



April 2015

Department of Resources Recycling and Recovery

LOCAL CONSERVATION CORPS GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

30th Cycle (RLC30) – Fiscal Year 2015 – 16

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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 on [Grant Management System \(GMS\) webpage](http://www.calrecycle.ca.gov/Grants/GMS/default.htm) (<http://www.calrecycle.ca.gov/Grants/GMS/default.htm>).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Conservation Corps Grant Program pursuant to section 14581.1 of the Public Resources Code. The purpose of the grant is to implement beverage container recycling and litter abatement programs, recycling activities related to the collection and recovery of used oil and electronic waste and the clean-up and abatement of waste tires.

TIMELINE

Date	Activity
May 8, 2015	Application Due Date <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
June 2015	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
July 1, 2015 – June 30, 2017	Grant Term
June 30, 2017	Final Progress Report, final Payment Request and Request for 10 percent withhold Deadline

ELIGIBLE APPLICANTS

All Local Conservation Corps certified by the California Conservation Corps by March 1 of the previous fiscal year (2014 – 15).

ELIGIBLE PROJECTS/ACTIVITIES

E-Waste:

- E-waste recycling (if permitted)
- E-waste collection
- Education and outreach
- Provide event labor and staff resources in partnership with local jurisdictions
- Surveying and research

Waste Tire:

- Collection and hauling services (if permitted)
- Clean-up events
- Education and outreach
- Provide event labor and staff resources in partnership with local jurisdictions
- Fleet support for local businesses and of governmental agencies

Used Oil:

- Establishing a Certified Collection Center
- Certified Collection Center signage compliance
- Hosting filter exchange event
- Education and outreach
- Provide event labor and staff resources in partnership with local jurisdiction

Beverage Container Recycling (activities have remained the same):

- Operation of recycling center
- Clean-up events
- Education and outreach
- Collection programs at businesses, schools, multi-family complexes, and large venues
- Partnerships with businesses, local jurisdictions or government agencies to provide recycling services

AVAILABLE FUNDS

A total of \$21,414,454 is available for this grant cycle, fiscal year 2015–16. The funding methodology distributes allocations from each funding source equally among 13 corps, with a reduced amount to the newest certified corps. Any newly certified corps will receive a base allocation of \$600,000 the first year of eligibility, \$700,000 the second year, \$800,000 in the third year, and an equal share of all funding in the fourth year.

GRANT TERM

The Grant Term begins on July 1, 2015. The Grant Term ends on June 30, 2017. This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.

Grant-eligible program expenditures may start no earlier than July 1, 2015. Eligible program costs must be incurred no later than June 30, 2017.

ELIGIBLE COSTS

All costs must be directly related to the grant project summary, included in the Work Plan of the Local Conservation Corps Grant Program as set forth in the approved projected Budget. Costs must be reasonable, cost-effective and recycling program related.

Eligible costs include, but are not limited to:

- Costs incurred during the Grant Term which starts July 1, 2015 and ends June 30, 2017.
- Personnel-staff salaries, corpsmember wages and stipends, and taxes and benefits (Not to exceed 35 percent of the personnel budget not including Workers' Compensation Insurance).
- Purchase of recycling equipment, vehicles, and materials.
- Recycling-related education, training, and staff development.
- Operating expenses (utilities, communication/telephone, facility and equipment maintenance charges, office supplies).

- Indirect costs (not to exceed 20 percent) allowable with pre-approved Federal Indirect Cost Rate or Indirect Cost Plan Methodology that adhere to Generally Accepted Accounting Principles.
- Depreciation for non-CalRecycle grant funded assets as part of Local Conservation Corps approved Federal Indirect Cost Rates (FICR). For those Local Conservation Corps who do not have a FICR, depreciation may be included in an Indirect Cost Rate (ICR) following the use allowance method per Office of Management and Budget Circular A-122 Attachment B, paragraph 11, letters a-h, not to exceed six and two-thirds percent of acquisition cost. http://www.whitehouse.gov/omb/circulars_a122_2004
- Travel with supporting documentation and CalRecycle travel documentation form(s). Travel and per diem reimbursement is limited to a maximum of the state rate for excluded employees in effect at the time of travel, in accordance with the California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1, Article 2. Please consult the Grant Manager for guidance.
- Consultants - Consulting contracts in excess of \$5,000 require solicitation of a minimum of quotes/bids or sole source justification approved by a Grant Manager.

Personnel expenditures must be computed on the actual time spent on grant-related activities. For calculating total personnel expenses for each employee, the expenditures should be broken out by the classification(s) of the employee(s), the hourly wage, fringe benefits rate, and number of hours worked on grant-related activities. These records must be available for audit purposes.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to July 1, 2015 or after June 30, 2017.
- Any costs not consistent with local, state, and federal statutes, ordinances, or regulations.
- Any food or beverages supplied as part of meetings, workshops, or parties.
- Out-of-state travel, unless pre-approved in writing by the Grant Manager.
- Any other costs not deemed reasonable or related to the purpose of the grant by the Grant Manager.
- Penalty charges (late fees, parking and traffic tickets).
- Fundraising.
- Expenses incurred before a required budget modification is approved by the Grant Manager.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore a CalRecycle WebPass must be obtained 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/>).

After logging into [GMS](https://secure.calrecycle.ca.gov/Grants/) (<https://secure.calrecycle.ca.gov/Grants/>), locate the Local Conservation Corps Grant Program (RLC30: FY 2015 – 16) in the "My Active Grant Applications" box and click "Application."

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. Click on each tab and complete the sections as required. General directions are on the top of each tab and detailed information about the requirements is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in delay of implementation (existing corps) or disqualification (new corps applicants).

Examples of disqualifications include:

- Applicant does not meet the eligibility requirements
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification
- Missing information in the online application as required 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 and applicable documents are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the local conservation corps that is the agent legally responsible for grant administration. If changes to this record are needed, send an email to grantassistance@calrecycle.ca.gov.

Detail Tab

Verify all information in this tab and the complete as follows:

- Enter the provided award amount in the Grant Funds Requested field.
- Skip the Matching Funds field. No Matching Funds are required for this grant.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the "Ctrl" key while selecting the numbers.
- Project Summary/Statement of Use: Provide a brief overview of the activities that will be implemented, broken down by funding source.
- Review the grant payment mailing address. Edit if changes are needed.

Contacts Tab

The application is required to have only one Primary Contact and at least one Signature Authority. Verify the Primary, Secondary, and Signature Authority contacts and edit if necessary. Each contact entered into the application may be granted access by checking the box below the contact persons name. The contact will be able to log into GMS using his/her own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who is authorized by the Signature Authority/Designee to manage and oversee the grant. This person is the first contact with whom the grant manager will communicate.
- **Signature Authority.** 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). Please remember to update these throughout the grant cycle changes/additions in personnel occur.
- **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.** Professionals that deliver guidance or services 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.

Budget Tab

Complete the budget document provided in the Application Documents section of the Summary tab of GMS. Transfer the cumulative total of the budget categories from the document into the Budget tab. The budget document must be uploaded in the Documents tab and the budget amount must match the budget amount entered in the Budget tab. The budget total must also equal the Grant Funds Requested amount shown on the Detail tab.

Documents Tab

See the Application Documents section of the Summary tab 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. The applicant must obtain a signature from the authorized Signature Authority (identified in your Letter of Commitment or Letter of Designation), scan the document, upload it, and retain the original hard copy document.

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.

Applications must be submitted no later than 11:59 p.m. on **May 8, 2015**. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

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

Budget Detail

Complete all categories of the Budget Detail template (Personnel, Equipment, Operating Costs and Indirect Costs). All costs must be reasonable and cost-effective. Specify the types of equipment requested and include a narrative explanation and justification for all equipment expenditures. Provide the total amount of leveraged funding (i.e., matching funds, in-kind services or recycling revenues). Corps are encouraged to contact multiple vendors in order to submit a realistic estimate of cost.

Grant Project Activities Checklist

Select the appropriate boxes for activities related to Beverage Container, E-Waste, Waste Tire and Used Oil recycling. Also check boxes to identify which data collection and evaluation methods will be used to track progress and document outcomes.

Work Plan

Provide a list of major tasks required to complete activities. Include anticipated start and completion dates. Tasks should be listed chronologically by completion date. Specific CalRecycle milestones have been identified for your convenience (i.e. progress reports, final report draft and final report, final invoice, grant end date).

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**.

Letter of Commitment

Applicants must upload a Letter of Commitment signed by someone authorized to contractually bind the applicant. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Local Conservation Corps 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 Letter of Commitment 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 Letter of Commitment (for example, if the Letter of Commitment is effective until December 31, 2016, then the Letter of Designation may not be effective beyond December 31, 2016). If a time period is not identified then the letter will follow the same time frame as the Letter of Commitment.
- It must be signed by the Signature Authority.

Cost Allocation Plan

A Cost Allocation Plan that includes cost allocation methodology for both direct and indirect (including approved FICR) expenditures must be uploaded.

Advance Payment Request Documents

[Government Code section 11019](#) authorizes CalRecycle to make advance payments to corps if it is determined that a cash advance is essential for the effective implementation of the corps' program. CalRecycle may disburse up to 25 percent of the total grant award as a cash advance. No advance requests shall be processed until all advance balances from prior cycles are reconciled.

To apply for a cash advance, corps must submit the following:

- a. Advance justification cover letter which describes the circumstances that necessitate the advance from each funding source.
- b. Proof of non-profit status (if applicable).
- c. A cash flow analysis with and without an advance for each funding source.
- d. The most recent financial statement.

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. Incomplete or late applications will be disqualified and cannot be considered for award.

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 July 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 (does not apply to previous cycle advances) 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 each quarter. The Final Progress Report is due on June 30, 2017. Detailed reporting information is included in the Procedures and Requirements (Exhibit B) of the Grant Agreement. Grantees will be provided with templates after award which are to be used to create these reports.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the [Grant Payment Request \(CalRecycle 87\)](http://www.calrecycle.ca.gov/Funding/Forms/) (<http://www.calrecycle.ca.gov/Funding/Forms/>), 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 over \$500). 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 (Exhibit B) or failure to receive the Grant Manager's approval of these documents by June 30, 2017, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B) of the Grant Agreement.

ADVANCE PAYMENT

Government Code section 11019 authorizes CalRecycle to make advance payments to corps if it is determined that a cash advance is essential for the effective implementation of the corps beverage container recycling program. CalRecycle may disburse up to 25 percent of the total grant amount as a cash advance. As stated above, no advance may be made in this cycle to a corps until previous cycle advance balances are reconciled.

Advance payments require approval by the Department of Finance. CalRecycle will send a letter that describes the terms of advance repayment. This letter must be signed by the Signature Authority/designee and returned before an advance payment request may be processed. After the the Department of Finance approves an advance request, CalRecycle's Accounting Office will process it.

Cash advances must be fully accounted for by the end of the grant term. After

disbursing an advance, CalRecycle will proportionately deduct the advanced amount from subsequent invoices until the entire advance is reconciled. A corps which desires to pay off the advance balance more quickly is permitted to do so.