



Department of Resources Recycling and Recovery  
May 2024

## **Exhibit B**

# **Procedures and Requirements Farm and Ranch Solid Waste Cleanup and Abatement Grant Program**

**Cycles 83, 84, 85, and 86 Fiscal Year 2024–25**

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

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# Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the Farm and Ranch solid Waste Cleanup and Abatement 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

**Notice to Proceed (NTP) Date: Grant Term Begins** on the date that CalRecycle emails the Notice to Proceed.

**August 5, 2025 (Pilot Program participants):** Deadline to submit the remainder of application documents for site approval.

**March 2, 2027 – March 31, 2027: Final Report and Final Payment Request Preparation Period**

**April 1, 2027: Final Report and Final Payment Request Due**

**April 1, 2027: Grant Term End**

## 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.
- **Sites tab:** Shows approved project sites.

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

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## 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/) (<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/) (<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 [Application and Grant Management Tools webpage](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>).

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 the date of the Notice to Proceed (NTP) email, which is the formal notification from CalRecycle authorizing the grantee to begin the grant project and the Grant Term ends on April 1, 2027. 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 the NTP date or after the end date are not eligible for reimbursement.

- Previously Remediated Site Grantees and Pilot Program Grantees have different or additional grant term instructions they must follow (see below)

The Final Report and final Payment Request are due on April 1, 2027. CalRecycle recommends reserving the period from March 2, 2027 to March 31, 2027 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier. Cost incurred to prepare the Final Report and Final Payment Request are only eligible for reimbursement during the Grant Term.

## Previously Remediated Site Grantees

Grantees with previously remediated sites may be eligible for reimbursement on costs that are incurred prior to the date on the Notice to Proceed (NTP).

- Grantees cannot be reimbursed for time spent completing the application.

## Pilot Program Grantees

In addition to the Notice to Proceed, further approval is required for sites submitted under the Pilot Program before cleanup may begin.

- Grantees must not incur any 'cleanup costs' until the Site Approval Form has been received (some administration costs may be permissible).

Pilot Program grantees must submit the following documents for each site by August 5, 2025:

- Budget Form
- Land Use/Zoning Designation
- Photographs
- Property Access Authorization and Non-Responsibility Affidavit
- Site Characterization Form
- Vicinity Map
- Work Plan Form

CalRecycle documents are accessible through the Summary tab in the Application Documents section.

Prior to the secondary due date of May 1, 2025, documents may be uploaded to the Documents tab of the application. After the secondary due date and prior to the August 5, 2025 deadline, submit the documents via email to the Grant Manager.

## Site Approval Form

Once the site is approved, the Grant Manager will email a Site Approval form and cleanup may begin.

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## Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on April 1, 2027. Grantees with “previously remediated sites” and those part of the “pilot program” have different or additional grant term instructions they must follow; see “Grant Term” for additional information). All grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget. To be eligible for reimbursement, costs must be incurred after receiving a Notice to Proceed and before the end of the Grant Term. 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 are limited to the following:

- Removal and disposal of solid waste, tires, and related actions (marijuana grow sites and homeless encampments included).
- Recycling (used oil, automotive batteries, tires, etc.).
- Removal of Chlorofluorocarbons (CFC’s) from appliances.
- Equipment rental and fuel.
- Mileage of up to \$0.67 cents per mile (or the current rate in the State Administrative Manual).
  - Mileage for cleanup-related activities only
- Drainage control and grading improvement.
- Slope and foundation stabilization.
- Excavation.
- Revegetation to stabilize an area disrupted by remediation.
- [Compost and/or mulch](https://www.calrecycle.ca.gov/organics/compostmulch) (https://www.calrecycle.ca.gov/organics/compostmulch)
  - Cost must be incidental to the cost of the cleanup.
- Site security (gates, fencing protective/restrictive barriers, real/fake cameras, etc.).
  - Up to 15 percent (15%) of the grant funds expended.
    - Approval of more than this may be granted with appropriate justification.
  - Illegal Dumping Resources Toolbox [Illegal Dumping Resources Toolbox](https://www.calrecycle.ca.gov/IllegalDump/) (https://www.calrecycle.ca.gov/IllegalDump/) available if needed.
- Public education/outreach.
  - Must accompany one or more remedial actions listed above.
  - Messaging must encompass illegal dumping.
  - Cost must be incidental to the cost of the cleanup.
- Personnel costs for grant management, and the preparation of reports and payment requests.

## Administrative Costs

Administrative costs are often considered indirect costs, which are costs not capable of being assigned, or not readily itemized to a particular project or activity but considered necessary for grant performance and general business/organization operation. Examples include, but are not limited to; a portion of rent, utilities, telephone bill, costs of operating/maintaining facilities, accounting services, administrative salaries, and/or indirect supervisory roles. Charge direct supervision under “Personnel”. As

applicable, note [Personnel Expenditure Summary form \(CalRecycle 165\)](https://www2.calrecycle.ca.gov/Docs/Web/111321) (<https://www2.calrecycle.ca.gov/Docs/Web/111321>) or an equivalent.

The “Administrative Costs” category is one of the five ‘Budget Categories’ that make up the Budget Form(s) and Budget Tab. As needed, reference the accompanying Application Guidelines and Instructions document for more information.

As a reminder, administrative costs shall not exceed seven percent (7%) of the ‘direct’/approved costs its takes for cleanup.

Reference the “Budget Form” section in the accompanying Application Guidelines and Instructions document for the calculated breakdown.

### **Waste Tire Hauler**

State law requires every person who transports 10 or more used/waste tires to hold a valid waste tire hauler registration, and comply with the provisions of the statewide [Used and Waste Tire Manifest Program](https://www.calrecycle.ca.gov/Tires/Haulers/) (<https://www.calrecycle.ca.gov/Tires/Haulers/>) managed by CalRecycle.

To locate a registered waste tire hauler in your area, visit our [website](https://www2.calrecycle.ca.gov/Tires/Facilities/Search/) (<https://www2.calrecycle.ca.gov/Tires/Facilities/Search/>).

### **Generally Accepted Accounting Principles**

The grantee's claimed Administrative costs must be consistent with Generally Accepted Accounting Principles (Accounting Principles). The grantee must uniformly apply the Accounting Principles to both grant-related activities and non-grant related activities. It is highly recommended that the Finance and/or Accounting Department verify compliance with this provision as this may be an audit inquiry. Retain your grant records for audit purposes.

- Direct costs shall not be included as Administrative costs.
- Supervision by Managers and Supervisors of personnel whose activities are directly related to the cleanup project can be included as Administrative costs but do not qualify as a direct charge to the grant. However, if a Manager or Supervisor performs an activity that is directly related to the performance of the grant (not supervision), costs associated with this activity may be included as a direct charge (personnel cost). Any such activity must be clearly supported by appropriate documentation.
- All Administrative costs must be explained/justified and verified with supporting documentation.

### **Costs Reminder**

It is the grantee's responsibility to ensure that all costs are eligible and appropriate by reviewing all documents, letters, e-mails, and other information updates supplied by CalRecycle, and to consult with the Grant Manager before incurring costs.

### **Ineligible Costs**

Any costs not specifically included in the approved Budget and not directly related to the Work Plan(s) 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:

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- Costs incurred prior to the date that CalRecycle sends the Notice to Proceed email or after April 1, 2027.
  - Previously remediated site and those that are part of the Pilot Program have different or additional instructions they must follow.
- Pilot Program grantees: cleanup costs incurred prior to receiving a Site Approval Form.
- Any costs incurred for conditions for which the property owner(s), any resident, invitee, licensee, lessee, or person the property owner(s) purchased from or inherited from was responsible. (Refer to the “Eligible Projects” section in the accompanying Application Guidelines and Instructions document.)
- Administrative (indirect) costs more than seven percent (7%) of the approved total cleanup costs expended. (Refer to the “Budget Form” section in the accompanying Application Guidelines and Instructions document.)
- Costs currently covered by another CalRecycle funded loan, grant, or contract.
- Goods and services paid for with grant funds that are received after April 1, 2027.
- Profit or mark-up by the grantee.
- Wages paid to a landowner for time spent cleaning up his/her own property.
- Purchase or lease of land.
- Cell phones, personal electronic assistance devices, and similar electronic and telecommunications devices, etc.
- Clothing or footwear.
- Removal, abatement, cleanup, or otherwise handling of “[hazardous substances](https://www.govinfo.gov/content/pkg/USCODE-2018-title42/html/USCODE-2018-title42-chap103-subchapl-sec9601.htm)” (<https://www.govinfo.gov/content/pkg/USCODE-2018-title42/html/USCODE-2018-title42-chap103-subchapl-sec9601.htm>) [as defined in 42 U.S.C. Section 9601 (14)];
  - Incidental amounts may be permissible. This can be paid for with other funds.
- Transportation costs of used/waste tires hauled by an unregistered tire hauler.
  - See Waste Tire Hauler section in this document.
- Ground water remediation.
- Surface water or vadose zone monitoring systems.
- Operation and maintenance of any part of a leachate system.
- Extinguishment of underground fires.
- Closure activities
- [See Section 20164](https://casetext.com/regulation/california-code-of-regulations/title-27-environmental-protection/division-2-solid-waste/subdivision-1-consolidated-regulations-for-treatment-storage-processing-or-disposal-of-solid-waste/chapter-2-definitions/article-2-specific-definitions/section-20164-combined-calrecycle-swr-cb-technical-definitions#:~:text=Section%2020164%20%20Combined%20CalRecycle%20%26%20SWRCB%20Technical,adopting%20its%20own%20definitions%20within%20this%20combined%20listing) (<https://casetext.com/regulation/california-code-of-regulations/title-27-environmental-protection/division-2-solid-waste/subdivision-1-consolidated-regulations-for-treatment-storage-processing-or-disposal-of-solid-waste/chapter-2-definitions/article-2-specific-definitions/section-20164-combined-calrecycle-swr-cb-technical-definitions#:~:text=Section%2020164%20%20Combined%20CalRecycle%20%26%20SWRCB%20Technical,adopting%20its%20own%20definitions%20within%20this%20combined%20listing>).
- Any expense not deemed reasonable by the Grant Manager and/or not directly related to the implementation of the cleanup.
- All expenditures must be included in the approved Work Plan(s) and Budget(s).
- If an unforeseen modification is needed, you will need approval in advance from your Grant Manager.
- Any personnel costs not directly related to salaries and/or benefits.
- Any personnel costs incurred because of any employee assigned to the grant cleanup project for time not actually worked on the project (e.g., use of accrued

- sick leave, vacation).
- Overtime costs (except for extreme situations that have been pre-approved in writing by the Grant Manager).

## Modifications

The grantee must submit any proposed revision(s) to the Work Plan 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 Work Plan 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 Work Plan and/or Budget to GMS and notify the grantee. The grantee may submit proposed revisions in conjunction with a Progress Report, but they cannot be submitted as part of the Progress Report. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

## Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan. Contact your Grant Manager for the CalRecycle logo.

## Reporting Requirements

The Grant Agreement requires a Progress Report and a Final Report; however, the Grant Manager may require additional Progress Reports 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.

Grant Managers will only approve reports with current information that include all required sections and documents. Grant Managers will only process Payment Requests after report approval.

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 requires certified e-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 completed using the “Fill and Sign” function within Adobe. Any document using the “Fill and Sign” function is considered incomplete and may be sent back to the grantee.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## Progress Report

The grantee must submit a **Progress Report when submitting a payment request**. These reports should cover grant activities that occurred within the specified reporting period. The report should include the following:

- See “Payment Request and Documentation” section below for required Progress Report documents.

## Final Report

The Final Report is due **April 1, 2027**. This report should cover grant activities **from the Notice to Proceed through April 1, 2027**. The grantee must include the following items in the Final Report:

- The Grant Number, grantee’s name, and Grant Term.
- The following disclaimer statement on the cover page:  
“The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.”
- ‘After’ photographs (if not previously provided to the Grant Manager).
- Any applicable Weight Tickets and Tire Manifests.

As a guide, use the (two-sided) [Final Payment Request Checklist and Final Report Form \(CalRecycle 750\)](https://www2.calrecycle.ca.gov/Docs/Web/122013) (<https://www2.calrecycle.ca.gov/Docs/Web/122013>).

## 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.
- The grantee may request reimbursement(s) as needed during the Grant Term. In conjunction with (or after) submission of the Progress Report and in conjunction with the Final Report.
- The grantee must submit the required Final Report prior to, or concurrent with, submission of the Grant Payment Request. No reimbursement is made prior to Grant Manager approval of the report.
- 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 form \(CalRecycle 168\)](https://www2.calrecycle.ca.gov/Docs/Web/111324) (<https://www2.calrecycle.ca.gov/Docs/Web/111324>) 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.

### Reimbursement Method

This is the standard/default payment method for the grant; the grantee fulfills/provides all required Cost and Payment Documentation (including “Proof of Payment”) when submitting Payment Requests.

### Invoiced Payment Method

Enrollment is required. Except for the final, this method allows Resource Conservation Districts (RCDs) to submit Payment Requests for incurred, but unpaid expenses (“Cost” documentation only; see Cost and Payment Documentation section). Upon approval of the Payment Request by the Grant Manager, the RCD will receive the grant funds minus the ten percent (10%) retention. When the RCD receives reimbursement, they are required to pay in full all “costs” owed, including those covered by the ten percent (10%) retention.

- Grantee provides Proof of Payment on “costs” owed prior to submitting the next Payment Request.
- The Final Payment Request cannot be processed using the Invoiced Payment Method. The Final Payment Request must be processed using

the Reimbursement Method, and Proof of Payment on the final Payment Request is required.

- The RCD is responsible for all costs incurred. In the event an incurred cost is not eligible for payment under this Grant, it is the RCD's responsibility to satisfy the obligation.
- RCDs planning to submit just one final Payment Request would not enroll in this payment method.

### **How to Enroll in Invoiced Payment Method**

The grantee may contact the Grant Manager any time after the Notice to Proceed has been received to obtain the Invoiced Payment Method form. The Grant Manager will confirm RCD 'enrollment' via email upon receipt.

- Approval requires authorization from the "Signature Authority". Refer to the "Contacts Tab" section in the accompanying Application Guidelines and Instructions document for more information on signature authority.

### **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, must be uploaded to GMS.

- **Note:** A designee may sign on behalf of the grantee if a) authorized by the Resolution, 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.
  - 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).
  - The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.
- **Expenditure Itemization Summary Form (CalRecycle 224)**
  - Complete for every Budget Form affected.
  - If the Payment Request is for the cleanup of more than one site, include multiple Expenditure Itemization Summary forms; one for each 'site' and a version which encompasses the 'total' costs of the Payment Request.
    - This/these form(s) should reflect same line items on the approved Budget Form(s).
  - Itemize sufficiently to allow the Grant Manager to match a receipt/cancelled check to each expenditure.
    - All expenses claimed must adhere to the stipulations in the Grant Term.
    - Cost included in the Administrative Costs category may not exceed seven percent (7%) of the approved cleanup costs expended.
- **Personnel Expenditure Summary Form (CalRecycle 165)**
  - Complete a Personnel Expenditure Summary form or an equivalent for the "Personnel" category and if applicable, the "Administrative Costs" category if salaries are included in the payment request.
    - Salaries include government taxes and benefits.
    - Multiple people can be combined on one form; however, a total should be provided for each person.
  - Document personnel expenditures based on actual time spent on grant activities and actual amounts paid to personnel.

- **Grant Report Form (CalRecycle 248)**
  - Always keep a record of the material removed from the site(s) and report this information using the Grant Report Form.
  - Form(s) should be site specific.
  - Report accurately; Form(s) should reflect receipts/weights/manifests submitted with the payment request(s).
  - Refer to the Site Characterization Form(s) upon completion and note significant discrepancies.
  - Submit this form with Progress Reports (if requested when actual 'cleanup costs' were incurred) or complete a final version(s) encompassing all removed material in conjunction with the Final Report.
- **Weight Tickets and Tire Manifests**
  - Submit weight tickets and tire manifests from each business (landfill, transfer station, metal recycler, etc.) documenting that the waste removed from the site was properly disposed or recycled. (Copies should be legible)
  - For used/waste tires, include a tire manifest documenting delivery of the tires by a registered tire hauler to an authorized facility. See Waste Tire Hauler section in this document for more information.
  - If tickets and manifests are already incorporated in the Payment Request, uploading them to the Reports Tab is optional.
- **Photographs**
  - Upload photographs taken after the cleanup, demonstrating the site has been fully remediated. Per the accompanying Application Guidelines and Instructions document:
  - Photos should be taken from a recognizable location so the 'after' photos match the same location as the 'before' photos as much as possible.

All forms listed above are available on the [CalRecycle Application and Grant Management Tools webpage](https://calrecycle.ca.gov/Funding/tools/) (https://calrecycle.ca.gov/Funding/tools/).

## 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 Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.