



EXHIBIT B
PROCEDURES AND REQUIREMENTS
RECYCLED FIBER, PLASTIC, AND GLASS GRANT PROGRAM
2nd Cycle – Fiscal Year 2016–17
Revised December 2017

Copies of these Procedures and Requirements should be shared with BOTH the Finance Department AND the staff responsible for implementing the grant activities.

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INTRODUCTION

The Department of Resources Recycling and Recovery (CalRecycle) administers the Recycled Fiber, Plastic, and Glass Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates and contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements. This document is attached to, and incorporated by reference, into the Grant Agreement.

MILESTONES

Date	Activity
Notice to Proceed Date	Grant Term begins on the date the Notice to Proceed is emailed.
March 15, 2018	Progress Report 1 Due General project update since application submittal and grant activities from date of Grant Agreement execution to March 1, 2018
To be scheduled March - June 2018	Critical Project Review Covering activities from Grant Agreement execution to March 1, 2018
June 15, 2018	Progress Report 2 Due Covering activities from March 2, 2018 to June 1, 2018
Sept. 17, 2018	Progress Report 3 Due Covering activities from June 2, 2018 to Sept. 1, 2018
Dec. 17, 2018	Progress Report 4 Due Covering activities from Sept. 2, 2018 to Dec. 1, 2018
March 15, 2019	Progress Report 5 Due Covering activities from Dec. 2, 2018 to March 1, 2019
June 17, 2019	Progress Report 6 Due Covering activities from March 2, 2019 to June 1, 2019
Sept. 16, 2019	Progress Report 7 Due Covering activities from June 2, 2019 to Sept. 1, 2019
Dec. 16, 2019	Progress Report 8 Due Covering activities from Sept. 2, 2019 to Dec. 1, 2019
April 1, 2020	Grant Term Ends. Final Report and final Payment Request Due. All costs must be incurred by this date.

QUESTIONS

All communication regarding this grant should be directed to the assigned Grant Manager. To find the email address and telephone number of your Grant Manager, follow the instructions below to “access the grant.” The assigned Grant Manager is listed at the top of the screen. The grantee may also contact the Financial Resources Management Branch at (916) 341-5062 or Grants@CalRecycle.ca.gov.

GRANT MANAGEMENT SYSTEM (GMS)

GMS is CalRecycle's web-based grant application and grant management system. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes or becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle's WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

Accessing the grant

Grantees must [log into GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) using their web pass. After login, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** button. The **Grant Management Module** includes the following sections:

- **Summary tab** – shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab** – requests reimbursement.
- **Reports tab** – uploads required reports.
- **Documents tab** – uploads other grant documents that are not considered supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.
- **Sites tab** – lists approved project sites.

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

Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the access check box marked. A contact may be listed but not granted access by not checking the box. Please note, if a contact is granted access to a grant, they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding **any** changes to Signature Authority information.

PRIOR TO COMMENCING WORK

Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

Reliable Contractor Declaration

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

If a (sub) contractor is placed on the [CalRecycle Unreliable List](#) after award of this grant, the grantee may be required to terminate that contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from [CalRecycle's form web page](#) (www.calrecycle.ca.gov/Funding/Forms).

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

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the section above titled Grant Management System.

Facilities on Non-Owned Property

A grantee that wants to establish facilities or expand existing facilities on property not owned by the grantee must prove a legally binding long term commitment. The application must clearly state the ownership or leasehold interests of the parties. A copy of any agreement between the grantee and private owner must have been uploaded in the application.

If a grantee is planning to lease buildings for any part of their submitted project, the lease must meet 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 the grant; commitment to utilize facility as described in the application for life of facility)

GRANT TERM

The Grant Term begins on the date of the Notice to Proceed email Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on April 1, 2020 and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on April 1, 2020. CalRecycle recommends reserving the period from March 1, 2020 to March 31, 2020 exclusively for the preparation of these documents, 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

All grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget. To be eligible for reimbursement, costs must be incurred after receiving a Notice to Proceed and before the end of the Grant Term on April 1, 2020. All services must be provided and goods received during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods and services on a payment request.

Any proposed revision(s) to the Work Plan and/or Budget must be submitted in writing and pre-approved in writing by the Grant Manager prior to grantee incurring the proposed expenditure. The approval document should be retained by the grantee for audit purposes. See Audit Record/Access section of the Terms and Conditions (Exhibit A).

INELIGIBLE COSTS

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

- Costs incurred prior to the date of the Notice to Proceed letter or after April 1, 2020.
- The purchase or retrofitting of vehicles or containers for collection of feedstock when not associated with a textile reuse component.
- Costs associated with projects that use pyrolysis, gasification, or other thermal processes to produce fuel, electricity, or heat.
- Collection/delivery/purchase of recycled fiber, plastic or glass feedstock.
- Combined costs for permitting, public education/outreach, indirect costs, and salaries not related to construction or installation exceeding five percent of the total amount requested. Labor costs for the textile reuse component of a project are excluded when calculating the five percent limit.
- Design and engineering costs exceeding five percent of total amount requested.
- The same activities or purposes already funded through other agencies using California Climate Investments (CCI) funds.
- Costs currently covered by another CalRecycle loan, grant, or contract, or covered by a grant or contract offered by another state agency.
- Environmental review for project permitting, including the preparation of Environmental Impact Reports or related documents.
- Lease of land or buildings.
- Purchase of buildings that are not associated with the processing of materials.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Purchases of offsets or allowances.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.
- Costs associated with the purchase of equipment and supplies that will not be under the direct control of a grantee.
- Textile reuse labor costs shall not exceed 50 percent of the Textile reuse budget.

INDIRECT COST

Indirect costs can be claimed by the grantee. The following guidelines must be used when claiming these costs.

- Total indirect costs shall not exceed five percent of the total grant award. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. All indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.

- Direct costs charged directly to the grant shall not be included in the indirect cost formula. Supervision performed by managers and supervisors can be included in the indirect cost formula, and therefore, will not be a direct charge to the grant. On the other hand, if a manager or supervisor performs an activity that is directly related to the execution of the grant (not supervising staff working on the project), costs associated with this activity may be included as a direct charge. Such activity must be clearly supported by appropriate documentation and shall not be charged to the grant as an indirect cost.
- The grantee must maintain organized and accurate records that follow generally accepted accounting principles and leave an audit trail. The Grantee must provide access to all documents related to the grant program and fiscal operation of the grant program as deemed necessary by CalRecycle.

MODIFICATIONS

Any proposed revision(s) to the Work Plan and/or Budget must be submitted in writing and pre-approved in writing by the Grant Manager prior to grantee incurring the proposed expenditure. The approval document should be retained by the grantee for audit purposes. See Audit Record/Access section of the Terms and Conditions (Exhibit A).

ACKNOWLEDGEMENTS

The grantee shall acknowledge both CCI as a funding source and CalRecycle's administration of funds each time a project is funded, in whole or in part, by this Agreement are publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CCI and CalRecycle's support must incorporate the appropriate logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan.

RETENTION OF PUBLIC EDUCATION

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

REPORTING REQUIREMENTS AND INFORMATION

Progress Reports and a Final Report are required by this Agreement. The Grant Manager may request a Progress Report at any time during the Grant Term. See Milestones on page 1 for the due dates. Failure to submit the Final Report with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

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

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.

4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
 - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
 - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

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

Some reported project information will be publicly available on the California Air Resources Board (CARB) website, including the amount of funding that is being spent on projects that benefit disadvantaged communities and maps that show the locations of these communities.

PROGRESS REPORT

The grantee must submit a **Progress Report** each quarter by the due date assigned in the Milestones. Each Progress Report should cover grant activities that occurred within that reporting quarter. The report should include the following:

1. General Information

The Grant Number, Grantee's name, and reporting period. The following disclaimer must appear on the cover page of the report.

"The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

2. Description

A description of work completed, arranged according to tasks and expenditure categories as shown in the Work Plan. Responses to the following questions should be included:

- Did you accomplish all of the tasks and activities which were scheduled to be completed in this quarterly reporting period according to the Work Plan? If not, what was not accomplished, why and how will you complete the delayed tasks and activities to make up the lost time? Include any permitting issues and local opposition.
- A brief description of work that will be conducted during the subsequent quarterly reporting period. If necessary, discuss any adjustments to the Work Plan that you may be requesting as a result of the evaluation process.
- Document any issues or challenges that will prevent the project from meeting the goals in the Work Plan.
- If the materials flow for your project has changed (equipment added, a change in processing or manufacturing steps, etc.), please submit a revised Material Flow chart identifying the change.

3. Performance Data

Provide both qualitative and quantitative data from the previous quarterly reporting period in a format approved by your CalRecycle grant manager. The report must include how your project contributed to increased greenhouse gas (GHG) reductions, tons diverted from landfills, and all benefits to Disadvantaged Communities. This will include a performance table which CalRecycle will provide to enter quantitative data. Reported outcomes must include all of the following:

a) California tons of newly diverted material from landfills

Grantees must report the tons diverted that occurred in the previous quarter as a result of the project.

- Provide documentation that the project is utilizing feedstock generated in California which was previously disposed in landfills. This includes contracts, franchise agreements, or other verifiable documentation.
 - This documentation must demonstrate reduced tonnages of disposal that are a direct result of increased feedstocks for the project. Documentation may include weight receipts from certified scales, reports from haulers indicating feedstock tonnage and sources, pictures of incoming feedstock, and/or landfill receipts.
 - Discuss whether the current annualized throughput is sufficient to achieve the tons per year goals cited in the grant application. If not, discuss the specific steps which the grantee will take to increase throughput to those levels and the dates by which these steps will occur.
- The gross tons of recycled fiber, plastic, or glass processed or used in manufacturing new products in California, using feedstock described above.
- The total tons of residual materials (contaminants separated from the diverted feedstock and/or materials not used in the manufacturing of a finished product) sent to the landfill.
- The net tons of diverted material a) processed and sold as feedstock (e.g., plastic pellets, glass cullet, etc.) to a finished product manufacturer in California; OR b) actually used to manufacture a finished product in California. The net tons must equal the gross tons minus residuals that are landfilled.
- The net tons of finished products manufactured in California, using the feedstock described above, and the percentage of the total finished product that is comprised of diverted feedstock.
- The net tons of textiles reused in California

b) GHG Emission Reductions

Grantees must report the GHG emission reductions that occurred in the previous quarter as a result of the project. The approved CARB quantification methodology referenced in the Grant Agreement must be used to calculate GHG emissions. **Note:** The quantification methodology and estimated GHG emission reductions may have been modified by CARB and CalRecycle during the application review.

c) Disadvantaged Communities

Grantees must report benefits to disadvantaged communities that occurred in the previous quarter as a result of the project. Identify any progress on new jobs created.

- Jobs and job training

- Number of project work hours for jobs provided to disadvantaged community residents and the associated census tract numbers, if applicable.
- Total number of jobs and the associated jobs classification/trade.
- Number of jobs that were provided to disadvantaged community residents and the associated jobs classification/trade, if applicable.
- Entry-level and median hourly wage or entry-level and median total compensation (hourly wage plus benefits) for each job classification/trade.
- For all job training
 - Total number of people that completed job training and the associated job training classification/trade; and
 - The type of credentials earned (e.g., certifications, licenses, degrees)
- For job training provided to disadvantaged community residents, if applicable.
 - Number of disadvantaged community residents that completed job training and the associated job training classification/trade; and
 - The type of credentials earned (e.g., certifications, licenses, degrees)
- If this project provides other benefits to a disadvantaged community, please discuss the types of benefits provided, the specific disadvantaged communities served, and your method for quantifying these benefits. Describe how the project benefits have addressed the community's need.
- Describe how you have engaged the community within a ½-mile radius of the facility project and along project truck routes, if applicable. Summarize the results of your outreach.

4. Performance Table

CalRecycle will provide a table within which to enter quantitative data related to Diverted Tons, GHG Emissions Reductions, disadvantaged communities, and other grant performance data within the prior quarter. (Required documents and reports are subject to change due to CARB's [Cap-and-Trade Auction Proceeds Funding Guidelines for Agencies that Administer California Climate Investments](#) or legislative requirements.)

5. Air and Water Quality

Quantify and document any improvements in air and water quality (other than GHG emission reductions) resulting from the project during the previous quarter.

6. Pictures

Provide photographs showing the progress of the grant project during the previous quarter.

7. Grant Payment Request and Expenditure/Performance Itemization Summary

A Grant Payment Request (CalRecycle 87), supporting documentation and Expenditure/Performance Itemization Summary (EPIS) (CalRecycle 777) may be submitted if reimbursement is desired. Refer to the section labeled "Grant Payment Request and Documentation" for additional details.

CalRecycle staff may amend Progress Report questions and categories as needed. CalRecycle staff may schedule site visit(s) to verify any of the information submitted in the progress report. Grantee must agree to accommodate site visit requests within 10 working days after the request is made

CRITICAL PROJECT REVIEW

The Grant Manager will schedule a **Critical Project Review** in the second quarter of 2018. The review may be conducted via phone call or meeting. This review will cover activities **from the Grant Agreement execution to the date of the review**. During this review, the grantee will discuss the progress on tasks included in the work plan and budget. If the project has not started construction one year after award, CalRecycle may terminate the agreement.

The Grant Manager may schedule subsequent Critical Project Reviews at any time during the Grant Term. If it is determined by CalRecycle from the Critical Project Review that, at that time, the grant project is not meeting, and is unlikely to meet, certain milestones, CalRecycle shall have the right to terminate the Grant Agreement pursuant to the Terms and Conditions (Exhibit A) of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the grantee may be required by CalRecycle to return any previously reimbursed funds. Termination may result in forfeiture by the grantee of any funds retained pursuant to CalRecycle's 10 percent retention policy.

FINAL REPORT

The Final Report is due **April 1, 2020**. This report should cover grant activities **from the Notice to Proceed through April 1, 2020**. The following items must be included:

1. General Information

The Grant Number, Grantee's name and Grant Term. The following disclaimer statement on the cover page:

"The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

2. Description

Description of activities that were started, continued, and completed during the entire Grant Term. Activities must be arranged by the categories shown in your approved Work Plan.

- What aspects of the project worked well and why?
- What aspects of the project did not work well and why?
- What aspects of the project will be continued beyond the Grant Term?
- Describe how other funding sources have leveraged the project.

3. Performance Data

Provide a cumulative total of all quarterly reports in a format approved by your CalRecycle grant manager. The report must include how your project contributed to GHG emission reductions, tons diverted from landfills, and all benefits to disadvantaged communities. This will include a performance table which CalRecycle will provide to enter quantitative data. Reported outcomes must include all of the following:

- a) GHG reductions, in MTCO₂e**, achieved during the Grant Term, along with all supporting calculations. Report the annual GHG reductions in MTCO₂e that occurred during the Grant Term. In addition, project what will occur each subsequent year through the project life until December 31, 2026, based on the actual projected tons of diverted material for that period in paragraph (b).

b) Total tons of recycled fiber, plastic, or glass generated in California and newly diverted from landfills during the Grant Term, along with all supporting documentation. Report the net annual tons of material that was diverted from a landfill each year during the Grant Term. Net annual tons are newly diverted recycled fiber, plastic, or glass minus the weight of any residual materials that will be landfilled. In addition, project the annual tons that will be diverted from a landfill each subsequent year through the project life until December 31, 2026.

c) Benefits to Disadvantaged Communities. Describe and quantify benefits to disadvantaged communities including improvements in air and water quality, as well as economic and social indicators identified in the application. How do you plan to continue engaging the community within a half-mile mile radius of the facility project and along project truck routes? Disadvantaged communities can be determined by using [CalEnviroScreen 2.0](#).

4. Performance Table

CalRecycle will provide a table within which to enter quantitative data related to Diverted Tons, GHG Emissions Reductions, disadvantaged communities, and other grant performance data for the full Grant Term. (Required documents and reports are subject to change due to CARB's [Cap-and-Trade Auction Proceeds Funding Guidelines for Agencies that Administer California Climate Investments](#) or legislative requirements.)

5. Air and Water Quality

Quantify and document any current and/or projected improvements in air and water quality resulting from the project.

6. Pictures of Project Implementation or Improvement

Provide digital images of each stage of your project when submitting the Final Progress Report. The photographs should be in PDF, JPG, or PNG format.

7. Final Payment Request (CalRecycle 87), if needed

An EPIS and required documentation can be submitted if reimbursement is desired. Refer to the Grant Payment Request and Documentation section for more details.

GRANT PAYMENT INFORMATION

1. Payment to the grantee for eligible infrastructure expenses is made on a reimbursement basis only and only for those materials and services specified in the approved grant application.
2. Reimbursement and a performance payment may be requested quarterly during the Grant Term in conjunction with submission of the Progress Reports and the Final Report.
3. Performance payments are issued for each ton of California-generated recycled fiber, plastic, or glass diverted from landfills and processed or used in manufacturing new products in California. The payments will be issued quarterly on a per ton basis with the dollar amount previously determined by dividing the amount requested and approved for performance payments by the total number of tons diverted under the project during the Grant Term, as stated in the application.
4. The grantee must submit the required Progress Report/Final Report, and the Grant Manager must approve the report prior to, or concurrent with, submission of the Grant Payment Request.
5. The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the "Payment Request and

Documentation” section for completed project(s) only. Reimbursements and performance payments must be made on separate Grant Payment Request forms.

6. Grant payments will only be made to the grantee. It is the grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services.
7. Ten percent of each approved reimbursement Grant Payment Request will be withheld and retained until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress and/or Final Report have been satisfied.
8. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The grantee can typically expect payment approximately 45 days from the date a Grant Payment Request is approved by the Grant Manager.
9. The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](http://www.calrecycle.ca.gov/Funding/forms/#General) (<http://www.calrecycle.ca.gov/Funding/forms/#General>) signed under penalty of perjury by the grantee’s contractor(s) and subcontractor(s) in accordance with the “Reliable Contractor Declaration” provision of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to commencement of work. See “Reliable Contractor Declaration” provision in Terms and Conditions (Exhibit A) for more information.
10. The grantee must provide the Feedstock Certification (CalRecycle 778-GHG) (<http://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury and completed by each Primary Feedstock Supplier who provides or will provide feedstock for the grantee’s project. The Primary Feedstock Supplier must sign the Feedstock Certification and the Grant Manager must receive and approve it prior to commencement of work.

PAYMENT REQUEST AND DOCUMENTATION

Failure to submit the final Payment Request with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

Payment requests must be submitted in GMS. For further instructions regarding GMS, including login directions, see the section above entitled, Grant Management System.

To submit a Grant Payment Request:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
 - For either reimbursement of infrastructure costs or performance payments, choose **Reimburse** for the Transaction Type and enter the amount spent in each budget sub category.
Note: you must complete a separate request for infrastructure and performance payment even if they are submitted at the same time.
 - When the transaction is complete, click the **Save** button.
 - After the transaction is saved, the **Upload Supporting Documentation** button will appear in the lower right corner.
3. Click the **Upload Supporting Documentation** button.
 - Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
 - Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
 - The maximum allowable file size for each document is 35MB.

4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request (including uploading all the documents listed below).

Note: Once a transaction is saved select the transaction number from the Payment Request tab to access it again. Please do not create multiple transactions for the same requested funds.

Supporting Documentation for Reimbursement Payments

- A. A scanned copy of the **Grant Payment Request form** (CalRecycle 87) with the signature of the signatory or his/her designee, as authorized by grantee's Resolution or Letter of Commitment, must be uploaded to GMS.

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

B. Cost and Payment Documentation

Acceptable cost and payment documentation must include at least one of each of the following.

- a) Invoices, receipts, or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
- b) Proof of payment may include:
 - i. copy of cancelled check(s) that shows an endorsement from the banking institution
 - ii. invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials
 - iii. accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
 - iv. bank statement(s) along with a copy of the endorsed check or invoice showing the check number
 - v. copy of an electronic funds transfer confirmation
 - vi. copy of a credit card statement(s)

- C. **Expenditure/Performance Itemization Summary (EPIS)** ([CalRecycle 777](#)). All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee's approved Budget and Work Plan.

- Each EPIS must be accompanied by supporting documentation for each line item expense (see below). The grantee should retain the original documents.
- The EPIS must include the following certification.

"I certify under penalty of perjury, under the laws of the State of California, that the above information is correct and that all funds received have been expended in accordance with the Grant Agreement."
- The certification must be dated and signed by the person authorized in the grantee's Resolution or Letter of Commitment. An EPIS received without the signed certification will not be approved.

- D. **Personnel Expenditure Summary** (CalRecycle 165 or grantee's version). Document personnel expenditures based on actual time spent on grant activities and actual amounts paid to personnel (these forms are not required if you have an alternate time reporting method pre-approved by your Grant Manager).
- E. **Travel Expense Log** (CalRecycle 246 or grantee's version). Document costs related to travel and include supporting documentation.

Supporting Documentation for Performance Payments

- A. A scanned copy of the signed **Grant Payment Request** (CalRecycle 87). A designee may sign on behalf of the signature authority if authorized by a Resolution or Letter of Commitment and a Letter of Designation is uploaded in GMS.
- B. **Feedstock Certification** (CalRecycle 778-GHG). Check the Payment Request box and include your Primary Feedstock Supplier's signature for verification of tonnage diverted from landfills. You must include supporting documentation (e.g., Certificate of Origin, a Bill of Lading and Manifest documentation).

Note: Progress Report/Final Report must be approved by the Grant Manager prior to or concurrent with submission of the Grant Payment Request. See the Reporting Requirements and Grant Payment Information sections for more information.

All forms listed above can be downloaded from the CalRecycle [Grant Forms](http://www.calrecycle.ca.gov/Funding/Forms) webpage (<http://www.calrecycle.ca.gov/Funding/Forms>).

ANNUAL SURVEY

Post-Grant Term Annual Surveys may be requested by CalRecycle or CARB to verify continuous progress of projects funded by the Recycled Fiber, Plastic, and Glass Grant Program. The grantee may be asked to complete and submit an Annual Survey for the Recycled Fiber, Plastic, and Glass Grant Program every year for three years after the end of Grant Term, based on the schedule below. You will be notified via email once the annual online survey is available.

Survey Due	Survey Period
June 30, 2021	End of Grant Term – June 30, 2021
June 30, 2022	July 1, 2021 – June 30, 2022
June 30, 2023	July 1, 2022 – June 30, 2023

AUDIT CONSIDERATIONS

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit. The State of California has the right to review project documents and conduct audits during project implementation and over the project life (2017–2026). A longer period of records retention may be stipulated in order to complete any action and/or resolution of all issues that may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the budget or work plan, copies of any agreements with contractors or subcontractors utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds,

invoices and/or cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.