Exhibit B

Procedures and Requirements Local Conservation Corps Grant Program

Cycle 37 - RLC37
Fiscal Year 2022-2023

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

Table of Contents

Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the Local Conservation Corps 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

July 1, 2022: Grant Term Begins

October 31, 2022: Q1 Progress Report Due

January 31, 2023: Q2 Progress report Due

April 30, 2023: Q3 Progress Report Due

April 30, 2023: External Audit Report Due

July 31, 2023: Q4 Progress Report Due

October 31, 2023: Q1 Progress Report Due

January 31, 2024: Q2 Progress Report Due

April 30, 2024: External Audit Report Due

April 30, 2024: Q3 Progress Report Due

June 30, 2024: Grant Term Ends

August 30, 2024: Final Payment Request and End of Cycle Report Due

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, the grantee 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/) (https://secure.calrecycle.ca.gov/WebPass/).

Accessing the Grant

Grantees must [log in to GMS](https://secure.calrecycle.ca.gov/Grants) (https://secure.calrecycle.ca.gov/Grants) using their web pass. After logging in, 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**: Grantee requests reimbursement.

- **Reports tab**: Grantee uploads required reports.
- **Documents tab**: Grantee uploads all other grant documents that are not supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.

Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the "Allow 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 Grant Manager or 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 or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, 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/), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

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

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form 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 "Grants Management System" section (above).

Grant Term

The Grant Term begins on July 1, 2022 and ends on June 30, 2024. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to July 1, 2022 or after June 30, 2024 are not eligible for reimbursement.

The final Payment Request and End of Cycle Report are due on August 30, 2024, or sixty (60) days after submittal of the final Payment Request, if the final payment request is submitted prior to June 30, 2024.

Costs incurred to prepare the Final Report and final Payment Request are only eligible for reimbursement during the Grant Term.

Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts July 1, 2022, and ends on June 30, 2024. All grant expenditures must be for activities, products, and costs specifically included in the approved Grant Project Summary and approved Budget. All services must be provided and goods received 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 include, but are not limited to, the following:
- Costs incurred and paid during the Grant Term (July 1, 2022 to June 30, 2024).
- Personnel-staff salaries, corpsmember wages and stipends, and taxes and benefits. (Benefits may not exceed 35 percent of wages and salaries. Calculation of benefits under this grant agreement does not include Workers' Compensation Insurance).
- Purchase of recycling equipment, vehicles, and materials.
- Program-related education, outreach, training, and staff development.
  - Grantees must obtain approval from CalRecycle prior to using any educational and public outreach materials and media .
- Program-related operating expenses (facility improvement, utilities, communication/telephone, facility and equipment maintenance charges, office supplies).
- Indirect costs (not to exceed twenty (20) percent of the total grant award). Indirect cost methodology must be documented using either an approved Federal Indirect Cost Rate or an Indirect Cost Plan Methodology (see Applicant's Documents on page 10) that adheres to Generally Accepted Accounting Principles.
- California Association of Local Conservation Corps Membership Dues. (These dues must be charged under indirect costs and the lobbying portion must be shown on the invoice and subtracted from the payment request.)
- Depreciation for non-CalRecycle grant-funded assets as part of Local Conservation Corps approved Federal Indirect Cost Rates (FICR). For those Local Conservation Corps who do not have a FICR, depreciation may be included in an Indirect Cost Rate (ICR) following the use allowance method per the Office of Management and Budget Circular A-122 (https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/circula

rs/a122/a122_2004.pdf) - Attachment B, paragraph 11, letters a-h, not to exceed six and two-thirds percent of acquisition cost.

- Travel with supporting documentation including but not limited to CalRecycle Travel Form 246. Travel and per diem reimbursement is limited to a maximum of the state rate for Bargaining Unit 1 that is in effect at the time of travel, in accordance with the California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1, Article 2. Please consult the Grant Manager for further guidance.
- Consultants. Consultant service contracts in excess of $5,000 charged to the grant require solicitation of a minimum of three quotes/bids documented in writing, or a sole source justification approved by the Grant Manager prior to execution of a contract or incurring the expense. The grantee shall provide all documents related to consultant service contracts to the Grant Manager for review upon request.

Personnel expenditures must be computed on the actual time spent on grant-related activities by material fund. Personnel expenditures must be identified/itemized for each employee by classification(s), hourly wage, fringe benefits, and number of hours worked on material-specific grant activities. These records must be available for audit purposes. Costs associated with the following activities are eligible so long as they meet all other program and approval requirements:

E-waste
- Collection, sorting, storing, clean-up, and transfer of E-waste
- E-waste recycling (if permitted)
- Communication and coordination with partners, local or state government or businesses regarding E-waste events and services
- Organization, facilitation, and management of collection events
- Outreach and education to the public about E-waste, events, etc.
- Internships with E-waste businesses

Waste Tire
- Collection, clean-up, hauling, and disposal of waste tires
- Communication and coordination with local and state government agencies related to remediation of waste tires at amnesty events and on public lands
- Outreach and education to the public about waste tire issues and collection events
- Internships with waste tire processing/recycling businesses
- Fee-based, non-commercial waste tire cleanup projects approved by CalRecycle
- Waste tire clean-up projects along the United States-Mexico border.

Used Oil
- Certified Collection Center (CCC) signage reviews
- Establishment and operation of a CCC
- Labor for filter exchange events, filter crushing and draining
- Purchase and distribution of Do-It-Yourself used oil kits, bilge pads, or other used oil remediation and management materials as approved by CalRecycle
- Outreach and education to the public about used oil (storm drain stenciling, dock walking, and distribution of Do-It-Yourself kits)
- Communication and coordination with state and local government and businesses related to used oil events and services

- Internships with used oil recycling businesses

Beverage Container
- Collection, clean-up, sorting, storage, and transfer of beverage containers
- Communication and coordination with local and state government agencies, businesses, schools, multi-family complexes, and large venues to implement recycling programs and services
- Operation of a recycling center
- Outreach and education to the public about beverage container recycling at events
- Internships with beverage container recycling businesses

Ineligible Costs

Any costs not specifically included in the approved Budget and not directly related to Local Conservation Corps Grant Program and the approved grant project are ineligible for reimbursement. The grantee should contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:
- The Costs incurred before July 1, 2022 or after June 30, 2024.
- Costs inconsistent with local, state, and federal statutes, ordinances, or regulations.
- All food or beverages purchased for meetings, workshops, or celebrations.
- Out-of-state travel unless included in the approved project budget, or pre-approved in writing by the Grant Manager.
- Costs that do not support the activities in the Grant Project Summary or are unrelated to the purpose of the grant.
- Penalty charges (late fees and related interest, parking or traffic tickets).
- Fundraising (grant writing fees, cost of events, donor events or software, etc.).
- Capital expenses or capital improvements of $5,000 or greater which are not in the approved budget and incurred before approval is obtained in writing by the Grant Manager.
- Costs not deemed reasonable or within the scope of the Grant Agreement by the Grant Manager.
- Costs incurred that required a Grant Project Summary and related budget modification that was not pre-approved by the Grant Manager as detailed in the Procedures and Requirements.
- Pre-paid expenditures for future goods or services delivered after the end of the Grant Term. (Exception: The Grant Manager may consider approving products that are purchased and paid-in-full before the end of the Grant Term, but delivered after the Grant Term, if the delay is caused solely by the supplier and through no fault of the grantee. To request an exception under these circumstances, the grantee must make a written request to the Grant Manager and receive a written response approving the specific expenditure.)
- Costs of $5,000 or more charged to the grant for which neither three bids/quotes nor sole source approval by the Grant Manager was obtained.
- Costs incurred for corpsmember holiday pay when corpsmembers are not legally employees of the Corps.
- Any costs misallocated by material fund, program, or as otherwise required by OMB 122, the State Accounting Manual (SAM), or GAAP.
- Duplicate visits to a Used Oil Certified Collection Center within one fiscal year, or visits not included in the priority list provided by CalRecycle.

- Promotional items which are giveaways that serve no true functional/programmatic purpose when distributed. Promotional items include but not limited to key chains, letter openers, squeeze toys, coffee mugs, water bottles, frisbees, hats, t-shirts, chip clips, pens, pencils, beanie babies, coloring books, calendars, pencil holders, magnets, dried sponges, flash drives, reusable bags, etc.

Ineligible Costs Associated with Prohibited Material-Specific Activities
All Materials
- Any activity deemed in violation of the statues and regulations for collecting, handling or recycling E-waste, used oil, waste tires, or beverage containers.

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

Modifications

The grantee must submit any proposed revision(s) to the Grant Project Summary and/or Budget in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be clearly marked on the Grant Project Summary and/or Budget and must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the final revised Grant Project Summary and/or Budget to GMS and notify the grantee. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

Revisions to the Budget must be made according to the following guidelines, and approval is at the discretion of the Grant Manager:

1. Budget adjustments are allowed without Grant Manager pre-approval if the movement does not require a change to the Grant Project Summary Objectives or Key Activities. The budget adjustment and justification for any budget line item transfer must be detailed in the budget adjustment tab of the budget workbook. When in doubt about any movement of funds, consult with the Grant Manager before incurring an expense.
2. Grant Manager pre-approval for a Budget Modification is required when:
   - The modification is associated with a change to the Grant Project Summary Objectives or Key Activities in the previously approved Grant Project Summary.
   - The modification involves adding or removing a line item to the previously approved budget workbook.
   - The modification is made to accommodate any capital expense or capital improvement of greater than $5,000.

3. The Grants Supervisor may approve budget line item changes after an expenditure was made if prior approval was not possible due to unforeseen circumstances and the line item is included in the approved budget.

Budget modifications, budget line item additions or deletions must be detailed in the budget modification tab in the budget workbook. Total expenditure cap on Indirect is 20 percent. Personnel Benefits are capped at 35 percent of the approved personnel budget excluding Workers Compensation Insurance. Movement of funds between material fund awards is not allowable. Material fund allocation totals may not be changed.

Acknowledgements
Publications, advertising materials, outreach materials, and educational materials paid for with Used Oil Recycling Funds must use the "Used Oil Drop" logo with the words "Recycle Used Oil" or "Recycle Used Oil and Used Oil Filters", as appropriate, and include the CalRecycle logo. Logo graphics are available on the [CalRecycle website](https://www.calrecycle.ca.gov/usedoil/graphics) (https://www.calrecycle.ca.gov/usedoil/graphics).

Reporting Requirements
Quarterly Progress Reports and an End of Cycle 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.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).
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**.
   - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
   - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your 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 must be approved by the Grant Manager before any Payment Request can be processed.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, 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. The grantee must report any problems or delays immediately to the Grant Manager.

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: E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (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 are considered incomplete and may be sent back to the grantee.

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

Progress Report

The grantee must submit Quarterly Progress Reports thirty (30) days after the end of each fiscal quarter using the Quarterly Progress Report template provided by CalRecycle (see Resource Documents section in the Summary tab of GMS). The grantee must upload the Grant Project Summary and Certified Collection Center spreadsheet with each Quarterly Progress Report.

Final Report

The End of Cycle Report is due no later than August 30, 2024, or sixty (60) days after the final invoice is submitted, whichever is sooner. The grantee must use the End of Cycle Final Report template provided by CalRecycle. (See Resource Documents section in the Summary tab of GMS.)

Grant Payment Information

- 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. Proof of payment of expenses equal to or greater than $1,000 must be provided for reimbursement.
- Payments shall be made to the Grantee not more frequently than once every thirty (30) calendar days unless otherwise authorized by the Grant Manager.
- The final payment request must be submitted no later than 60 days after the end of the Grant Term.
- Payment requests that are incomplete, arrive with inadequate documentation, or which comprise of multiple months may result in slower processing and delayed reimbursement.
- The grantee must submit Quarterly Progress Reports/End of Cycle Final Report by the deadlines established in Milestones, in order to be eligible for payments.
- The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the "Payment Request and Documentation" section.
- CalRecycle will make grant payments to only the grantee. It is the grantee's responsibility to pay all contractors and subcontractors for purchased goods and services.
- CalRecycle will withhold and retain 10 percent of each approved Grant Payment Request amount until all conditions stipulated in the Agreement, including

submission and Grant Manager approval of the Progress and Final Reports, have been satisfied.

- 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 the Grant Manager approves a Grant Payment Request.
- The grantee must provide a [Reliable Contractor Declaration (CalRecycle 168)](https://www.calrecycle.ca.gov/Funding/forms/) (https://www.calrecycle.ca.gov/Funding/forms/) signed under penalty of perjury by the grantee's contractors and subcontractors in accordance with the "Reliable Contractor Declaration" section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to commencement of work. See the "Reliable Contractor Declaration" section in Terms and Conditions (Exhibit A) for more information.
- Government Code section 11019 authorizes CalRecycle to make advance payments to a Corps if it is determined that an advance is essential for the effective implementation of the program activities. CalRecycle may advance up to 25 percent of the total funds awarded in each material fund (Used Oil, Waste Tires, Beverage Containers, E-waste). No advance will be processed in this cycle until previous cycle advance balances are reconciled, all debts to CalRecycle are repaid, and the Corps is in good fiscal standing with CalRecycle.

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.

The grantee must submit payment requests in GMS. For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above). To submit a Grant Payment Request:

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

- **Grant Payment Request form** (CalRecycle 87)
    - A scanned copy 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.
- **Cost and Payment Documentation**
    - Acceptable cost and payment documentation must include at least one of each of the following.
        - 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.
    - Payments to a vendor of $1,000 or more within the expenditure period, whether for a single invoice or multiple invoices, require proof of payment.
    - Proof of payment may include:
        - copy of cancelled check(s) that shows an endorsement from the banking institution
        - invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials
        - 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
        - bank statement(s) along with a copy of the endorsed check or invoice showing the check number
        - copy of an electronic funds transfer confirmation
        - copy of a credit card statement(s)
    - Backup for Personnel Costs must detail all staff and corpsmembers charged to the grant and include hourly rates and hours worked by material fund. Acceptable personnel backup includes:
        - Payroll Ledger
        - Payroll spreadsheets
        - Summary Ledger of Hours Worked
    - The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.
- **Travel documentation** including the CalRecycle Travel Expense Log Form (CalRecycle 246) and copies of receipts for:
    - Lodging
    - Travel (i.e., airline, bus, rail, taxi/transport)
    - Car Rental
    - Mileage documentation if charging miles (i.e. Google maps printout)
    - Excel budget workbook document that breaks out expenditures by funding sources. The Budget workbook must match GMS.

- **Bid Requirements**
  Three (3) quotes or bids for any purchase or contract over $5,000. A sole source request may be considered when a justification describing the circumstances that

substantiate the need is submitted. The written request and justification must be submitted to the Grant Manager for approval before the costs are incurred or the cost will be deemed an ineligible expense. Further clarification of when to obtain bids is provided below.

    i. Bids must be obtained for purchases $5,000 and higher when:

- Making a single purchase from any vendor for products or services where the charge to the grant funds is $5,000 or higher.
- There are multiple bona fide vendors for the service/product to be purchased.
- At the beginning of a reoccurring vendor contract cycle when the cost of the contract charged to the grant is $5,000 or higher. After a contract bid is accepted according to the requirements of the Grant Agreement, it need not be rebid until the end of the vendor contract term is reached.

    ii. Bids need not be obtained when:

- A vendor provides a bid for services that is less than $5,000 but the actual cost of the job exceeds $5,000 due to unexpected conditions that require additional labor or materials.
- A sole source justification is approved.

All forms listed above are available from the [CalRecycle Grant Forms web page](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. CalRecycle may stipulate a longer period of records retention 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 Grant Project Summary, 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 cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.

External Auditor Contracts

Grantee must change auditors within an auditing firm with multiple partners, or change auditing firms in the case of a sole proprietorship, every six years at minimum. CalRecycle may waive this requirement if staff finds that no otherwise eligible auditor is available to perform the audit. To seek a waiver from this requirement, a Corps must submit a request in writing to the Grant Manager that provides complete details and evidence in support of the request.

The certified public accountants or public accountants shall be in good standing as certified by the California Board of Accountancy. In accordance with the "Standards and Procedures for Audits of Local Conservation Corps Grants Receiving Grant Funds

from the California Department of Resources Recycling and Recovery" (available for download on the Summary Tab/Resources Section in GMS, and provided as an attachment with the grant agreement email).