

LOCAL CONSERVATION CORPS BCRF PROGRAM GUIDE

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Disclaimer:

This resource document and related video material (where applicable) is for the exclusive use of participants in the California Local Conservation Corps Grant Program (LCCs). The purpose of this resource is to provide information and reference links to assist LCCs in management of the material collection programs funded by the CalRecycle Local Conservation Corps Grant Program. Use of this material by persons or organizations other than LCCs may result in compliance violations. This resource document does not supplant grantee responsibility to read and comply with all relevant statutes and regulations whether included or omitted from this document. Grantees are further responsible to monitor and comply with relevant changes related to regulatory and statutory requirements.

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Introduction

CalRecycle funding of the Local Conservation Corps Grant Program began when AB2020, the Bottle Bill, was passed in 1986. Beverage Container Recycling Fund (BCRF) monies were made available to the Local Conservation Corps (LCC) in 1986-87. At that time beverage containers were commonly disposed of by the public as litter; however today, beverage containers disposed of as litter are few and far between due to the success of California's recycling programs. Local Conservation Corps conducted litter cleanup of these containers under the Public Resources Code (PRC) §14581.1 (See Appendix). Litter Clean-up Collections are described starting on page 9.

Much has changed from those early days. Cities and counties have well established single stream curbside recycling by franchised haulers. Beverage Container redemption centers paying California Redemption Value (CRV) to the public for bottles and cans were established and many non-profits-initiated collection programs.

With recent changes in the CRV redemption centers there are increasing opportunities for LCCs to fill in the gaps through the various CalRecycle Division of Recycling (DOR) collection programs. New and innovative collection programs are being launched, and the potential for additional grant monies to support these new activities are being made available.

Information found in this guide will detail the five main beverage container collection programs where an LCC may participate. Information is also provided on Litter Cleanup guidelines (See page 14).

Details are provided on the various resources for beverage container collection programs. Included is information on registration or certifications, and any required training to operate collections under each certification. Information regarding data reporting and the two different database systems is briefly covered.

LCCs are responsible for reviewing the information on the various web sites listed below for required training and compliance. LCCs must also coordinate with the local government agency prior to the LCC beginning a collection program to ascertain any limitations imposed by the franchised hauler contract, or to obtain the necessary letter of permission from the local jurisdiction where required. It is strongly recommended that LCCs do not provide regular route recycling services to individual single-family residents unless unique circumstances exist where recycling services are not provided and there is no conflict with the franchised hauler contract.

IMPORTANT: Local Conservation Corps that collect beverage containers from sources that they are not certified for will receive a demand order from the DOR to cease collections immediately.

Contact Information

For additional information, questions, and assistance:

CalRecycle
Division of Recycling Certification Unit
1001 I Street MS 10C
Sacramento, CA 95814
(916) 324-8598

Web Sites Resources

- Regulations – (See Appendix)

[CalRecycle Beverage Container Recycling Laws](#)

(<https://calrecycle.ca.gov/BevContainer/LawsRegs/>)

- Main Web Page

[Beverage Container Recycling \(https://www.calrecycle.ca.gov/BevContainer/\)](https://www.calrecycle.ca.gov/BevContainer/)

This web page will direct you to all links regarding beverage container collections, trainings, and program update notices

- Forms

How to apply for certification and other program management

[Program Forms](#)

(<https://calrecycle.ca.gov/BevContainer/Forms/>)

Training and Certification

The DOR provides participants with a manual that details program requirements that is specific to each certification and will hold a certification interview to go over the manual and answer any outstanding questions. Participants are assigned a certification representative for questions or to update their account.

To submit a new or renewal application for certification as a recycling center or processor, potential operators must first attend precertification training and pass an exam.

For all questions regarding Certifications, Reverse Vending Machines, and Convenient Zones contact your Certification Specialist at the DOR.

Application and Registration Requirements

- CalRecycle has 30 working days to initially review your application.
- If your application is found to be incomplete, you will be sent a letter telling you what is needed to complete your application. If your application is complete when

received, or completed after notification, CalRecycle has an additional 60 calendar days to further review your application and to conduct any on-site program reviews as necessary. If you have never been certified by the DOR, a program review is required.

- Upon approval of your application, the DOR will mail a notification of approval along with your certificate showing the certification number and expiration date and an operating manual. Operators of recycling centers will later be sent a sign or decal that identifies them to the public as certified operators.
- It is important to consider this review schedule because you cannot act as a certified operator until your application is approved.
- Once your application is approved, you are required to begin operating within 60 calendar days or the certification number will become invalid, and you will have to reapply.
- Within five (5) days of the date you began operations, you must notify the DOR of the actual date you began operations by submitting a completed Operational Date Notification.

The Five Beverage Container Recycling Certifications Defined

- Certified Drop-off / Collections (CP) - Nonpayment of CRV redemption
- Certified Community Services (SP) - Operated by Non-Profit Organizations (NPOs) same program as CP
- Certified Curbside Program (CS) - Apartments and multifamily residents
- Certified Recycling Centers (RC) – Facility that accepts recyclable materials
- Reverse Vending Machines (RVM) – Redemption machines for public use

Certified Drop-off / Collections (CP)

14511.7. *“Drop-off or collection program” means any person, association, nonprofit corporation, church, club, or other organization certified by the department, and that accepts or collects empty beverage containers from consumers with the intention to recycle them, or any waste reduction facility that separates beverage containers from the waste stream with the intent to recycle them. “Drop-off or collection program” does not include a certified recycling center or curbside program.*

Operators of Certified drop-off / collection programs are prohibited from paying CRV for containers; however, they may pay scrap value. Certified Drop-off/Collections may be operated by individuals, partnerships, husband/wife co-ownerships, corporations, or limited liability companies. These programs may engage in one or more of the following activities:

- Set up drop off bins at specific locations, such as offices or schools, to collect containers on a donation basis. Drop-off bins provide centrally located operations where individuals can drop off their beverage containers for recycling as a donation to the organization sponsoring the locations. Most locations are self-service and open around the clock for customer convenience, although some are staffed with on-site employees to answer questions

- Collect large volumes of empty beverage containers from a variety of places such as bars, restaurants, hotels and/or parks.
- Separate recyclables from mixed municipal waste.

Drop-off / collection programs range in size from large, national solid waste management corporations to independent recyclers serving their local community.

Drop-off / collection program operators usually just accept or collect the donated material, selling it to someone else for processing. They make their profit from accepting or collecting empty beverage containers, then redeeming them at a certified recycling center or processing facility for CRV payment and possibly scrap value. The operator is responsible for arranging to get the beverage containers to a certified recycling center or processor where they are redeemed.

Operational details vary from location to location: some locations provide recycling for only one type of material (e.g., aluminum), some accept multiple materials, and some provide seasonal recycling (e.g. telephone books).

Important Certification Distinction

Corps that collect from both multifamily / apartment residential and commercial (business) establishments, will need to register both as Curbside Program (CP) and as a Community Service program (SP).

Community Services (SP)

Per Regulations, Section 2000 (11) "Community Service Program" means a program, certified by the Division, which does not pay a refund value and accepts or collects empty beverage containers at a specific location or locations and meets one of the following criteria:

(A) The program is organized under Section 501(c) or 501(d) of the Internal Revenue Code [26 U.S.C. 501(c) and 501(d)], or

(B) The program is a charitable group organized under Section 23701 of the California Revenue and Taxation Code, or

(C) The program is operated by, or caused to be operated by, a city, county or other public agency.

Any commercial volumes must be reported under a Drop-off or Collection program or Community Service program certification number (CP or SP).

Community service programs are operated by a nonprofit/charitable organization with tax exempt status, or a city, county or other public agency. Like certified drop-off / collection programs (CP), community service programs (SP) may engage in setting up drop-off bins at specific sites or collect from various locations such as schools, churches, or parks, venues, and events. Charitable organizations (such as

environmental groups, community groups and municipal governments) often become certified as a community service program as part of their fundraising efforts.

These programs may engage in the same type of activities as drop-off or collection programs.

Important Certification Distinction

Local Conservation Corps that collect from both multifamily / apartment residential and commercial (business) establishments, will need to register both as Curbside Program (CP) and as a Community Service program (SP).

Certified Curbside Programs (CS)

Curbside programs, as defined by the Act, are only allowed to collect material from residential areas

(14509.5. “Curbside program” means a recycling program which meets all of the following criteria: (a) The program picks up empty beverage containers from individual or multiple family residences, or both, and the empty beverage containers are separated from waste materials prior to being picked up. (b) The program is operated by, or pursuant to a contract with, a city, county, or other public agency, or is acknowledged, in writing, by a city, county, or other public agency. (c) The program accepts empty beverage containers from consumers with the intent to recycle them but does not pay the refund value.)

Curbside Program registration is required if anyone is collecting empty beverage containers that have been sorted from mixed municipal waste from single family and multi-family residences. If a corps is collecting empty beverage containers from multi-family residences, they need a CS registration number.

IMPORTANT: Local Conservation Corps that register as a CS must also obtain a letter of authorization on agency letterhead for each city or county where CS collections will take place. The letter is submitted with the CS certification application. It is vital the LCCs are assured that CS collections are allowed under the jurisdiction’s franchise waste hauler agreement.

Local Conservation Corps that collect from both multifamily / apartment residential and commercial (business) establishments, will need to register for more than one type of certification. Check with your assigned DOR Certification Specialist.

Registration and Training

[Registration Requirements Fact Sheet for Curbside Programs](https://www2.calrecycle.ca.gov/Publications/Details/1597)
<https://www2.calrecycle.ca.gov/Publications/Details/1597> (PDF)

Certified Recycling Centers (RC)

Information to Become a Certified Recycling Center

Requirements of Certified Operators

(<https://www.calrecycle.ca.gov/BevContainer/Recyclers/>)

How to Apply for Certified Recycling Centers

(<https://calrecycle.ca.gov/BevContainer/CertOperator/#howtoapply>)

Operators of recycling centers redeem CRV beverage containers from the public as well as from other certified recycling centers, drop-off or collection programs, community service programs and curbside programs. The containers redeemed must be properly labeled and must have been purchased in California. The center pays, at a minimum, the CRV value of the containers. It is optional whether or not a scrap value is added, but this is one incentive that the center may use to attract customers. Certified recycling centers must redeem all eligible container types; however, a certified recycling center operator is not required to buy non-CRV materials from consumers.

Some certified recycling centers are equipped with "reverse vending machines" that pay customers for beverage containers placed in the machine. Other operations include staffed centers with bins or a truck with a staff person on-site to pay the CRV and possibly scrap value.

Operators are certified for each recycling center location they operate. An RVM is considered a certified recycling center and therefore require certification by DOR's certification section.

When the operator of a certified recycling center sells the beverage containers to another certified recycling center or a processor, the CRV payment is repaid to the operator and generally a scrap price also. The scrap payment is where the recycling center will make its profit on the beverage containers. Arrangements for the transportation of the goods to the certified recycler or processor is the responsibility of the certified recycling center.

Recycling centers are not owned or operated by the State of California. All recycling center days and hours of operation are determined and overseen by the individual recycling center operator and must be posted at the center. Most recycling centers are required to be open a minimum of 30 hours per week, and at least five of those hours must be other than Monday-Friday between 9:00 a.m.-5:00 p.m. (examples of this are opening earlier than 9:00 a.m., closing later than 5:00 p.m., opening on the weekend, or combining these).

Training to Become a Recycling Center Certified Operator

Precertification training classes and examinations will be conducted in-person only. Renewal applicants have the option to attend in person or online. In-person classes will be conducted in Southern and Northern California, monthly, as needed. To register for a Precertification Training class, please submit a registration form, through email, indicating the requested location. Renewal applicants may indicate the requested

location/format. Precertification training and examinations may be cancelled if, 5 business days prior to the scheduled training class there is not a minimum of 5 registered participants. Link to PDF application:

Preregistration form (<https://www2.calrecycle.ca.gov/Docs/Web/115707>) (PDF).

Reverse Vending Machines (RVM)

Reverse Vending Machines which dispense CRV redemption funds are registered as a Certified Recycling Center. They must be staffed and open a minimum of 30 hours per week as detailed above.

Typically, RVMs are certified only as a RC because RCs are the only program that can pay CRV. A CP or SP could operate an RVM, but it can only pay scrap value for empty beverage containers.

Reverse Vending Machine days and hours of operation are determined and overseen by the individual recycling center operator and must be posted. Most RVMs are required to be open a minimum of 30 hours per week, and at least five of those hours must be other than Monday-Friday between 9:00 a.m.-5:00 p.m. (examples of this are opening earlier than 9:00 a.m., closing later than 5:00 p.m., opening on the weekend, or combining these). It is recommended that the RVM is staffed.

WeighMaster Program

All Certified Recycling Centers with weigh scales are subject to registration and regular certification of their scales by the Weigh Master Program.

California Department of Food and Agriculture – [Division of Measurement Standards, Weighmaster Enforcement Program](https://www.cdfa.ca.gov/dms/programs/wm/wm.html)
(<https://www.cdfa.ca.gov/dms/programs/wm/wm.html>)

California Business and Professions Code, Division 5, Chapter 7, requires all businesses operating as a Weighmaster to be licensed.

Reporting Systems

Recycling and Disposal Reporting System (RDRS)

[Web page for accessing the \(RDRS\) as well as training and reference material and Listserv](https://www.calrecycle.ca.gov/swfacilities/rdreporting) (<https://www.calrecycle.ca.gov/swfacilities/rdreporting>)

The RDRS is CalRecycle's electronic online data system in which businesses, facilities, and operations with a reporting obligation are to submit required information. Reporting entities submit information to CalRecycle on a quarterly basis on the types and quantities of material that they sell, transfer, or dispose.

Local Conservation Corps may be required to report in RDRS if their specific operation handles 100 tons or more per quarter. The 100 tons per quarter would be an aggregate of all materials handled in each quarter, including E-waste, tires, and beverage containers. RDRS reporting is in addition to data reporting in other systems such as Division of Integrated Recycling Integrated Information System (DORIIS) and WTMS.

To help each LCC determine whether their operation is required to report in RDRS, access the

["Do I Need to Register?"](#)

(<https://www2.calrecycle.ca.gov/RecyclingDisposalReporting/RegistrationQuestionnaire>)

Division of Recycling Integrated Information System (DORIIS)

The [Division of Recycling Integrated Information System \(DORIIS\)](https://www.calrecycle.ca.gov/BevContainer/DORIIS/) (<https://www.calrecycle.ca.gov/BevContainer/DORIIS/>) is a free Internet-based tool for the beverage container recycling community. DORIIS improves business processes, makes data entry easier, and provides program participants with timely and accurate information. This online system reduces paper use and lessens California's carbon footprint.

Anyone involved in the California Redemption Value (CRV) program--recyclers, dealers, **grantees**, beverage manufacturers and distributors, **curbside programs**, processors, volunteer organizations, and external stakeholders--can have access to relevant information. The system is flexible enough to respond to ever-present and continuously changing environmental, legislative, and technical demands. The Division of Recycling Integrated Information System has user-friendly tools and access to information, providing the capability for program participants to improve their business. The analysis and decision support tools provided by DORIIS will help you be more informed and make effective decisions related to your participation in the (CRV) program.

Request a Login to DORIIS at the [Portal Access Request](https://doriis.calrecycle.ca.gov/webcenter/portal/DORIIS) (<https://doriis.calrecycle.ca.gov/webcenter/portal/DORIIS>) Login credentials is required for **every individual** wishing to gain access to DORIIS.

DORIIS Technical Assistance

DORIIS Help Desk Hours: Monday-Friday 8:00 a.m. - 5:00 p.m.

Send questions or comments via email to doriishelp@calrecycle.ca.gov

Phone: (916) 322-1655

IMPORTANT NOTE: Not all types of BCRF CRV certified collectors may need access to DORIIS. Check with the assigned Certification Specialist if your LCC should have access to DORIIS. If your LCC does not need access to DORIIS you must obtain the shipping reports and weight ticket receipts from processors. All LCCs are urged to utilize an internal spreadsheet or other means to track the weights from the processors for purposes of Grant Quarterly Progress Reporting.

Listservs

CalRecycle maintains many program e-mail lists for stakeholders that are open for free public subscriptions. Sign up to receive important program and legislative updates/announcements, training, for all CalRecycle programs

[Listserv](#) - Sign up to receive updates and notices

<https://calrecycle.ca.gov/emailupdates/>

Additional program-related resources can be obtained at this web page –

[CalRecycle Data Central](https://calrecycle.ca.gov/datacentral/) (<https://calrecycle.ca.gov/datacentral/>)

New CRV Containers Collections

Starting in 2024 two new laws, SB 1013 and SB 353, expanded the Container Redemption Value (CRV) program to include wine and spirit bottles, boxed wines and fruit and vegetable juice containers.

Please review the following Senate Bills for complete details about these new beverage container programs:

- **SB 1013 (Atkins, Chapter 610, Statutes of 2022)** (<https://calrecycle.ca.gov/bevcontainer/wine-spirits/>) was approved by Governor Newsom on September 27, 2022, and became effective on January 1, 2023. This legislative bill brings wine and distilled spirits into the California Beverage Container Recycling Program (BCRP), introduces new grant programs, expands the convenience zones, and significantly modifies the role of dealers in the BCRP.
- **SB 353 (Dodd, Chapter 868, Statutes of 2023)** (https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB353) Adds fruit juice containers of 46 ounces or more and vegetable juice containers over 16 ounces to the program beginning January 1, 2024. Increases processing payments by changing the method for determining scrap value and provides an additional payment to rural recycling centers for handling glass containers.

The CRV eligible beverages are packaged in:

- Aluminum
- Glass
- Plastic
- Bi-metal

The CRV refunds provided in the new statutes are:

- 5 cents for containers less than 24 ounces
- 10 cents for containers 24 ounces or larger

Effective January 1, 2024, 25 cents for boxes, bladders or pouches containing wine, distilled spirits, wine coolers, or distilled spirit coolers.

Starting January 2024, anyone purchasing wine or liquor will be charged an additional 5 cents for bottles less than 24 fluid ounces in volume and 10 cents for larger bottles. Other containers, such as plastic pouches, bags-in-a-box or cartons will be subject to an additional 25-cent charge.

For context, a common size for wine and liquor bottle is 750 ml — or a bit more than 25 fluid ounces.

Litter Clean up Guidelines

While litter abatement may seem like a good way to keep Corpsmembers working and utilize BCRF monies, the BCRF does not receive funding from a litter clean-up source. Rather, the monies come from the redemption fees paid by consumers. The authorizing statute, Public Resources Code (PRC) §14581.1, or the “Bottle Bill” (See Appendix), states that litter abatement may be supported with BCRF funds, “...for beverage container litter reduction programs and recycling programs” This language makes it clear that BCRF-funded litter abatement is linked to removal of beverage container material. Therefore, expenditures to the BCRF must be directly related to collecting and recycling CRV material.

Below are guidelines for litter clean-up projects:

- Before starting a new litter clean-up project, LCCs are required to gain approval from the assigned Grant Manager.
- Each LCC receives a Decree or MOU issued by a local government agency for litter clean-up projects, which can include collection of materials such as E-waste,¹ waste tires,² and non-grant supported mattresses; however, the Decree does not exempt a Corps from the statutory intent underlying BCRF funding.
- Litter clean-up projects must contain an aggregate volume of at least 50% of grant-funded collection materials to be considered an allowable expense allocated to the BCRF, or any of the other material funds. *
 - An example is that the cleanup of any ratio of CRV, tires, and E-waste that would comprise of 50% of the total volume of litter at any one site is an allowable expenditure. If the overall litter is comprised of only CRV and no E-waste or tires (or any combined ratio of the three materials) so that the total volume is less than 50%, then the grant cannot be expensed for the labor to clean up the site. **(See Additional details of third bullet point on the next page)**
- With a Decree or MOU for litter clean up, LCCs may seek “Fee for Service” agreements from the local government agency for on-going litter clean-up activity reimbursement.
- The cost to dispose of litter material unrelated to CalRecycle grant funds is not an allowable grant expense.
- With Grant Manager approval, **one-time** requests for clean-up projects in public creek beds or large solid waste piles on public lands may be approved to advance positive partnerships with a city or county agency. (See next page)
- CRV collected from litter cleanup projects should be sent to the LCCs’ Bottle and Can Processor with the volume reported in the Progress Reports either by material type or as Mixed recyclables.

If your LCC is already engaged in on-going litter cleanup projects for local government agencies and charging the grant for all labor and disposal costs, please get in touch with the partner agency to explain these limitations on litter abatement reimbursements. The work may continue if the expenses charged to the grant and the 50% material content limitation are compliant with this guidance.

***Additional details of third bullet point above:**

Any cost for disposal of waste that is not BCRF, E-waste or Tires is not an allowable expense. So, to put it another way...anything that is going to go to landfill (i.e. trash), or other items that are bound for non-grant funded materials processing such as bulky items, (appliances furniture etc.) cannot be expensed to the grant for the disposal cost.

Example: CRV, E-waste, and Tires which has been dumped on a site is given the general term of being litter, along with all other materials found at the site.

Local Conservation Corps by virtue of the grant funding and the PRC statute can pull out the items that are funded by the grant.

Provided a site meets the 50% threshold of the total site litter load volume of the grant funded materials, the labor to clean up the entire site is an allowable charge to the Grant.

The allocation of the labor cost by material fund is determined by the percent mix of the grant funded materials found at the site.

Example: Total labor time to clean up an entire site is 1 hour. The percent mix of the volume of materials is split at 50% tires, 10% BCRF 10% E-waste and 30% other, which equals 100%. The labor for that hour for each CM would be charged according to the percent of the mixed volume. As the sites' grant material volume equals 70% the total it exceeds the 50% threshold, and all the labor for cleanup of the entire site (including the 30% other) may be charged. The limitation on it is disposal costs for non-grant materials in this example the 30% other that is left for the city to haul away or pay your LCC for the labor to haul it. The LCC must gain agreement from the local agency to be responsible to pay for the disposal or coordinate for them to remove and dispose of the ineligible waste.

¹ E-waste that has been illegally dumped (abandoned) requires Corps to have been issued a POD by the local government agency to operate as a Designated Approved Collector. Refer to the LCC E-waste Program Guides for more details.

² Tire collections may require a site specific TPID # and / or a Tire Project form submitted for prior approval if the lot is private property, or the volume is 500 or greater tires. Refer to the *LCC Tire Collection Program Guide*

Appendix

PUBLIC RESOURCES CODE - PRC

(https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=PRC&division=12.1.&title=&part=&chapter=7.&article=)

DIVISION 12.1. CALIFORNIA BEVERAGE CONTAINER RECYCLING AND LITTER REDUCTION ACT [14500 - 14599] (Division 12.1 added by Stats. 1986, Ch. 1290, Sec. 2.)

CHAPTER 7. Financial Provisions [14580 - 14587] (Chapter 7 added by Stats. 1986, Ch. 1290, Sec. 2.)

14581.1. (a) The department shall expend in each fiscal year, from the moneys set aside in the fund pursuant to subdivision (c) of Section 14580, twenty million nine hundred seventy-four thousand dollars (\$20,974,000), plus the cost-of-living adjustment, as provided in subdivision (c), less fifteen million dollars (\$15,000,000), in the form of grants **for beverage container litter reduction programs** and recycling programs, including education and outreach, issued to either of the following:

(1) Certified community conservation corps that were in existence on September 30, 1999, or that are formed subsequent to that date, that are designated by a city or a city and county to perform litter abatement, recycling, and related activities, if the city or the city and county has a population, as determined by the most recent census, of more than 250,000 persons.

(2) Community conservation corps that are designated by a county to perform litter abatement, recycling, and related activities, and are certified by the California Conservation Corps as having operated for a minimum of two years and as meeting all other criteria of Section 14507.5.

(b) The grants provided pursuant to this section shall not comprise more than 75 percent of the annual budget of a community conservation corps.

(c) The amount of twenty million nine hundred seventy-four thousand dollars (\$20,974,000) that is referenced in subdivision (a) is a base amount for the 2014–15 fiscal year, and the department shall adjust that amount annually to reflect any increases or decreases in the cost of living as measured by the Department of Labor or a successor agency of the federal government.

(d) For the 2014–15 fiscal year only, the amount to be expended from the fund for the purposes specified in subdivision (a) shall be increased by seven million five hundred thousand dollars (\$7,500,000).

(Added by Stats. 2014, Ch. 35, Sec. 144. (SB 861) Effective June 20, 2014.)