



April 2020

Department of Resources Recycling and Recovery

Local Conservation Corps Grant Program

Application Guidelines and Instructions 35th Cycle (RLC35) – Fiscal Year 2020–21

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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, and recycling activities related to the collection and recovery of used oil, 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 [Grants Management System \(GMS\)](https://www.calrecycle.ca.gov/funding/gms) (<https://www.calrecycle.ca.gov/funding/gms>). You will need to sign-in to GMS to complete and submit an application.

Timeline

Table 1. Timeline

Date	Activity
April 30, 2020	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 2020	Grants Awarded <ul style="list-style-type: none">• CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
July 1, 2020 – June 30, 2022	Grant Term
June 30, 2022	Final Payment Request Deadline
August 30, 2022	Final Report Due

Eligible Applicants

All Local Conservation Corps certified by the California Conservation Corps in the fiscal year (FY) 2019–20 certification report. Certification does not guarantee an award. Applicants must be in good fiscal standing with CalRecycle.

Available Funds

- A total of \$24,343,121 is available for this grant cycle, FY 2020–21.
- CalRecycle's funding methodology has changed for RLC35.
 - CalRecycle distributes equal base allocations from each funding source among all certified corps that have fully expended previous grants and that demonstrate positive growth in collection volumes in three funds; E-waste, Beverage Containers and Waste Tires.
 - Newly certified corps, or corps seeking to re-enter the Local Conservation Corps Grant 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.
 - Corps that did not fully expend the previous two or more consecutive cycles may receive a reduced allocation.
 - Corps with collection volumes below program-wide median and average volumes in waste tires, E-waste and beverage containers may receive a reduced allocation. Collection volumes are reported by material to CalRecycle on a quarterly basis and the Grant Program data from all Corps is aggregated and analyzed quarterly and annually.
- Corps consistently performing below average in material collection are encouraged to negotiate between eligible applicants, subject to CalRecycle approval and the following provisions:
 - Negotiation of fund 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; however, a corps that consistently records collection volumes below program-wide average/median volumes is encouraged to negotiate a fund swap to focus their program on more productive material collection programs
 - 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).
 - Newly certified corps and corps re-entering the program after a gap in participation cannot negotiate funding amounts for the first three years as grantees.

Grant Term

The Grant Term begins on July 1, 2020 and ends on June 30, 2022.

Eligible Costs

Eligible costs include, but are not limited to:

- Costs incurred and paid during the Grant Term (July 1, 2020 to June 30, 2022).
- 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, outreach, training, and staff development.
- Program-related operating expenses (facility improvement, 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 10) that adheres to Generally Accepted Accounting Principles.
- California Association of Local Conservation Corps Membership Dues – must be charged under indirect costs and the lobbying portion must be shown on the invoice and subtracted from the payment request.

- 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. Personnel expenditures must be identified/itemized for each employee by classification(s), hourly wage, fringe benefits, and number of hours worked on material-specific grant activities. These records must be available for audit purposes.

Costs associated with the following activities are eligible so long as they meet all other program and approval requirements:

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 waste tire processing/recycling businesses
- Fee-based, non-commercial waste tire cleanup projects approved by CalRecycle

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

Ineligible Costs

Ineligible costs include, but are not limited to:

- Costs incurred prior to July 1, 2020 or after June 30, 2022.
- Any costs 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 not in the approved budget and 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 and paid 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.)
- Costs of \$5,000 or more charged to the grant for which neither three bids/quotes or sole source approval by the Grant Manager was obtained.
- Costs incurred for corpsmember holiday pay when corpsmembers are not legally employees of the Corps.
- Any costs mis-allocated by material fund, program, or as otherwise required by OMB 122, the State Accounting Manual (SAM), or GAAP.

Ineligible Costs Associated with Prohibited Material-Specific Activities

All Materials

- Any activity deemed in violation of the statutes and regulations for collecting, handling or recycling E-waste, Used Oil, Waste Tires, or Beverage Containers.

Waste Tires

- Collection of waste tires from commercial enterprises or waste tire generators.
- Any waste tire collection activity for which a Corps collected a tipping fee.
- Collection of waste tires from private property without prior written approval from CalRecycle.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, all applicants are required to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations. To see examples of existing EPPP Policies, visit the [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)

(http://www.responsiblepurchasing.org/purchasing_guides/all/policies/), Environmentally Preferable Purchasing [Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/)

(<https://www.calrecycle.ca.gov/EPP/LawPolicy/>), and [Tools and Resources](https://www.calrecycle.ca.gov/EPP/Resources/)

(<https://www.calrecycle.ca.gov/EPP/Resources/>). Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies include:

- Buildings and Grounds
 - All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy & Environmental Design [Green Building Rating System](https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version) (<https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version>).
- Continual Improvement
 - Training is provided to new and existing employees.
 - Organization regularly evaluates and/or improves implementation of EPPP policy.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact on the Detail tab in the application. Applicants that do not have an EPPP Policy at the time of application submittal must adopt one before the Grant Agreement is executed.

For more information, visit the [EPPP Frequently Asked Questions webpage](https://www.calrecycle.ca.gov/Funding/EPPPQandA) (<https://www.calrecycle.ca.gov/Funding/EPPPQandA>).

Public Records Requests

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the [laws](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>) 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 was created for all certified corps, so do not start a new application. After logging into [GMS](https://www.calrecycle.ca.gov/funding/gms) (<https://www.calrecycle.ca.gov/funding/gms>), locate the Local Conservation Corps Grant Program (RLC35: FY 2020–2022) 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](https://www.calrecycle.ca.gov/docs/cr/funding/forms/UsedOil/std204Oil.pdf) (https://www.calrecycle.ca.gov/docs/cr/funding/forms/UsedOil/std204Oil.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 Excel 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” in the Budget Workbook 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.

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 April 30, 2020. Customer service will be available until 4:00 p.m. on the application due date either by emailing Joseph Pacheco at Joseph.Pacheco@CalRecycle.ca.gov, or by phone at (916) 341-6534.

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

Application Documents

Electronic and Original Signatures

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

CalRecycle Documents

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link to 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 Joseph Pacheco at (916) 341-6534. 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, a line-item budget for each material fund, and space to enter detailed line item justifications. The totals in this document for each material fund source and the total budget must match the totals entered in the Budget Tab in GMS.

Grant Project Summary

This document captures objectives, key activities, timelines and outcomes for grant projects you plan to implement in 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. Resolution requirements vary for individual and regional applications. See the **Resolution Examples** link for more

information. CalRecycle staff are available to answer questions about the Resolution 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.

Individual Application Requirements:

1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
2. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

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.

Federal Indirect Cost Rate (FICR)

If there is a currently approved FICR with a federal agency, upload the FICR documentation. Grantees that do not have a currently approved 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

See Advance Payment section below for more detail.

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

- 1) Advance justification cover letter, which describes the specific circumstances that necessitate the advance, requested from each funding source.
- 2) Proof of non-profit status (if applicable).
- 3) Cash flow analyses that show cash flow in these two ways:
 - a) **A single ledger showing** advance for each funding source (Beverage Container, E-waste, Used Oil, Waste Tires).
 - b) **A single ledger without** showing an advance for each funding source (Beverage Container, E-waste, Used Oil, Waste Tires).
- 4) The most recent audited 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 2020.

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 CalRecycle Corrective Action Plan (CAP) must execute a new CAP for RLC35 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 and patterns of expenditure. If an application reflects insufficient planning, if the applicant has demonstrated inadequate past performance in any of the material funds, or if the applicant has failed to fully expend the previous grant awards within the grant term, CalRecycle may elect to reduce the grant award. CalRecycle reserves the right to not award any grant funds under one or more cycles.

Grant Award Conditions

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

- 1) The recommended grantee must pay all outstanding debts due CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the date of the award email, or a date determined by CalRecycle.
- 2) The recommended grantee's Signature Authority (or the designee authorized by the Letter of Designation, if applicable) must sign and return the Grant Agreement to CalRecycle. The signed Grant Agreement must be received by CalRecycle within 60 days of the date of the award email.

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

Grant Program Administration

Grant Agreement

The Grant Agreement binds the grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. An original signature is required on the Grant Agreement. Electronic signatures are not accepted. These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, and the information below will be transmitted by email.

- 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
- Grant Project Summary
- Budget Workbook
- Local Conservation Corps Audit Guidelines

Reporting Process

Grantees are required to report on the progress of their grant on a quarterly basis using CalRecycle-provided templates. The Final Report is due on or before 8/30/2022.

Detailed reporting information is included in the Procedures and Requirements (Exhibit B).

Payment Request Process

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment). 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 according to the Grant Agreement timelines 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.

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 transmitted to the DOF as a single package that is assembled by the Grant Managers.

When the DOF approves the advance package, CalRecycle will send each grantee that requests an Advance an 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, and if grant agreements are executed, 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 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 payment requests.