EXHIBIT B
PROCEDURES AND REQUIREMENTS

ORGANICS GRANT PROGRAM
Fiscal Year 2014–15
(Revised July 2015)

Copies of these Procedures and Requirements should be shared with BOTH your internal accounting department AND the staff responsible for implementing the grant activities.

INTRODUCTION
The Organics Grant Program is administered through the Department of Resources Recycling and Recovery (CalRecycle). These Procedures and Requirements describe project and reporting requirements, report due dates, report 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	Milestones
NTP date	**Grant Term begins** on the date indicated on the Notice to Proceed (NTP)
March 13, 2015	**Progress Report & Payment Request #1 Due** (Covering activities from NTP to March 13, 2015)
June 15, 2015	**Progress Report & Payment Request #2 Due** (Covering activities from March 14, 2015 to June 15, 2015)
September 15, 2015	**Progress Report & Payment Request #3 Due** (Covering activities from June 16, 2015 to September 15, 2015)
To be scheduled Sept – Dec. 2015	**Critical Project Review** (Covering activities from NTP to September 15, 2015)
December 15, 2015	**Progress Report & Payment Request #4 Due** (Covering activities from September 16, 2015 to December 15, 2015)
March 15, 2016	**Progress Report & Payment Request #5 Due** (Covering activities from December 16, 2015 to March 15, 2016)
June 15, 2016	**Progress Report & Payment Request #6 Due** (Covering activities from March 16, 2016 to June 15, 2016)
September 15, 2016	**Progress Report & Payment Request #7 Due** (Covering activities from June 16, 2015 to September 15, 2016)
December 15, 2016	**Progress Report & Payment Request #8 Due** (Covering activities from September 16, 2016 to December 15, 2016)
March 15, 2017	**Progress Report & Payment Request #9 Due** (Covering activities from December 16, 2016 to March 15, 2017)
June 15, 2017	**Progress Report & Payment Request #10 Due** (Covering activities from March 16, 2017 to June 15, 2017)
September 15, 2017	**Progress Report & Payment Request #11 Due** (Covering activities from June 16, 2017 to September 15, 2017)
December 15, 2017	**Progress Report & Payment Request #12 Due**

	(Covering activities from September 16, 2017 to December 15, 2017)
March 15, 2018	**Progress Report & Payment Request #13 Due** (Covering activities from December 16, 2017 to March 15, 2018)
June 15, 2018	**Progress Report & Payment Request #14 Due** (Covering activities from March 16, 2018 to June 15, 2018)
September 14, 2018	**Progress Report & Payment Request #15 Due** (Covering activities from June 16, 2018 to September 14, 2018)
December 14, 2018	**Progress Report & Payment Request #16 Due** (Covering activities from September 15, 2018 to December 14, 2018)
April 1, 2019	**Grant Term Ends. Final Progress Report and final Payment Request Due. All costs must be incurred by this date.**

No extensions will be granted for submittal of Final Progress Report and final Payment Request. Failure to submit the Final Progress Report and final Payment Request with appropriate documentation by April 1, 2019 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.

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, refer to the Staff Directory. The grantee may also contact the Financial Resources Management (FiRM) Branch at (916) 341-6457 or grants@calrecycle.ca.gov.

GRANTS 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 created for individuals, not organizations, and will be tied to your specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage your WebPass at the CalRecycle WebPass site (http://www.calrecycle.ca.gov/Grants/GMS/).

Accessing the Grant
Grantees must use their CalRecycle WebPass to sign into GMS (https://secure.calrecycle.ca.gov/Grants). After sign-in, 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** – contains a budget summary that shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode and resource only links and documents.)
- **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 reports. 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 the person who created the application and 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 Primary Contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B; i.e., this document) 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) to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor(s), Reliable Contractor Declaration (CalRecycle 168) signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor(s) and the subcontractor(s), respectively and in accordance with the "Unreliable List" provision of the Terms and Conditions. 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.

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** link.
3. Click on 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.

GRANT TERM
The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on April 1, 2019. **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 the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than April 1, 2019.

CalRecycle recommends reserving the period from March 1, 2019 to March 30, 2019 exclusively for the preparation of the Final Progress Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Progress Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

ELIGIBLE COSTS
Costs associated with implementation of the project are eligible with the exception of Ineligible Costs listed below. Costs may be incurred only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on April 1, 2019. If you have questions about eligible costs, contact your Grant Manager.

INELIGIBLE COSTS
Ineligible costs include, but are not limited to:
- Costs incurred prior to receipt of the Notice to Proceed letter or after the end of the Grant Term.
- The purchase or retrofitting of vehicles or containers for collection of feedstock when not associated with a food waste prevention component.
- Collection/delivery/purchase of feedstock.
- Food dehydrators and liquefiers unless coupled with increased tons of California-generated food materials diverted from landfills and composted or digested.
- Costs exceeding 5 percent of the total amount requested for permitting, public education/outreach, indirect/overhead, and salaries not related to construction or installation.
- Design and engineering costs exceeding 5 percent of total amount requested.
- The same activities or purposes already being funded through other agencies using Greenhouse Gas Reduction 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.

OVERHEAD/INDIRECT COST
Overhead and indirect costs can be claimed by the grantee. The following guidelines must be used when claiming these costs.
- The total cost of overhead and indirect cost in addition to salaries not related to construction or installation, permitting, and public education and outreach charged to the grant shall not exceed 5 percent of the grant funds reimbursed. 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 overhead and indirect costs. All overhead and 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 overhead/indirect cost formula. Supervision performed by managers and supervisors can be included in the overhead/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 supervision), 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 overhead or 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.

ACKNOWLEDGEMENTS

The grantee shall acknowledge CalRecycle's support each time projects 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 CalRecycle's support must incorporate the CalRecycle 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

Progress Reports and a Final Progress Report are required by this Agreement. The grantee must submit **16 Progress Reports** during the term of the grant. See milestone table on page 1 for due dates. However, the Grant Manager may request a Progress Report at any time during the grant term.

All reports must be uploaded in GMS. For further instructions regarding GMS, including login directions, see the section above titled 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**.

- You may upload multiple documents to complete reporting requirements.
- The maximum allowable file size is 35MB.

5. Click the **Submit** button when the report is complete.

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.

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. In the three specific Progress Reports due in March of each year (March 15, 2016, March 15, 2017, and March 15, 2018), grantees must report the tons that diverted in the previous calendar year as a result of the project. 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. The Progress Reports 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, expressed 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:
   a) Did you accomplish all of the tasks and activities which were scheduled to be completed in this grant period according to the Work Plan? If not, what was not accomplished, and why and how will you complete the delayed tasks and activities to make up the lost time? Include permitting issues and local opposition.
   b) A brief description of work that will be conducted during the subsequent grant reporting period. If necessary, discuss any adjustments to the Work Plan that you may be requesting as a result of the evaluation process.
   c) Document any issues or challenges that will prevent the project from meeting the goals in the Work Plan.
3. **Evaluation:**
   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 GHG reductions, tons diverted from landfills, and all benefits to Disadvantaged Communities. Reported outcomes must include all of the following:

a) **Tons:**
By progress report #3 (prior to Critical project review) – provide documentation proving that the grantee has or will have access to the amount of feedstock cited in the grant application. This should include contracts, franchise agreements, or other verifiable documentation. 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 of in landfills. This includes contracts, franchise agreements, or other verifiable documentation.
  - Documentation should include weight receipts from certified scales, tonnage reports from haulers indicating feedstock amounts and sources, pictures of incoming feedstock, and/or landfill receipts. This documentation must demonstrate reduced disposal tonnages that are a direct result of increased feedstock for the project.
  - If previously weighed feedstock are being removed from a mixed waste stream, they shall be weighed prior to composting or digestion.
  - If the current throughput is less than what was cited in the grant application, discuss the specific steps which the grantee will take to increase throughput to those levels and the dates and by which these steps will occur.
- The quantity of products (e.g., compost, liquid fertilizer, biofuels, electricity, etc.) produced using feedstock described above.
- The quantity of ancillary products produced and their fate.
  - If the project is anaerobic digestion, report on the tons and/or gallons of solid and/or liquid digestate produced, and its use. If digestate is sent to composting, provide weight receipts indicating where and how much digestate was composted.
  - If the project is composting, and mulch, biomass fuel, or alternative daily cover (ADC) is also being produced, provide weight tickets or other proof indicating where and how many tons of these products were sold.

b) **GHG Emission Reductions in MTCO2e:**
Grantees must report the GHG emission reductions that occurred in the previous quarter as a result of the project.

c) **Disadvantaged Communities (DAC)**:
In the following Progress Reports (March 15, 2016, March 15, 2017, and March 15, 2018), grantees must report benefits to disadvantaged communities (DACs) that occurred in the previous calendar year as a result of the project. DACs can be determined by using CalEnviroScreen 2.0, under CalEnviroScreen 2.0 Mapping Applications and Data section. 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. How many temporary jobs have been created during this period and where are they located? Do these jobs pay prevailing or union wages and include healthcare and other benefits? How many permanent jobs have been created during

this period and where are they located? Provide detailed salary and benefit information.

- If your project included job training in a DAC, indicate the number of individuals receiving training.
- If your project included a food rescue component, indicate how many pounds of food were rescued and distributed (e.g., at a food bank). If rescued food was served as meals, indicate approximately how many meals were served and the average weight per meal. Estimate how many meals were served inside and outside of DACs, the specific DACs served, and your method for that estimation.
- If this project provides other benefits to a DAC, please discuss the types of benefits provided, the specific DACs served, and your method for quantifying these benefits.

4. <u>**Air and Water Quality:**</u>
   <u>Quantify and document any current improvements in air and water quality resulting from the project in the previous quarter.</u>

5. **Pictures:**
   Pictures showing the progress of the grant project <u>over the previous quarter</u>.

6. <u>***Payment Request and Expenditure Itemization:***</u>
   <u>A Payment Request (CalRecycle 87), supporting documentation and Expenditure Itemization Summary (EIS) (CalRecycle 777) must be submitted if reimbursement is desired. Refer to the section labeled "Grant Payment Request and Documentation" for additional details.</u>

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

A **Critical Project Review** will be scheduled by the Grant Manager in the fourth quarter of 2015. The review may be conducted via phone call or meeting. This review will cover activities **from the NTP** to **the date of the review**. During this review, the grantee will discuss the progress on tasks included in the work plan and budget, on policies or programs promised in the project narrative, as well as on projected and actual diversion tonnage and Greenhouse Gas (GHG) reductions, if the latter two items are applicable at that time.

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 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 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 PROGRESS REPORT

The Final Progress Report is due **April 1, 2019**. This report should cover grant activities **from the NTP** through **April 1, 2019.** 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, expressed 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.
   a) What aspects of the project worked well and why?
   b) What aspects of the project did not work well and why?
   c) What aspects of the project will be continued beyond the grant term?
   d) Describe how other funding sources have leveraged the project.

3. **Evaluation:**
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 increased GHG reductions, tons diverted from landfills, and all benefits to Disadvantaged Communities. Reported outcomes must include all of the following:
   a) **GHG reductions, in MTCO2e**, achieved during the grant term, along with all supporting calculations. Estimate the annual GHG reductions in MTCO2e to occur in each year until at least 2025.
   b) **Tons** - The tons of material generated in California and diverted from a landfill during the grant term, along with all supporting documentation. Estimate the annual tons of material that will continue to be diverted from a landfill in each year until at least 2025.
   c) **Disadvantaged Communities (DAC)** - Describe and quantify benefits to DACs including environmental improvements in air and water quality, economic and social benefits identified in the application. DACs can be determined by using CalEnviroScreen 2.0, under CalEnviroScreen 2.0 Mapping Applications and Data section.
4. **Air & Water Quality:**
Quantify and document any projected improvements in air and water quality resulting from the project.
5. **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.
6. **Final Payment Request (CalRecycle 87), if needed**:
An EIS (CalRecycle 777) and required documentation must be submitted if reimbursement is desired. Refer to the section labeled "Payment Requests and Fiscal Reporting" for more details.

GRANT PAYMENT INFORMATION
   1. Payment to the grantee for eligible grant expenses is made on a reimbursement basis only and for only those materials and services specified in the approved grant application.

2. Reimbursement may be requested quarterly during the grant term in conjunction with submission of a Progress Report and the Final Progress Report.
3. The grantee must submit the required Progress Reports/Final Progress Report, and the Grant Manager must approve the report prior to, or concurrent with, submission of the Grant Payment Request.
4. 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.
5. 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.
6. Ten percent of each approved 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 Progress Reports, have been satisfied. Reimbursement of the ten percent retention must be requested in the final Grant Payment Request.
7. 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.
8. The grantee must provide a [Reliable Contractor Declaration (CalRecycle 168)](#) signed under penalty of perjury by the grantee's contractor(s) and subcontractor(s) in accordance with the "Unreliable List" provision of the Terms and Conditions. The declaration must be received and approved by the Grant Manager prior to commencement of work. See "Unreliable List" provision in Exhibit A – Terms and Conditions for more information.
9. The grantee must provide the Feedstock Certification ([CalRecycle 778](#)-GHG) signed under penalty of perjury and completed by each processor, contractor or hauler who provides or will provide feedstock for the grantee's project. The form must be signed by both the processor, contractor or hauler and the grantee's Signature Authority, and received and approved by the Grant Manager prior to commencement of work.

GRANT PAYMENT REQUEST AND DOCUMENTATION

Payment requests must be submitted in GMS. This is a reimbursement only grant. Reimbursement will be accepted and made on a quarterly basis. Request for reimbursement must accompany a progress report or final progress report. One payment request can be submitted during each of the months of March, June, September, and December. 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.
   a. Choose **Reimburse** for the Transaction Type and enter the amount spent in each budget sub category.
3. When the transaction is complete, click the **Save** button.
4. After the transaction is saved, the **Upload Supporting Documentation** button will appear in the lower right corner.
   a. Click the **Upload Supporting Documentation** button.

b. Select the appropriate Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
c. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
d. The maximum allowable file size for each document is 35MB.
5. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request (including uploading all the documents listed below).

Supporting Documentation
A. A scanned copy of the **Grant Payment Request** form. Mail only the **original** Grant Payment Request form (CalRecycle 87), with the original signature of the Signature Authority or his/her designee*, as authorized by grantee's Resolution or Letter of Commitment to:

Via standard mail:	Via courier/personal delivery:
Department of Resources Recycling and Recovery ORG Grant Program FiRM Branch, 9th Floor P.O. Box 4025 Sacramento, CA 95812-4025	Department of Resources Recycling and Recovery ORG Grant Program FiRM Branch, 9th Floor 1001 I Street Sacramento, CA 95814

*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. **Expenditure Itemization Summary** (EIS) (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 EIS must be accompanied by supporting documentation for each line item expense (see below). The grantee should retain the original documents.
- The EIS 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. An EIS received without the signed certification will not be approved.

C. **Cost and Payment Documentation** – Pertinent documentation must be submitted with the EIS to substantiate all expenses claimed on the EIS. For audit purposes, the grantee should retain this documentation for a minimum of three (3) years after the end of the grant term (see Audit/Records Access in the Terms and Conditions, Exhibit A). Types of acceptable documentation include, but are not limited to:
  a) **Invoices.** Invoices must include the vendor's name, vendor's telephone number, address, description of goods or services purchased, amount

due, and date. If there is more than one invoice from a vendor, list them separately on the EIS and include invoice numbers. The claimed expenses should be highlighted and identified with applicable task number on each invoice.

b) **Receipts.** Receipts should include the same information as invoices (see above).

c) **Purchase orders with proof of payment.** Purchase orders should include the same information as invoices and receipts, and must be accompanied by proof of payment (e.g., copies of cancelled checks).

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 Form** (CalRecycle 246 or grantee's version). Document costs related to travel and include supporting documentation.

f) **Feedstock Certification** (CalRecycle 778-GHG). Check the Payment Request box and include your processor, contractor or hauler's signature and obtain signature from Signature Authority for verification of tonnage diverted from landfills. You must include supporting documentation (e.g., Certificate of Origin, a Bill of Lading and Manifest documentation).

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

SERVICES RENDERED
Goods and services must be paid for and received within the Grant Term. Proof of delivery is required.

AUDIT CONSIDERATIONS
The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after final payment date or grant term end date, whichever is later. A longer period of records retention may be stipulated in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, 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.