to 2,500 characters and cannot be expanded. Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the HHW Grant Program.

Each section of this form must have a response. Ensure your narrative responses are concise, detailed, and most importantly, address each of the criteria.

After you complete this document, use the “save as” command and save the file in the following format: **NP\_name of your organization\_HD30.pdf** (ex: NP\_CityofCalifornia\_HD30.pdf) then upload it within the Documents Tab.

### Work Plan

The Work Plan, a required application document, must list the major activities, steps or tasks necessary to implement and complete your project. Provide a logical timeframe in chronological order for all proposed grant activities. Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the HHW Grant Program.

## **General Checklist of Business Permits, Licenses and Filings**

The General Checklist of Business Permits, Licenses and Filings (CalRecycle Form 669) is a required application document. It can be found on the Summary tab under Application Documents. Check the appropriate box on **each** line. It must be signed by the Signature Authority, scanned, and uploaded to the Documents tab along with copies of any documentation related to this form (i.e. permits, licenses and filings, and a letter describing what has and needs to be done to achieve full compliance). CalRecycle staff will use this information to determine how far along you are in the process of your project.

## **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.**

For more information, visit the [EPPP Frequently Asked Questions webpage](#).

## **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**.

### **HHW Facilities on Private Property**

Jurisdictions that want to establish permanent facilities or expand existing facilities on private property or non-government owned property must prove a legally binding long term commitment. This commitment must be throughout the life of the facility and between the company/private landowner and the jurisdiction that will require the facility to be operated with an emphasis on promoting the public interest. The application must clearly state the ownership and/or leasehold interests. A copy of any agreement between the Applicant and private owner must be uploaded and submitted with the application. The following documentation is required if an applicant is planning to purchase or lease buildings for any part of their submitted project:

1. Applicant demonstrates that this is the most cost-effective means of developing an HHW facility.
2. Any lease meets the requirements for developing a permanent facility on privately owned property (e.g., long-term lease evidencing commitment to utilize facility for purpose set forth in grant; commitment to public access; commitment to utilize facility as described in the application for life of facility).

### **Resolution**

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

to your application as a Draft Resolution or for immediate review email it to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

**Note:** Some publicly held businesses or private companies with a governing body may submit a Letter of Commitment, see Letter of Commitment section below

#### Individual Application Requirements:

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

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

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

#### Regional Application Requirements:

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

#### **Joint Powers Agreement**

Joint Powers Authorities (JPA) must upload a copy of its joint powers agreement giving it authority to conduct the project, listing all member entities, and containing the signature of all members. Letters of Authorization are not required for JPA applicants.

#### **Letter of Commitment**

Applicants that are not subject to a governing body must upload a Letter of Commitment that authorizes specific grant-related matters. Some publicly held businesses or private

companies with a governing body may submit a Letter of Commitment under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The Letter of Commitment is due by the secondary due date or the application will be deemed incomplete and will be disqualified. The applicant/grantee must maintain the letter with the original signature in the grant file.

#### Letter of Commitment Requirements:

1. The letter must authorize submittal of the HHW Grant Program application on behalf of applicant.
2. It must designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
3. Optional. The letter may authorize the Signature Authority to delegate this 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.

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

#### Letter of Authorization

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

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

## **GRANT REVIEW AND AWARD PROCESS**

### **GRANT APPLICATION REVIEW PROCESS**

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete and eligible applications will be evaluated and scored by a review panel of CalRecycle staff.

An evaluation system will focus on the overall approach and project, methodology, qualification/resources and past work references of the proposal narrative. Staff will use the following scoring system to assign points: 0 points = inadequate, 1 point = barely adequate, 2 points = adequate, and 3 points = excellent or outstanding.

Conditional bonus points are available for rural areas, small cities, and regional applicants, as well as for construction projects in underserved areas. Points are also available for those jurisdictions that were not awarded in cycles 26 and 28.

### **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 July 2018. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

### **GRANT AWARD CONDITIONS**

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

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

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

## **GRANT PROGRAM ADMINISTRATION**

### **GRANT AGREEMENT**

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

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

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

### **REPORTING PROCESS**

Grantees are required to report on the progress of their grant (three progress reports and a Final Report are required). The Grant Manager may request status information at any time during the term of the grant. The Final Report is due on September 30, 2022. Detailed reporting information is included in the Procedures and Requirements (Exhibit B).

### **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 September 30, 2022, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).