



July 2014

Department of Resources Recycling and Recovery

BEVERAGE CONTAINER RECYCLING GRANT PROGRAM

APPLICATION GUIDELINES & INSTRUCTIONS

RBC26 – Fiscal Year 2014/15

RBC27 – Fiscal Year 2015/16

Table of Contents

GRANT CYCLE OVERVIEW	3
New Two Phase Application Process	3
Timeline	3
Eligible Applicants	4
Eligible Projects	5
Regional Application Requirements.....	5
Joint Powers Authority Application Requirements	5
Available Funds	5
Grant Term	5
Eligible Costs.....	6
Ineligible Costs	6
Environmentally Preferable Purchases and Practices Policy Requirement	7
Question-And-Answer Process.....	7
APPLICATION INSTRUCTIONS	8
Application Access	8
Phase 1 Instructions	8
Phase 1 Application Submittal and Deadline	10
Phase 2 Deadline	11
APPLICATION DOCUMENTS	12
CalRecycle Documents	12
Phase 1	12
Phase 2	12
Applicant’s Documents	13
Resolution.....	13
Letter of Commitment	14
Letter of Designation	14
Letter of Authorization	15
Joint Powers Agreement.....	15
GRANT REVIEW AND AWARD PROCESS	16
Grant Application Review Process	16
Grant Award Process	16
Grant Award Conditions	16
GRANT PROGRAM ADMINISTRATION	17
Grant Agreement	17
Reporting Process.....	17
Payment Request Process	17

GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed in the [Grant Management System](http://www.calrecycle.ca.gov/grants/GMS/default.htm) (www.calrecycle.ca.gov/grants/GMS/default.htm).

The Department of Resources Recycling and Recovery offers the Beverage Container Recycling Grant pursuant to Public Resources Code (PRC) section 14581(a)(5) authorizes the Department of Resources Recycling and Recovery (CalRecycle) to issue up to \$1,500,000 annually in the form of grants for beverage container recycling and litter reduction programs. The purpose of the grant is to promote increased recycling of beverage containers throughout California and reduce beverage container litter in the waste stream.

NEW TWO PHASE APPLICATION PROCESS

A two phase application process will be implemented for FYs 2014/15 and 2015/16.

Phase 1

All applicants must complete the online application and submit a Narrative Concept document and either a Letter of Commitment or a draft Resolution. Our evaluation committee will review and score all submitted Narrative Concept documents. Applicants must receive a passing score of four (4) out of six (6) possible points in order to be invited back to complete phase 2 of the application process.

Note: Applicants that upload a Draft Resolution should anticipate the amount of time needed by their board or council to obtain an approved Resolution by the secondary due date should the applicant receive an invitation to complete Phase 2.

Phase 2

Successful Phase 1 applicants will be notified by email and invited back to complete Phase 2 of the application. This will require the applicant to develop a Narrative Proposal and complete additional required documents. An invitation to Phase 2 of the application process is not a guarantee of funding. Additional instructions are located in the Application Instructions section on page 7.

TIMELINE FOR BEVERAGE CONTAINER RECYCLING GRANT, FY 2014/15 & 2015/16

Date	Activity
July 22, 2014	Phase 1 - Question and Answer Period <ul style="list-style-type: none">• Questions may be submitted from application release date to this date• Questions must be submitted by email
July 25, 2014	<ul style="list-style-type: none">• All answers will be posted (tentative)

July 31, 2014	<p>Phase 1 - Application Due Date</p> <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
August 11, 2014	Evaluation of Phase 1
September 15, 2014	Phase 2 Invitations Sent
October 15, 2014	<p>Phase 2 - Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from date on invitation to this date • Questions must be submitted by email
October 20, 2014	All answers will be posted (tentative)
October 28, 2014	<p>Phase 2 –Secondary Due Date</p> <p>All required documents listed in the Application Documents section must be uploaded in GMS</p>
February 2015	<p>Grants Awarded</p> <p>CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)</p>
June 30, 2017 (RBC26 FY 2014/15) June 30, 2018 (RBC27 FY 2015/16)	<p>Grant Term</p> <p>Notice to Proceed to this date</p>
June 30, 2017 (RBC26 FY 2014/15) June 30, 2018 (RBC27 FY 2015/16)	<p>Final Progress Report, Final Payment Request and Request for 10 percent Withhold Deadline</p>

ELIGIBLE APPLICANTS

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 to act on behalf of itself and its participating jurisdictions. The grants are available to:

- California cities, counties, other local government entities, Joint Powers Authorities, and special districts.
- Public colleges and universities, public K-12 school districts.
- Non-profit organizations (except private schools) registered with the federal government under 501(c)3, (c)4, (c)6, or (c)10 of the Internal Revenue Code.

- Qualifying Indian Tribes. 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 which meets the criteria of the grant program.

ELIGIBLE PROJECTS

CalRecycle is seeking projects that implement new or enhance existing programs to provide convenient beverage container recycling opportunities in various locations statewide. Eligible projects include, but are not limited to, the following locations:

- Multi-family dwellings (five units or more)
- Public colleges/universities and public K-12 school districts
- Outreach and education (multi-family)
- Community events including, but not limited to, those sponsored by local jurisdictions
- Parks/recreational areas

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 must be designated to act on behalf of all participating jurisdictions. The Regional Lead Participant 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 Regional Lead Participant. 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 submit 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.

AVAILABLE FUNDS

- A total of \$1,500,000 is available for each grant cycle, FYs 2014/15 and 2015/16, subject to funding availability.
- \$50,000 is the minimum available for grant awards.
- \$250,000 is the maximum available for individual grant awards.
- For regional applications: \$250,000 is the maximum available for the regional grant award, subject to availability.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on June 30, 2017 (RBC26 FY 2014/15) and June 30, 2018 (RBC27 FY 2015/16). These are also the dates the Final Progress Reports and final Payment Requests 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 June 30, 2017 (RBC26 FY 2014/15) and June 30, 2018 (RBC27 FY 2015/16).

CalRecycle recommends reserving the period from April 1, 2017 to June 30, 2017 (RBC26 FY 2014/15) and April 1, 2018 to June 30, 2018 (RBC27 FY 2015/16), 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 June 30, 2017 (RBC26 FY 2014/15) and June 30, 2018 (RBC27 FY 2015/16).

Eligible costs include, but are not limited to:

- Personnel costs directly related to the start-up/implementation of the project (recycling coordinator, salaries/wages for those directly involved with the project, e.g., students, consultants, etc.).
- Purchase of equipment or materials related to infrastructure (beverage container recycling bins/receptacles, cluster bins, lids, receptacle liners, in-unit totes (multi-families), pads/enclosures to accommodate centralized roll-off, balers, scales, optical sorters (for municipality operating its own Material Recovery Facility), equipment modifications, signage, brochures, installation costs for equipment, service cart for use in collection of materials, laptops, computers, vehicles, etc.).
- Direct operating expenses associated with project activities.
- Education and outreach promoting beverage container recycling. May be included as part of the Mandatory Commercial Recycling Plan for local jurisdiction applicants.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed letter or after June 30, 2017 (RBC26 FY 2014/15) and June 30, 2018 (RBC27 FY 2015/16).
- SWAG/Promotional Items not related to the project (e.g. shirts, magnets, cups, gift cards, stickers, tote bags not used as recycled bins, calendars with no educational component, trophies, awards, plaques).
- Trash bins.
- Equipment not related to the project.
- Personnel (costs or staff not related to the project or within scope of grant).
- Costs for establishing a recycling center.
- Education and outreach not related to the project.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Costs that are inconsistent with local, state, and federal statutes, ordinances and/or regulations.
- Any food or beverages (supplied as part of meetings, workshops, training, or events).

- Any pre-paid expenditures for future goods or services delivered after the end of the Grant Term. (Exception: the Grant Manager may consider approving products purchased in full before the end of the Grant Term but delivered after the Grant Term if the delay is caused solely by the supplier and through no fault of the grantee. The grantee must request an exemption in writing and receive written approval from the Grant Manager.)
- Out-of-state travel, unless pre-approved in writing by the Grant Manager.
- Overhead.
- Overtime costs.
- Any other costs not deemed reasonable or related to the purpose of the grant by the Grant Manager.

Note: All expenditures are subject to audit. Please contact the Grant Manager if you have any questions concerning eligible costs.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY REQUIREMENT

Consistent with CalRecycle's core values, all applicants are required to develop, adopt, and implement an 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 must adopt one by the secondary due date or the application will be disqualified.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies, open the EPPP Information document located in the Resource Document section on the Summary tab of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to BevContainerGrants@CalRecycle.ca.gov by the corresponding due date below or they will not be accepted.

- Questions for Phase 1 must be received by **July 22, 2014**.
- Questions for Phase 2 must be received by **October 15, 2014**.

Periodically during the Question and Answer (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 July 25, 2014 for Phase 1 and October 20, 2014 for Phase 2 and are subject to updates. It is the applicant's responsibility to check this website for the latest 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 website](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>) and select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Beverage Container Recycling Grant, (RBC26 FY 2014/15) and select "Apply." The application opens to the Summary tab.

PHASE 1 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.

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.

- 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 radial 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 or Joint Powers Authority Applications

- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radial 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. The minimum amount is \$50,000 and the maximum amount is \$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 (4-5) sentences of the proposed project.
- 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 bottom 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 below and enter a dollar amount and budget detail information as listed below. The Total must equal the Grant Funds Requested amount shown on the Detail tab.

- Admin Costs (Operating Expenses)
- Equipment
- Personnel

Site(s) Tab

Add an entry for each grant project/site. Applicants who have multiple project sites are required to enter an entry for each project site(s) under the Site tab. The following information must be entered in each field under the Site tab:

- Enter the Site Name.
- Select the appropriate Site Type: Multi-family, College/University, K-12 school districts, Community Events, Parks/Recreational Areas, and Entertainment/Hospitality.
- Budget Amount: enter the amount for each individual project. If you have multiple project sites, the total for all projects should equal the total requested amount.
- Summary: provide a brief summary of each project site funded by grant funds.

Documents Tab

See the Application Documents Phase 1 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 the tabs are completed, the Narrative Concept document is uploaded, and either the Letter of Commitment or Draft Resolution document is uploaded, return to the **Summary tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority, scan the document, upload it, and retain the original hard copy document.

PHASE 1 APPLICATION SUBMITTAL and DEADLINE

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once.

Phase 1 applications must be submitted no later than 11:59 p.m. on **July 31, 2014**.

All submitted Narrative Concepts will be evaluated and scored in August and September 2014. Applicants must receive a passing score of four (4) out of six (6) points, possible, to be invited back to develop and submit a narrative proposal in Phase 2. Successful applicants will be notified by email.

PHASE 2 INSTRUCTIONS

Applicants that received a passing score in Phase 1 are invited to continue with the application process in Phase 2. To complete your application, log into [GMS](#) using your CalRecycle WebPass. After you log in, access your application by selecting the Application link for Beverage Container Recycling Grant, (RBC26, FY 2014/15) from the Associated Grants table.

Summary Tab

The Summary tab has been updated to include new Required Documents and Other Supporting Documents. 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.

See the **Application Documents, Phase 2** section for a description of the documents. The required documents can be found on the Summary tab of your application under the Application Documents section.

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.”

PHASE 2 DEADLINE

The Phase 2 documents must be uploaded no later than 11:59 p.m. on **October 28, 2014**. Customer service will be available until 4:00 p.m.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab, in the Application Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list of the documents.

PHASE 1

Narrative Concept

This is a required application document. Each section of this form must have a response. Ensure your narrative responses are succinct, detailed, and most importantly, address the three areas below.

1. Summarize the project description and explain how it provides convenient beverage container recycling opportunities in California.
2. Explain the project need.
3. Explain the project sustainability after the grant term.

See the *Phase 1 Concept Scoring Criteria for Beverage Container Recycling Grant, FYs 2014/15 and 2015/16*. It can be found on the Summary Tab.

Each applicant must upload one of the following documents to their application:

Draft Resolution

For applicants with a governing body, submit a draft Resolution. See the Applicant's Documents section below for requirements and the [Resolution and Letter Examples webpage](#). When uploading the draft Resolution, please choose Draft Resolution for the document type.

Note: For applicants that have an existing multiple year Resolution, you may upload the approved Resolution and choose Resolution-Lead Participant for the document type.

Or

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment by July 31, 2014, see Applicant's Documents section below for requirements.

PHASE 2

The Budget, Narrative Proposal, and Work Plan are required application documents. Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the grant program. Use the document templates found on the Summary tab of your application. There may be other documents listed in this section that are required based on your individual application. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the due date.

Budget

Complete the Budget document. Include total anticipated project costs broken down by Personnel, Equipment, Administrative, and Operating Expenses. The totals for each budget category must match the amounts previously entered in the Budget tab of the application.

Narrative Proposal

Complete the Phase 2 – Narrative Proposal document. Each section of this form must have a response. Ensure your narrative responses are succinct, detailed, and most importantly, address each of the *Phase 2 – Proposal Scoring Criteria for Beverage Container Recycling Grant Program, FYs 2014/15 and 2015/16*.

Work Plan

Complete the Work Plan document. List the major activities, steps or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays. Include 12 months of CRV volume reporting after the date the program is in place.

Environmentally Preferable Purchasing and Practices Policy Notification

Any applicant who does not have an EPPP Policy in place when it submits its application must adopt one and upload the EPPP Notification by the due date of October 28, 2014, or the application will be disqualified. On the Detail tab of your application, if you checked “Yes, our organization has an EPPP Policy,” then you do NOT need to upload the EPPP Notification.

Do not upload a copy of your actual policy.

APPLICANT’S DOCUMENTS

Below is a list of documents that the applicant is responsible for obtaining and uploading to their application. For examples of these documents, please see the [Resolution and Letter Examples](#) link found on the **Summary tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the Phase 2 - secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional lead applications. See the **Resolution and Letter Examples** link for more information.

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 submitted to CalRecycle 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 job title** of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

Regional Lead Application Requirements:

1. The Regional Lead Applicant 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 Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant 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 regional participants with each new application without the necessity of obtaining a new Resolution).
3. Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment with the Phase 1 application by July 31, 2014, or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Beverage Container Recycling Grant Program application on behalf of applicant.
- 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).
- Authorize the Signature Authority to delegate this authority (*not required but encouraged*).

Letter of Designation

A Letter of Designation is required ONLY when the authorized Signature Authority 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.
- Identify the job title of the Designee.
- Identify 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 (for example, if the Resolution is effective until December 31, 2014, then the Letter of Designation may not be effective beyond December 31, 2014). If a time period is not identified then the letter will follow the same time frame as the Resolution.
- It must be signed by the Signature Authority.

Letter of Authorization

A Letter of Authorization is used for grants that allow for Regional applications. 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 Regional Lead Participant must upload the Letter of Authorization no later than the Phase 2 secondary due date or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Regional Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the Regional Lead to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

JOINT POWERS AGREEMENT

Joint Powers Authorities (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. Letters of Authorization are not required for JPA applicants.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period for Phase 1, CalRecycle staff will review the applications for completeness and eligibility. CalRecycle staff will then score the Narrative Concepts, and applicants that receive a passing score of four (4) out of six (6) possible points will be invited to participate in the Phase 2 process. Narrative Concepts will be evaluated and scored by a CalRecycle review panel based on the approved *Phase 1 - Concept Scoring Criteria for Beverage Container Recycling Grant, FYs 2014/15 and 2015/16*.

After the close of the application period for Phase 2, CalRecycle staff will review the applications for completeness and eligibility. Applicants must receive a minimum score of 70 points in order to be considered for grant funding. Grant Narrative Proposals and documents will be evaluated and scored by a CalRecycle review panel based on the approved *Phase 2 - Proposal Scoring Criteria for Beverage Container Recycling Grant, FYs 2014/15 and 2015/16*. This document can be found on the Summary tab, in the Resources Document section.

The evaluation committee may suggest modifications to the Budget and/or Work Plan. All modifications are noted in the funding recommendation.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her Designee; this is tentatively scheduled for February 2015.

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's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle.
- 2) 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.

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

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- 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 on a quarterly basis. The Final Progress Report is due on June 30, 2017 (RBC26 FY 2014/15) and June 30, 2018 (RBC27 FY 2015/16). 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 Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress 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 or failure to receive the Grant Manager's approval of these documents by June 30, 2017 (RBC26 FY 2014/15) and June 30, 2018 (RBC27 FY 2015/16), may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements – Exhibit B.