Exhibit B Procedures and Requirements
Reuse Grant Program
1st Cycle, Fiscal Year 2019–20

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

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Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the pilot cycle of the Reuse Grant Program. 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	Activity
Notice to Proceed Date	**Grant Term and Grant Performance Period Begin** on date indicated on the Notice to Proceed
March 15, 2021	**Progress Report 1 Due** Covering activities from December 1, 2020 to February 28, 2021
June 15, 2021	**Progress Report 2 Due** Covering activities from March 1, 2021 to May 31, 2021
To be scheduled September – November 2021	**Critical Project Review** Covering activities from Notice to Proceed to August 31, 2021
December 16, 2021	**Progress Report 3 Due** Covering activities from June 1, 2021 to November 30, 2021
June 15, 2022	**Progress Report 4 Due** Covering activities from December 1, 2021 to May 31, 2022
December 15, 2022	**Progress Report 5 Due** Covering activities from June 1, 2022 to November 30, 2022
February 28, 2023	**Grant Performance Period Ends**
March 1, 2023– March 31, 2023	**Report Preparation Period**
April 3, 2023	**Final Report and final Payment Request Due**
April 3, 2023	**Grant Term Ends**

Questions

Commencing execution of the Grant Agreement, all communication regarding the grant should be directed to the assigned Grant Manager. To find the email address and telephone number of the Grant Manager, follow the instructions below to "access the grant." The assigned Grant Manager is listed at the top of the screen.

Grants Management System (GMS)

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

Accessing the Grant

Grantees must log in to GMS (https://secure.calrecycle.ca.gov/Grants) using their WebPass. After login, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

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

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

Contact Updates

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

Prior to Commencing Work

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

Reliable Contractor Declaration

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

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

A scanned copy of the signed Reliable Contractor Declaration form must be uploaded in GMS. To upload the form:
1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

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

Facilities on Non-Owned Property

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

If a grantee is planning to lease buildings for any part of their submitted project, the lease must meet the requirements for developing a permanent facility on privately owned property (e.g., a long-term lease evidencing a commitment to utilize the facility for the purpose set forth in the grant; a commitment to utilize the facility as described in the application for the life of the facility).

Grant Term, Grant Performance Period, and Report Preparation Period

The Grant Term begins on the date of the Notice to Proceed (NTP) email and ends on April 3, 2023. Grant-eligible program expenditures may start no earlier than the date indicated in the NTP. The Grant Term ends on April 3, 2023.

The Grant Performance Period begins on the date of the NTP Email and ends on February 28, 2023. Eligible program costs must be incurred after the date of the NTP email and before the Grant Performance Period end date, February 28, 2023.

The Report Preparation Period is from March 1, 2023 to March 31, 2023. **Only costs incurred to prepare the Final Report and final Payment Request are eligible for reimbursement during the Report Preparation Period.**

The Final Report and final Payment Request are due on April 3, 2023.

Eligible Costs

All grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget. To be eligible for reimbursement, costs must be incurred after the date of the NTP email and before the end of the Grant Performance Period. All services must be provided, goods received, and equipment installed during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods or services on a payment request.

Eligible costs are limited to the following:

1. **Costs necessary to directly implement a project which extends the useful life of a product, such as equipment, shelter, and materials.**

Eligible costs include:
   - Supplies and materials
   - Shelters or receiving stations at landfills and transfer stations to protect salvaged products from weather damage
   - Construction improvements on owned or long term leased (minimum lease term through grant term) properties directly related to program
   - Equipment and tools used to transport or minimally process lumber for resale or reuse (examples include, but are not limited to, de-nailers, saws, mills)
   - Specialized vehicles such as forklifts, trucks, and trailers, used to transport salvaged products or reusables. (CalRecycle requires grant funds only be used for low-emission vehicles)

2. **Costs necessary to replace single-use products with reusable alternatives.**

   Eligible costs include, but are not limited to:
   - Dishwashers, dishwashing racks, materials related to dishwashing (excluding consumables).
   - Personnel directly related to the project.
   - Education and outreach directly related to the project.
   - Design fees directly related to installation, design, or construction.

- Collection bins for reusable products with an associated program, incentive, or deposit.
- Shelving, racks, or storage for reusable products.
- Products that displace single-use products and which have been determined to be sufficiently durable to be reused enough times to facilitate greenhouse gas (GHG) emission reductions.

3. **Expenditures must conform to the budget category limits, be in compliance with federal, state, and local laws, and be:**
   - Necessary and reasonable for proper implementation of the project and associated reporting requirements.
   - Easily identifiable to a specific project activity and tracked separately from other funding sources.
   - Determined in accordance with generally accepted accounting principles.
   - Authorized or not prohibited under federal, state and local laws, regulations, and ordinances.

Indirect Costs
Indirect costs can be claimed by the grantee. 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 project. The costs of operating and maintaining facilities, accounting services, and administrative salaries (management not directly working on the grant project) are examples of indirect costs.

The following guidelines must be used when claiming these costs:
- **Total indirect costs shall not exceed five percent of the total requested grant budget.**
- All indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.
- Personnel costs associated with supervision performed by managers and supervisors are an indirect cost. However, if a manager or supervisor performs an activity that is directly related to the execution of the grant (not supervising staff working on the project), costs associated with this activity may be included as a direct charge. Such activity must be clearly supported by appropriate documentation and shall not be charged to the grant as an indirect cost.
- The grantee must maintain organized and accurate records that follow generally accepted accounting principles and leave an audit trail. The grantee must provide access to all documents related to the grant program and fiscal operation of the grant program as deemed necessary by CalRecycle.

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

Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the NTP email or after February 28, 2023 (except personnel costs to prepare the Final Report and final Payment Request up to March 31, 2023)
- Costs associated with purchasing or installing general-use equipment (e.g., baler, unspecialized or unlabeled collection bins) that will be used for non-reuse activities
- Indirect costs exceeding five percent of the total requested grant budget
- Permitting costs exceeding five percent of the total requested grant budget
- Personnel costs exceeding 25 percent of the total requested grant budget
- Costs for education and outreach exceeding 25 percent of the total grant budget
- Activities, tasks, materials, or equipment already eligible through other agencies using California Climate Investment funds
- Duplicate payments: costs paid by another CalRecycle loan, grant, contract, or paid by a grant or contract offered by another state agency
- The environmental review for project permitting, including the preparation of Environmental Impact Reports or related documents
- The purchase, rent, or lease of land or buildings

Modifications

Any proposed revision(s) to the Work Plan and/or Budget must be submitted in writing and approved in writing by the Grant Manager prior to the grantee incurring the proposed expenditure. Proposed revisions must be clearly marked on the Work Plan and/or Budget and must be accompanied by a summary of proposed changes and modifications, including the justification for the proposed changes. Costs based on the proposed revisions may not be incurred until approved by the Grant Manager. If approved, the Grant Manager will upload the final revised Work Plan and/or Budget to GMS. Proposed revisions may be submitted in conjunction with a Progress Report but cannot be submitted as part of the Progress Report. The approval document(s) should be retained by the grantee for audit purposes. See Audit Record/Access section of the Terms and Conditions (Exhibit A).

Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project funded, in whole or in part, by this Agreement is 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.

All publicity and educational materials must include the following:
1. "Funded by a grant from the Department of Resources Recycling and Recovery (CalRecycle) through California Climate Investments (CCI)." Exception: The

acknowledgement line is not required on small items where space constraints would not allow for this line, or if it would interfere with the message.

2. CalRecycle logo – as reflected on the CalRecycle website (https://www.calrecycle.ca.gov/gallery): contact the CalRecycle Office of Public Affairs at opa@calrecycle.ca.gov.
3. CCI logo – as reflected on the California Climate Investments website (http://www.caclimateinvestments.ca.gov/logo-graphics-request/): info@caclimateinvestments.ca.gov or CIpress@arb.ca.gov.

Sample acknowledgement language:
[Insert grantee and project name here] located in [enter city] is being funded in part by CalRecycle's Reuse Grant Program, a subset of California Climate Investments. CalRecycle funds paid for [enter grant expenses here] for the [enter project type here] in [enter location here]. California Climate Investments is a statewide program that puts billions of cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment—particularly in AB 1550 communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. For more information, visit California Climate Investments (http://www.caclimateinvestments.ca.gov/).

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

A Progress Report and a Final Report are required by this Agreement; however, the Grant Manager may request a Progress Report at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. All reports must be uploaded in GMS. For further instructions regarding GMS, including login directions, see the section above entitled, Grants 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**.
5. Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.

a. The maximum allowable file size for each document is 35MB.
6. Click the **Submit Report** button to complete the report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

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

Some reported project information will be publicly available on the California Air Resources Board (CARB) website, including the amount of funding that is being spent on projects that benefit AB 1550 communities and maps that show the locations of these communities.

Coordination with California Air Resources Board (CARB)
As part of project selection, monitoring, and ongoing reporting, CalRecycle will consult with the CARB to ensure that the GHG emission reductions quantification methodologies are as consistent as possible with methodologies used in other programs.

Progress Report
The grantee must submit a **Progress Report** by the due date assigned in the Milestones section. The Progress Report will include a narrative section and a performance table, which are discussed below. This report shall cover all grant activities that occurred within the reporting period. The report should include the following:

1. **General Information**
The Grant Number, Grantee's name, and reporting period. The following disclaimer must appear on the cover page of the report:
   "The statements and conclusions of this report are those of the Grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

2. **Progress Narrative**
A description of work completed and arranged according to tasks and expenditure categories as shown in the Work Plan. Responses to the following questions should be included:
   - Provide a description of the tasks and activities that were completed in the reporting period.
   - Describe any tasks that were not achieved, and describe any issues or challenges that occurred during the reporting period.

- Provide a brief description of work that will be conducted during the subsequent reporting period. If necessary, explain any adjustments to the Work Plan that you may be requesting as a result of the evaluation process.

3. Performance Narrative

Descriptions of quantitative data from the previous reporting period in a format approved by the Grant Manager, including:

I. Tons of products replaced or reused

Grantee will describe the sources of the data on the amount of products replaced or reused, and any measurements or calculations made to support the data reported.

a. For projects which replace single-use containers with refillables:
   i. Describe where the refillable containers have been distributed, collected, washed, and stored. Describe re-labelling and redistribution.
   ii. Describe calculations used to determine the number of sold refillable containers, the number returned, and the number refilled.
   iii. Describe what is motivating users to switch from single-use containers to refillables (i.e. incentive, deposit).
   iv. Describe any Education and Outreach which has occurred.

b. For projects that replace single-use food service ware with reusables:
   i. Describe where reusables have been distributed, collected, washed, and stored.
   ii. Describe what single-use food service-ware products have been replaced, and describe their reusable replacements.
      i. Explain any calculations made to determine the quantity of single-use food service-ware products replaced.
   iii. Describe any education and outreach related to motivating users to switch from single-use food service-ware to reusables.

c. For Projects that replace single-use transport packaging with reusables:
   i. Describe where single-use packaging has been replaced with reusable packaging.
      i. Describe the location of components such as distribution, replacement, and use.
   ii. Describe what single-use transport packaging has been replaced, and its reusable alterative.
      i. Explain any calculations made to determine the quantity of single-use transport packaging products replaced by reusables.

d. For Projects that extend the useful life of a wood project:
   i. Describe what products or materials have had their life extend.
      i. Explain any calculations used to arrive at the quantity of wood reused.
      ii. Separate the quantity of products and materials which have been repurposed from the products and materials which are in storage.
   ii. Describe how the products or materials have been treated, if at all (i.e. de-nailing, planing, grading).
   iii. Describe any other products or materials which have been diverted from landfill disposal for reuse.
      i. Quantify the amount of textiles which have been reused.

II. Community Benefits

Grantees shall describe benefits to communities that occurred in the reporting

period as a result of the project, and how those benefits address community needs.
  a. Jobs
    i. Provide number of jobs created during the reporting period, and include hourly pay rates or salaries, as well as benefits from the job, such as healthcare, paid vacation or sick leave. This information should correlate with the jobs information listed in the performance table during the reporting period.
  b. Jobs provided to residents of disadvantaged and low-income communities
    i. In addition to item a, above, provide associated census tract numbers for employees hired for which disadvantaged community (DAC) and/or low-income community status is claimed.
    ii. Explain the formal targeted hiring strategies used to direct opportunities to DAC and low-income communities.
  c. Job training
    i. Describe the types of job or career training provided for the training listed in the performance table during the reporting period.
    ii. Indicate the specific credentials earned, if any, during the reporting period (e.g. certifications, licenses, degrees).
  d. If this project provides other benefits to a community, d the types of benefits provided, the specific communities served, and the method for quantifying these benefits.

4. Performance Table

CalRecycle will provide a Performance Table for quantitative data related to GHG emission reductions and community benefits data that occurred within the reporting period. CalRecycle will develop a Performance Table in coordination with the grantee that is customized to meet the grantee's reporting and CalRecycle's reporting obligations under CCI. The Performance Table must be submitted in conjunction with each Progress Report. The quantitative data includes, but is not limited to:

I. **Tons of Single-use Products Replaced or Products Reused**
   Grantees must measure and report the quantity of material which did not go to landfill as a result of the project. If the grant project also provides textiles in good used condition or better (including but not limited to clothing, linens, and towels) to residents of disadvantaged or low-income communities, or low-income households, the grantee may be required to quantify the amount of textiles provided.

II. **Community Benefits**
   Grantees must report benefits to communities that occurred in the reporting period, as a result of the project. Fill out all sections of the Performance Table.
   a. Jobs
     i. The job classification, job education required, job experience required, average hourly wage, and number of jobs provided by the grant during the quarter.
     ii. Total project work hours for each job provided.
     iii. Types of benefits included with the job, such as employer paid health insurance, paid leave, and/or retirement plan.
   b. Jobs provided to residents of DAC and low-income communities, if different than total jobs.

  i. The job classification, job education required, job experience required, average hourly wage, and number of jobs provided to DAC and low-income communities during the reporting period.

  ii. Associated census tract numbers for employees hired for which DAC and low-income community status is claimed.

  iii. Total project work hours for each job provided to DAC and low-income community employees.

  iv. Types of benefits included with the job, such as employer paid health insurance, paid leave, and/or retirement plan.

  v. Identify the formal targeted hiring strategies used to direct opportunities to DAC and low-income communities.

 c. Job training

  i. Total number of people that completed job training and the associated job training classification/trade; and

  ii. The type of credentials earned (e.g. certifications, licenses, degrees).

 d. Job training provided to DAC and low-income communities, if different than total job training.

  i. Number of people in DAC and low-income communities that completed job training and the associated job training classification/trade; and

  ii. The type of credentials earned (e.g. certifications, licenses, degrees).

The quantitative data captured in the Performance Table is designed to support the qualitative claims being made in each Progress Report. The data captured in the Performance Table should be accurate and should not be estimated. Required documents and reports are subject to change due to CARB's 2018 Funding Guidelines for Agencies that Administer California Climate Investments (https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies) or legislative requirements.

5. Pictures
Provide digital images showing the progress of the grant project during the reporting period. Photographs should be in PDF, JPG, or PNG format. If another format is preferred, the format must be approved by the Grant Manager.

Electronic and Original Signatures
CalRecycle will accept electronic signatures on certain reporting documents. However, CalRecycle documents or forms that certify information or are legally binding require original signatures. If a signature block with penalty of perjury language is provided, please provide a wet ink signature. If you have questions regarding e-signatures, you may email grantassistance@CalRecycle.ca.gov.

Critical Project Review
A Critical Project Review will cover activities **from the date of Grant Agreement execution to the date of the review**. During this review, the grantee will discuss the progress made on tasks included in the Work Plan and Budget. If the project is not facilitating GHG emission reductions within one year of award, CalRecycle may terminate the agreement. The Grant Manager may schedule subsequent Critical Project Reviews at any time during the Grant Term. If it is determined by CalRecycle from the Critical Project Review that, at that time, the grant project is not meeting, and is

unlikely to meet, certain milestones, CalRecycle shall have the right to terminate the Grant Agreement pursuant to the Terms and Conditions (Exhibit A) of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the grantee may be required by CalRecycle to return any previously reimbursed funds. Termination may result in forfeiture by the grantee of any funds retained pursuant to CalRecycle's 10 percent retention policy.

Final Report

The Grantee must upload and submit the Final Report to the Reports tab in GMS by the date listed in the Milestones section. The Final Report should cover grant activities from the NTP through February 28, 2023. Each grantee will receive a Final Report Template from the Grant Manager that must be used to submit the Final Report.

Grant Payment Information

1. Payment to the grantee for eligible grant expenses is made on a reimbursement basis only, and only for those materials and services specified in the approved grant application.
2. Reimbursement may be requested in conjunction with submission of either a Progress Report or the Final Report.
    a. The grantee may be allowed to submit one Grant Payment Request unaccompanied by a Progress Report at the three-month interval of the semi-annual reporting periods if approved by the Grant Manager in advance. An email request, with justification of need, must be submitted to the Grant Manager prior to creating a payment request in GMS.
3. The grantee must submit the required Progress Report/Final Report, and the Grant Manager must approve the report prior to, or concurrent with, submission of the Grant Payment Request.
4. The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the "Payment Request and Documentation" section.
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 Report, have been satisfied.
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) (https://www.calrecycle.ca.gov/Funding/forms/) signed under penalty of perjury by the grantee's contractor(s) and subcontractor(s) in accordance with the "Reliable Contractor Declaration" provision of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to commencement of work. See "Reliable Contractor Declaration" provision in Terms and Conditions (Exhibit A) for more information.

Payment Request and Documentation
Failure to submit the final Payment Request with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. Payment requests must be submitted in GMS. For further instructions regarding GMS, including login directions, see the section above entitled, Grants Management System.

To submit a Grant Payment Request:
1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
   - Choose **Reimburse** for the Transaction Type and enter the amount spent in each budget sub category.
   - When the transaction is complete, click the **Save** button.
   - After the transaction is saved, the **Upload Supporting Documentation** button will appear in the lower right corner.
3. Click the **Upload Supporting Documentation** button.
   - Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
   - Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
   - The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete the payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

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

Supporting Documentation
A. A scanned copy of the **Grant Payment Request form** (CalRecycle 87) with the signature of the signatory or his/her designee, as authorized by grantee's Resolution or Letter of Commitment, must be uploaded to GMS.
   Note: A designee may sign on behalf of the grantee if a) authorized by the Resolution or Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.
B. **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. The grantee should retain the original documents
C. Cost and Payment Documentation
Acceptable cost and payment documentation must include at least one of each of the following.
   a) Invoices, receipts, or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
   b) Proof of payment may include:

      i.   Copy of cancelled check(s) that shows an endorsement from the banking institution
      ii.   Invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials
      iii.   Accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
      iv.   Bank statement(s) along with a copy of the endorsed check or invoice showing the check number
      v.   Copy of an electronic funds transfer confirmation
      vi.   Cop(ies) of a credit card statement(s)

D. Personnel Expenditure Summary (CalRecycle 165)
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 the Grant Manager).

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

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

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, competitive bids, grant amendments if any relating to the budget or work plan, copies of any agreements with contractors or subcontractors if utilized, 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.