



BEVERAGE CONTAINER RECYCLING GRANT PROGRAM

APPLICATION GUIDELINES AND INSTRUCTIONS

RBC 30 – Fiscal Year 2018–19
RBC 31 – Fiscal Year 2019–20

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GRANT CYCLE OVERVIEW

The Department of Resources Recycling and Recovery (CalRecycle) offers the Beverage Container Recycling Grant Program pursuant to Section 14581(a)(4) of the Public Resources Code. The purpose of the grant is to issue up to \$1,500,000 annually in the form of grants for beverage container recycling and litter reduction programs to promote increased recycling of beverage containers throughout California and reduce beverage container litter in the waste stream.

For FY 2018–19 and FY 2019–20 priority funding for this grant program will be given to jurisdictions that are selected and approved for the Beverage Container Recycling Pilot Program (Pilot Program) as authorized by SB 458, PRC 14571.9, and associated regulations. For eligibility and the latest information about this program, visit the [Beverage Container Recycling Pilot Program webpage](http://www.calrecycle.ca.gov/BevContainer/Recyclers/Pilot2018/) (<http://www.calrecycle.ca.gov/BevContainer/Recyclers/Pilot2018/>).

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle’s [Grants Management System \(GMS\)](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
July 30, 2018	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
August 2, 2018	<ul style="list-style-type: none"> • All answers will be posted (tentative)
August 7, 2018	<p>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
September 5, 2018	<p>Secondary Due Date</p> <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application • Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date
January 2019 (FY 2018–19) August 2019 (FY 2019–20)	<p>Grants Awarded</p> <p>CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)</p>
June 30, 2021 (FY 2018–19) June 30, 2022 (FY 2019-20)	<p>Grant Term</p> <p>Notice to Proceed to this date</p>

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

- California cities, counties, Joint Powers Authorities, and Special Districts (e.g., recreational park districts).
- Public colleges and universities and public K-12 school districts.
- Non-profit organizations (except private schools K-12) 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.

Note: Applicants that were awarded in the last two fiscal years (FY 2017–18 and FY 2016–17) from the eligible applicant pool (with the exception of local governments that are selected and approved for the Pilot Program) will be excluded.

- To find a listing of previous grant awards please use the [Grants by Grant Cycle report](#).

Local governments that are selected and approved for the Pilot Program will not be ineligible based on previous grant awards. Local governments that applied but are not selected and approved for the Pilot Program will become ineligible if they were awarded grants in the last two fiscal years.

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 listing all member entities, containing the signature of all members, and giving the JPA authority over solid waste management, recycling, or another municipal function inclusive of the grant project. An entity may not submit an individual application if that entity is also a member of an applicant JPA.

ELIGIBLE PROJECTS/PRODUCTS

CalRecycle is seeking projects that implement new or enhance existing programs to provide convenient beverage container recycling opportunities in various locations statewide. Eligible projects (with the exception of the Pilot Program) must be an ongoing collection program and may be at the following locations:

- Multi-family residential dwellings (five units or more).
- Public colleges/universities, non-profit colleges/universities, and public K-12 school districts.
- Curbside Residential Program locations (excluding single stream).
- Parks/recreational areas.
- Pilot Program projects may be at any residential, commercial, or public locations that meet the conditions to operate as a Pilot Program.

Ongoing (with the exception of the Pilot Program) collection programs may include the following activities as a component of the grant project:

- Temporary Community events (i.e., recycling or collection events sponsored by local jurisdictions, Earth Day events).
- Drop-off, Collection Program, or Community Service Program.
- Collection programs that could be eligible for inclusion in a Pilot Program
- Education related to beverage container recycling.

Note: Education activities and/or materials (signage, flyers, curriculum, etc.) related to a beverage container recycling project are capped at 25 percent of the total grant award.

AVAILABLE FUNDS

- \$1,500,000 is available for this grant cycle, fiscal year 2018–19 and 2019–20, subject to funding availability.
- \$75,000 is the minimum available for grant awards.
- \$500,000 is the maximum available for individual grant awards.
- For regional applications: \$500,000 is the maximum available for the regional grant award, subject to availability.

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 June 30, 2021 (RBC 30 FY 2018–19) or June 30, 2022 (RBC 31 FY 2019–20) and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on June 30, 2021 (RBC 30 FY 2018–19) or June 30, 2022 (RBC 31 FY 2019–20). CalRecycle recommends reserving the period from May 3, 2021 to June 30, 2021 (RBC 30 FY 2018–19) or May 2, 2022 to June 30, 2022 (RBC 31 FY 2019–20) 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 if incurred 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, 2021 (RBC 30 FY 2018–19) or June 30, 2022 (RBC 31 FY 2019–20). See “Grant Term” for additional information.

Eligible costs are limited to the following:

- 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 (e.g., beverage container recycling bins/receptacles, cluster bins lids, receptacle liners, in-unit totes (multi-family residential dwellings), 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.
- Expenses for an ongoing collection program (excluding single stream).
- Education activities and/or materials promoting beverage container recycling are capped at 25 percent of the total grant award. 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, 2021 (RBC 30 FY 2018–19) or June 30, 2022 (RBC 31 FY 2019–20).
- [Promotional Items/SWAG \(Stuff We All Get\)](http://www.calrecycle.ca.gov/Funding/SWAG/default.htm) (<http://www.calrecycle.ca.gov/Funding/SWAG/default.htm>). Promotional Items not related to the project (e.g. shirts, magnets, cups, gift cards, stickers, tote bags not used as recycling bins, calendars with no beverage container recycling educational component, trophies, awards, plaques, rewards).
- 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, processing facility, drop-off or collection program, community service program or any other business startup costs (with the exception of the Pilot Program).
- Education activities and/or materials not related to the project and exceeding the 25 percent cap of the total grant award.
- Travel costs exceeding 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).

- Source reduction items such as water refilling stations, water fountains, and reusable bottles.
- 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.
- Indirect costs (e.g. office expenses, rent, telephone expenses, or utilities).
- Overtime costs.
- Any other costs not deemed reasonable or related to the purpose of the grant 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](#).

AB 712 Land Use Restriction – Supermarket Site

Public Resources Code section 14583 prohibits CalRecycle from making any payments, grants, or loans to a city, county, or city and county, if the city, county, or city and county has adopted or is enforcing a land use restriction that prevents the siting or operation of a certified recycling center at a supermarket site. Assembly Bill 712 (Chapter 576, Statutes of 2011) enacted on October 8, 2011, and added Public Resources Code section 14583, notwithstanding section 14581, to the California Beverage Container Recycling and Litter Reduction Act.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to BevContainerGrants@CalRecycle.ca.gov. Questions must be received by July 30, 2018 or they will not be accepted.

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 reworded 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 Beverage Container Recycling Grant Program and RBC 30: FY 2018–19 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

APPLICATION CONTENTS AND INSTRUCTIONS

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

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Beverage Container Recycling 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, 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 \$500,000. Please round all amounts to the nearest whole dollar.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the “Ctrl” key while selecting the numbers.
- Enter the applicant’s department name, e.g. “General Services.” If the applicant does not have a department the applicant’s name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: Provide a brief description of 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.
- Select the appropriate answer for Program Questions. Identify whether or not this is a Pilot Project.

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

Complete the budget document provided in GMS. Transfer the total of each budget category from the document into the budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. The total must equal the Grant Funds Requested amount shown on the Detail tab.

Budget categories are as follows:

- Administrative Costs (Operating Expenses)
- Equipment
- Education -capped at 25 percent of the total grant award
 - Public Education and Outreach – (e.g., workshops, public meetings, town halls, public events, etc...)
 - School Education – (e.g., assemblies, curriculum/guides, school events)
 - Media – (e.g., TV, website, radio, scripts, instructional videos)
 - Materials – (e.g., booklets/brochures/flyers, etc..)
- 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. May also include residential, commercial or public locations that meet the conditions to operate as a Pilot Program.
- 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 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 **August 7, 2018**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6104.

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

APPLICATION DOCUMENTS

Electronic and Original Signatures

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

CALRECYCLE DOCUMENTS

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

Application Certification

The Application Certification is a required application document that must be 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.

Budget

Complete the Budget document. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification. Include total anticipated project costs broken down by

- Administrative Costs (Operating Expenses)
- Education (activities and materials are capped at 25 percent of the total grant award)
 - Public Education and Outreach – (e.g., workshops, public meetings, town halls, public events, etc...)
 - School Education – (e.g., assemblies, curriculum/guides, school events)
 - Media – (e.g., TV, website, radio, scripts, instructional videos)
 - Materials – (e.g., booklets/brochures/flyers, etc.)
- Equipment
- Personnel

The totals for each budget category must match the amounts previously entered in the Budget tab of the application. Do not enter any SWAG (Stuff We All Get) items.

Narrative Proposal

Complete the Narrative Proposal document. Utilizing a document form other than this official CalRecycle version, tampering with this CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification. Each section of the document must have a response, if applicable. Ensure your narrative responses are succinct, detailed, and most importantly, address each of the

Scoring Criteria for the Beverage Container Recycling Grant Program, FYs 2018–19 and 2019–20.

Work Plan

Complete the Work Plan document. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification. 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 California Redemption Value volume reporting after the date the program is in place.

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**.

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.

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 Beverage Container Recycling 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 applications can be considered for award.

Applicants must receive a minimum score of 39 points in order to be considered for funding. Applicants who are approved for the Pilot Program and receive a passing score for their grant application will be funded first. Applications will be evaluated and scored by a CalRecycle review panel based on the approved *Scoring Criteria for the Beverage Container Recycling Grant Program, FYs 2018–19 and 2019–20*. The document is located on the Summary tab, in the Resources Document section.

The evaluation committee may suggest modifications to the Budget and/or Work Plan.

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 January 2019. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

GRANT AWARD CONDITIONS

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

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

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

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

The Grant Agreement binds the grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. An original signature is required on the Grant Agreement. We cannot accept 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 on a quarterly basis. The Final Report is due on June 30, 2021 (RBC 30 FY 2018–19) or June 30, 2022 (RBC 31 FY 2019–20). 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 June 30, 2021 (RBC 30 FY 2018–19) or June 30, 2022 (RBC 31 FY 2019–20), may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).