



LOCAL CONSERVATION CORPS GRANT PROGRAM

APPLICATION GUIDELINES AND INSTRUCTIONS

33rd Cycle (RLC33) – Fiscal Year 2018–19

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GRANT CYCLE OVERVIEW

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.

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

TIMELINE

Date	Activity
May 1, 2018	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 2018	Grants Awarded <ul style="list-style-type: none">• CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
July 1, 2018 – June 30, 2020	Grant Term
June 30, 2020	Final Report and final Payment Request Deadline

ELIGIBLE APPLICANTS

All Local Conservation Corps certified by the California Conservation Corps in the fiscal year (FY) 2017–18 certification report. Certification is no guarantee of award, Corps must be in good fiscal standing with CalRecycle.

ELIGIBLE PROJECTS

E-waste

- Collection, sorting, storing, clean-up, and transfer of E-waste
- E-waste recycling (if permitted)
- Communication and coordination with partners, local or state government or businesses regarding E-waste events and services
- Organization, facilitation, and management of collection events
- Outreach and education to the public about E-waste, events, etc.
- Internships with E-waste businesses

Waste Tire

- Collection, clean-up, hauling, and disposal of waste tires
- Communication and coordination with local and state government agencies related to remediation of waste tires at amnesty events and on public lands

- Outreach and education to the public about waste tire issues and collection events
- Internships with tire recycling businesses

Used Oil

- Certified Collection Center (CCC) signage reviews
- Establishment and operation of a CCC
- Labor for filter exchange events, filter crushing and draining
- Purchase and distribution of Do-It-Yourself used oil kits, bilge pads, or other used oil remediation and management materials as approved by CalRecycle
- Outreach and education to the public about used oil (storm drain stenciling, dock walking, and distribution of Do-It-Yourself kits)
- Communication and coordination with state and local government and businesses related to used oil events and services
- Internships with used oil recycling businesses

Beverage Container

- Collection, clean-up, sorting, storage, and transfer of beverage containers
- Communication and coordination with local and state government agencies, businesses, schools, multi-family complexes, and large venues to implement recycling programs and services
- Operation of a recycling center
- Outreach and education to the public about beverage container recycling at events
- Internships with beverage container recycling businesses

AVAILABLE FUNDS

- A total of \$22,813,414 is available for this grant cycle, FY 2018–19.
- CalRecycle’s funding methodology distributes equal base allocations from each funding source among all certified corps. Newly certified corps or corps seeking to re-enter the program after one or more cycles of non-participation receive a reduced base allocation of \$600,000 the first year, \$700,000 the second year and \$800,000 the third year.
- Individual funding amounts may be negotiated between eligible applicants, subject to CalRecycle approval and the following provisions:
 - Negotiation of exchanges shall be open to all corps, California Association of Local Conservation Corps (CALCC) members and non-CALCC members alike.
 - No Corps is required to negotiate fund allocations.
 - Exchanges of fund amounts are not required to be dollar for dollar (1:1).
 - A signed memorandum of understanding identifying the exchange amounts by material fund shall be submitted to CalRecycle and approved prior to the application due date (see Timeline on page 2).
 - No corps may negotiate an exchange amount or combination of exchanges that would result in decreasing a single material fund by more than 50 percent of the base allocation for that material.
 - Newly certified corps cannot negotiate funding amounts for the first three years as grantees.

GRANT TERM, GRANT PERFORMANCE PERIOD, AND REPORT PREPARATION PERIOD

The Grant Term begins on July 1, 2018 and ends on June 30, 2020.

Eligible grant expenditures may be incurred only within the Grant Term, not before July 1, 2018 and not after June 30, 2020.

The Final Report and final Payment Request are due to CalRecycle no later than June 30, 2020.

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term, which starts on July 1, 2018 and ends on June 30, 2020. (See “Grant Term, Grant Performance Period, and Report Preparation Period” for additional information).

Eligible costs include, but are not limited to:

- Costs incurred during the Grant Term that starts July 1, 2018 and ends June 30, 2020.
- Personnel-staff salaries, corpsmember wages and stipends, and taxes and benefits (Benefits may not exceed 35 percent of wages and salaries. Calculation of benefits under this grant agreement does not include Workers’ Compensation Insurance).
- Purchase of recycling equipment, vehicles, and materials.
- Program-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 of the total grant award). Indirect cost methodology must be documented using either an approved Federal Indirect Cost Rate or an Indirect Cost Plan Methodology (see Applicant’s Documents on page 9) that adheres 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](https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/circulars/a122/a122_2004.pdf) (https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/circulars/a122/a122_2004.pdf) - Attachment B, paragraph 11, letters a-h, not to exceed six and two-thirds percent of acquisition cost.
- Travel with supporting documentation including but not limited to CalRecycle Travel Form 246. Travel and per diem reimbursement is limited to a maximum of the state rate for Bargaining Unit 1 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 charged to the grant require solicitation of a minimum of three quotes/bids or a sole source justification approved by a Grant Manager prior to execution of a contract. The grantee shall provide consultant contracts to the Grant Manager for review and approval.

Personnel expenditures must be computed on the actual time spent on grant-related activities by material fund. For calculating total personnel expenses for each employee, the expenditures are to 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, 2018 or after June 30, 2020.
- Any costs which are inconsistent with local, state, and federal statutes, ordinances, or regulations.
- Any food or beverages supplied as part of meetings, workshops, or celebrations.
- Out-of-state travel unless included in the approved project budget, or pre-approved in writing by the Grant Manager.
- Costs that do not support the activities in the Grant Project Summary or are unrelated to the purpose of the grant.
- Penalty charges (late fees, parking and traffic tickets).
- Fundraising (grant writing fees, cost of events, donor events or software, etc.).
- Capital expenses or capital improvements of \$5,000 or greater which are incurred before approval is obtained in writing by the Grant Manager.
- Any other costs not deemed reasonable or within the scope of the Grant Agreement by the Grant Manager.
- Any costs incurred that required a budget modification that was not pre-approved by the Grant Manager as detailed in the Procedures and Requirements.
- 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.)

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/>).

An application has been created for all certified corps. After logging into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), locate the Local Conservation Corps Grant Program (RLC33: FY 2018–2019) found in the “My Active Grant Applications” box and click “Application”.

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 Local Conservation Corps 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

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 Local Conservation Corps that is the agent legally responsible for fiscal management and grant administration. If changes to this record are needed, send an email to grantassistance@calrecycle.ca.gov.

Detail Tab

Complete this tab as follows:

- Enter the provided award amount in the Grant Funds Requested field. This amount can be found for each eligible corps on the Allocation Table tab of the Budget Workbook. Do not exceed the maximum grant award amount. 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 grant payment mailing address. If the mailing address is different from the past cycle, a new [Payee Data Record form](#)

<http://www.calrecycle.ca.gov/electronics/Forms/Std204EWaste.pdf> will be required. If required, please submit a new form with your application.

- **Project Summary/Statement of Use:** Provide a brief overview of the activities that will be implemented, broken down by funding source.

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 following steps:

1. Build your project budget using the Budget Workbook document provided in the Application Documents section on the Summary Tab in GMS. In this spreadsheet, you will allocate all fund amounts in a detailed budget and provide justification for all line items. Instructions for completing the spreadsheet are on the first page (tab titled "Instructions") so please read the directions carefully.
2. Transfer the budget totals by category to the corresponding Recycle category on the Budget tab in GMS.
3. Enter each individual material fund amount into the Funding Source line item. The Funding Source total must match the Recycle category total.
4. Double-check the budget amounts in the Budget Workbook to make sure the amounts match what is entered in GMS on the Budget tab. The totals requested (the grant total and the amount for each material fund) must equal the total entered on the Detail Tab. When you have confirmed that the amounts match, the Budget Workbook document must then be uploaded to GMS on the Documents tab.

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. See **Application Certification** below.

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.

Applications must be submitted no later than 11:59 p.m. on May 1, 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) 341-6117.

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) 341-6117. 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 Workbook

The Budget Workbook is an excel spreadsheet that contains an overall budget and detailed justifications, and a line-item budget for each material fund. The totals in this document for each material fund source and the total budget must match what is entered in the Budget Tab in GMS.

Grant Project Summary

This document captures objectives, activities, timelines and outcomes for grant projects for each material fund.

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 might 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 closeout 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.

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 might 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 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 Local Conservation Corps 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.

Federally Approved Indirect Cost Rate (FICR)

If applicable, upload the FICR documentation. Grantees that do not have an FICR must provide a Cost Allocation Plan.

Cost Allocation Plan (for Grantees that do not have a FICR)

A Cost Allocation Plan that includes cost allocation methodology for indirect 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 an advance is essential for the effective implementation of the corps' program. CalRecycle may disburse up to 25 percent of the total grant award in each material fund as an advance. No advance requests shall be processed until all advance balances from prior cycles are reconciled.

To apply for an advance, the corps must complete and upload the following documents on or before the due date:

- a. Advance justification cover letter, which describes the circumstances that necessitate the advance, requested from each funding source.
- b. Proof of non-profit status (if applicable).
- c. Cash flow analyses that show cash flow in these two ways:
 - i. A single ledger showing advance for each funding source (Beverage Container, E-waste, Used Oil, Waste Tires).
 - ii. A single ledger without showing an advance for each funding source (Beverage Container, E-waste, Used Oil, Waste Tires).
- d. The most recent financial statement.

Please refer to the Advance Guidance Document in the Resource Documents section of the Summary tab in GMS for complete advance request instructions.

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.

Grant Managers will review the Grant Project Summary and Budget Workbook documents. These documents must include all requested information and be completed to the satisfaction of CalRecycle staff before an application will be recommended for funding. Implementation of recovery or recycling programs in Beverage Containers, Used Oil, E-waste, and Waste Tires must be described in detail with adequately defined objectives and key activities that are likely to lead to successful outcomes, and which are aligned to the intent of the funds requested.

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 June 2018. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested. Any applicant that did not receive funding in the previous Cycle is considered a "New Corps" under the Local Conservation Corps Grant Program funding methodology.

Any Corps previously under a Corrective Action Plan (CAP) must execute a new CAP for RLC33 approved by CalRecycle within 60 days of the Award date. The CAP becomes part of the Grant Agreement and is binding. Breach of any conditions or timelines in the executed CAP by the Grantee will result in a Stop Work Order and/or dissolution of the Grant Agreement at the sole discretion of CalRecycle.

CalRecycle reserves the right to deny funding, partially fund, or fully fund any grant application based on the quality of planning reflected in the application combined with past performance. If an application reflects insufficient planning and the applicant has demonstrated inadequate past performance in any of the material funds, CalRecycle may elect to require an extended grant planning phase utilizing the associated fund advance amount prior to project implementation. The outcomes and deliverables of the planning phase shall be described in the detailed Grant Project Summary created by the applicant and submitted to CalRecycle. The Grant Project Summary must be mutually agreed to by the applicant and CalRecycle.

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

GRANT AWARD CONDITIONS

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

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

Failure to comply with these conditions will void the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

The Grant Agreement binds the grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. An original signature is required on the Grant Agreement. We cannot accept an electronic signature. 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.
- Attachment I–Forms Guide: CalRecycle forms to be used throughout the Grant Performance Period are available on the [CalRecycle Grant Forms Website](http://www.calrecycle.ca.gov/Funding/Forms/) (<http://www.calrecycle.ca.gov/Funding/Forms/>) to download the forms.
- Corrective Action Plan (if applicable)

*Grant Project Summary and Grant Budget Workbook are submitted with and are a part of the Grantee's approved Grant Application, and are incorporated into the Grant Agreement by reference.

REPORTING PROCESS

Grantees are required to upload a progress report 30 days after the end of each fiscal quarter. The Final Report is due on or before June 30, 2020. Grantees must utilize the report templates located in the Resource Documents section of the Summary Tab. Detailed reporting information is included in the Procedures and Requirements of the Grant Agreement. Progress Reports are to be uploaded to GMS in the Reports Tab. Grant Managers review Progress Reports and may require edits and elaboration as appropriate. Progress Reports are public records and as such are to be carefully written, complete, and descriptive of the work accomplished with CalRecycle funds. Failure to meet reporting deadlines may result in delayed approval of payment requests.

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, 2020, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).

ADVANCE PAYMENT

Government Code section 11019 authorizes CalRecycle to make advance payments to corps if it is determined that an advance is essential for the effective implementation of the corps recycling programs. CalRecycle may advance up to 25 percent of the total funds awarded in each material fund (beverage containers, E-waste, used oil, waste tires). Advance payments must be fully reconciled by the end of the grant term. Corps may opt to repay the advance early.

As stated above, no advance may be made to a corps until previous cycle advance balances are reconciled and all debts to CalRecycle are repaid.

Advance payments require approval by the Department of Finance (DOF). All corps advance requests must be approved at the DOF together as a single package that is assembled by the Grant Managers.

When the DOF approves the advance package, CalRecycle will send each grantee requesting an Advance Acknowledgement Letter that describes the approval and terms of advance repayment. This letter must be signed by the Signature Authority/Designee and returned before an advance payment request may be processed.

When corps are notified that the DOF has approved the advance package, the corps may submit advance payment requests. A single payment request Form 87 may be submitted inclusive of all material fund advances. There is no need to submit separate Form 87's for each material fund advance.

After the Grant Manager approves the advance payment requests, they are sent to CalRecycle's Accounting Office which schedules the payment request in Fi\$CAL for payment by the State Controller's Office.

After disbursing an advance, CalRecycle will proportionately deduct the advanced amount from subsequent payment requests until the entire advance is reconciled.

Please note: If a grantee receives an advance after one or more reimbursement payment requests are paid, the proportionate amount of the advance reconcile on each subsequent reimbursement payment request will be higher than if the advances were received before any reimbursement requests.