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Department of Resources Recycling and Recovery

Local Conservation Corps Grant Program Grant Program

Application Guidelines and Instructions

36th Cycle Fiscal Year 2021-2022

Table of Contents

Grant Cycle Overview	3
Timeline	3
Eligible Applicants	3
Available Funds	4
Grant Term	4
Eligible and Ineligible Costs.....	5
Environmentally Preferable Purchases and Practices Policy Requirement	5
Public Records Requests	5
Confidentiality	6
Application Instructions.....	7
Application Access	7
GMS Tabs - Application Contents and Instructions	7
Summary Tab	7
Applicant/Participant Tab.....	8
Detail Tab	8
Contacts Tab	9
Budget Tab	9
Documents Tab	9
Application Submittal and Deadline	9
Application Documents.....	10
Electronic and Original Signatures	10
CalRecycle Documents	10
Application Certification	10
Budget Workbook	10
Grant Project Summary	11
Applicant’s Documents	11
Resolution.....	11
Letter of Designation	12
Federal Indirect Cost Rate (FICR)	12
Cost Allocation Plan (for Grantees that do not have a FICR)	12
Advance Payment Request Documents	12
Grant Review and Award Process	14
Grant Application Review Process	14
Grant Award Process.....	14
Grant Award Conditions.....	14
Grant Program Administration	15
Grant Agreement	15
Reporting Process	15
Payment Request Process	15
Advance Payment	15

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/>). The applicant will need to sign in to GMS to complete and submit an application.

Note: The following terms used in this document are defined below, unless the context clearly indicates otherwise:

- “Applicant” refers to either the legal name of the entity that is legally responsible for grant administration, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- “You” refers to a person who is completing the application on behalf of the Applicant.

Timeline

April 30, 2021: Application Due Date

- Applicants must submit applications in GMS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

June 2021 (tentative): Grants Awarded

- CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month.

July 1, 2021–June 30, 2023: Grant Term

For milestones that take place during the grant term, refer to the Procedures and Requirements document.

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

- \$ 24,781,298 is available for this grant cycle, fiscal year 2021–22, subject to funding availability.
 - 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, 2021 and ends on June 30, 2023.

For detailed information about requirements within the grant term, refer to the Procedures and Requirements document.

Eligible and Ineligible Costs

Grantees may incur eligible costs only during the Grant Term. For detailed information about eligible and ineligible costs, refer to the Procedures and Requirements document.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, CalRecycle requires all applicants to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations.

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. If applicants do not have an EPPP Policy in place prior to submitting their application must certify to the fact that a Policy will be adopted by the secondary due date on the Detail tab in the application.

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 and 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.

Additional EPPP Policy resources include:

- [Tools and Resources](https://www.calrecycle.ca.gov/EPP/Resources/) (<https://www.calrecycle.ca.gov/EPP/Resources/>)
- [Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/) (<https://www.calrecycle.ca.gov/EPP/LawPolicy/>)
- [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)

Note: In Joint Applications, the lead and the participants will each need an EPPP Policy. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

For more information, visit the [EPPP Frequently Asked Questions web page](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 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 the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>).

Confidentiality

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information

Title 14 of the California Code of Regulations (14 CCR), [sections 17041-17046](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), states that confidential or proprietary information shall include, but is not limited to:

- Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications or other documents submitted to [CalRecycle] which if released would result in harmful effects on the person's competitive position.
- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, "confidential or proprietary information" will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041-17046. However, the law does not treat documents marked as "confidential or proprietary information" (such as sales brochures, promotional literature and other general non-financial documents) as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as "confidential." If there was any question as to whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in section 14 CCR 17046.

What program procedures will keep information confidential?

Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantees agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

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 to log in to the system. Those who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

To start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>).
2. Select **Apply for a Grant** on the left.
 - All open grant cycles are displayed in a table.
3. Find Local Conservation Corps Grant Program, RLC36: 2021-2022 and select **Start Application**.
 - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
 - GMS will automatically add you as the Primary Contact for the new grant application however, you may update this later.
4. Click **Save**.

GMS Tabs - 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.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads 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.
- Applicant fails to adopt an EPPP Policy and submit the EPPP Notification by the secondary due date.

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 submit all required documents, based on the individual grant application/project, by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the entity that is legally responsible for grant administration, if awarded.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
 - Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.

If the Participant Search List does not contain your Applicant/Participant name:

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution. Do not include the department or unit name. Do not enter your personal name.
 - List county names with the name first followed by the word “County,” e.g., “Sacramento County.”
 - List city names as “City of” followed by the city’s name, e.g., “City of Sacramento.”
3. Complete all required fields then click **Save**.

For a list of eligible applicants, please see the Grant Cycle Overview section titled “Eligible Applicants.”

Detail Tab

Complete this tab as follows:

1. Enter the provided award amounts by material fund in the Budget Workbook in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount listed in the Budget Workbook. Please round all amounts to the nearest whole dollar.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the “Ctrl” key while selecting the numbers.
3. To request an advance of grant funds, check the **Request Advance Payment** box. If you are electing to receive only reimbursement payments, skip this section.
4. Enter the applicant’s **Department Name**, e.g., “General Services.” If the applicant does not have a department, enter the applicant’s name.
5. Enter the grant payment mailing address.
 - **Project Summary/Statement of Use:** Provide a brief overview of the activities that will be implemented, broken down by funding source.
6. Select the appropriate option for the Resolution and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.

Contacts Tab

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact may be granted access by checking the box on the top of the contact's detail screen. The contact will be able to log in to GMS using their own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized 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.
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, 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 budget document provided in GMS. Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification. Transfer the total of each budget category from the document into the Budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. The total must equal the Grant Funds Requested amount shown on the Detail tab.

Documents Tab

See the Application Documents section in the Summary tab for documents that must be uploaded in the Documents tab.

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select "today's date."

Application Submittal and Deadline

The **Submit Application** button located in the Summary tab will be enabled after all required documents have been uploaded.

Click the **Submit Application** button and the application status will change to **Submitted**. You can only submit the application once.

You must submit your application no later than 11:59 p.m. on 04/30/2021. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or by calling Joseph Pacheco at (916) 341-6534.

Application Documents

Electronic and Original Signatures

CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

Note: The e-Signature must be the Adobe Digital ID or through another certified digital signature program, and cannot be the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method, will be considered as incomplete and may be sent back to the applicant.

Once the document(s) have been signed by the Signature Authority, you must scan the wet signature, or upload the digitally signed document and save it to GMS. Retain the original document for potential CalRecycle audits (see Audit Consideration section of the Procedures and Requirements document for more information).

If you have questions, email grantassistance@calrecycle.ca.gov.

CalRecycle Documents

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. 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. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents.

Below is a list of the documents:

Application Certification

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification from the Summary tab. Once the Application Certification is signed, upload it to the Documents tab.

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. Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

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/templates of some of these documents, please refer to the Summary tab. Retain the original hard copy documents for potential CalRecycle audits (see Audit Consideration section of the Procedures and Requirements for more information).

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the Resolution is a required application document that must be uploaded with the application or CalRecycle will deem the application incomplete and disqualify the applicant.

Resolution requirements vary for individual applications and joint applications as described in the following sections. For Resolution templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff are available to answer questions about the Resolution, 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 Resolution Requirements:

- 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.
- The Resolution must identify the time period, 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 specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
- 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 their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

Note: The Signature Authority must sign a Letter of Designation **prior** to the designee's exercise of their authority.

Letter of Designation

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person.

The approved Resolution must indicate the Signature Authority's ability to delegate or designate their authority. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

- Be on the applicant's letterhead.
- Be signed by the Signature Authority.
- Include the job title of the designee and the scope of the designee's authority.
- Include the time period during which the designee may exercise the authority.
 - The designee's authority may not extend beyond the effective date of the approved Resolution. For example, if the Resolution is effective until December 31, 2020, then the Letter of Designation may not be effective beyond December 31, 2020. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

For LOD templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page.

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 will 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; CalRecycle tentatively schedules this for June 2021. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

Grant Award Conditions

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

1. The recommended grantee must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.
2. The recommended grantee's Signature Authority (or their delegated signature authority) must sign and return the Grant Agreement to CalRecycle. CalRecycle must receive the signed Grant Agreement within 60 days of the date of the award email.

Failure to comply with 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. CalRecycle now sends the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, we will email grantees the information below.

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
- **Exhibit A: Terms and Conditions**
 - Contain CalRecycle standard legal requirements for grants
- **Exhibit B: Procedures and Requirements**
 - Contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements
- **Exhibit C: Grantee's approved application with revisions, if any, and any amendments**
- **e-Signature Instructions for Awardees**
 - Contains instruction on how to sign the Grant Agreement Cover Sheet using Adobe Sign
- **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 End of Cycle Report is due on or before 8/30/2023. The Procedures and Requirements document (Exhibit B) contains detailed reporting information and deadlines.

Payment Request Process

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. The Procedures and Requirements document contains detailed payment information.

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.