



September 2024

Department of Resources Recycling and Recovery

# **Solid Waste Disposal and Codisposal Site Cleanup Program**

## **Legacy Disposal Site Abatement Partial Grant Program Application Guidelines and Instructions**

**Fiscal Year 2024–25 (Cycle 101 and Cycle 103)**

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# Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Legacy Disposal Site Abatement Partial Grant pursuant to Section 48020 of the Public Resources Code. Public entities bear a financial responsibility for maintaining public landfill sites in compliance with state minimum standard. The purpose of the grant is to provide financial assistance in the form of reimbursement grants up to \$750,000 in matching funds for eligible costs to assist public entities requiring financial assistance, and committed to accelerating the pace of cleanup, restoring sites, and protecting public health and safety and the environment. Assembly Bill 2136 (enacted October 1993) required CalRecycle to initiate Solid Waste Disposal and Co-disposal Site Cleanup Program (program) for cleanup of solid waste sites and solid waste co-disposal sites where the responsible party either cannot be identified or is unwilling or unable to pay for timely remediation and where cleanup is needed to protect public health and safety and/or the environment. Under program, local governments can finance a wide range of remediation projects.

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's [Grants Management System \(GMS\)](https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants) (<https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants>). The applicant will need to sign in to GMS to complete and submit an application.

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

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

## **Timeline**

### **Questions and Answers Period Due Date**

Applicants or interested parties may submit questions from the application release date to this date. Applicants or interested parties must submit questions by email.

- **September 18, 2024 (Cycle 101)**
- **January 8, 2025, if funds are still available and not exhausted (Cycle 103)**

### **Questions and Answers Posted (tentative)**

CalRecycle will post all answers to questions on the CalRecycle website that were submitted during Question and Answer Period.

- **September 25, 2024 (Cycle 101)**
- **January 15, 2025, if funds are still available and not exhausted (Cycle 103)**

### **Application Due Date**

Applicants must submit applications in GMS by 11:59 p.m. on this date.

Customer service will be available until 4:00 p.m. on this date.

- **October 16, 2024 (Cycle 101)**
- **February 12, 2025, if funds are still available and not exhausted (Cycle 103)**

### **Secondary Due Date**

Approved Resolution or Letter of Commitment and any other Applicant's Required Authorization Documents must be uploaded in GMS by this date if it was not submitted with the application.

Applicant must have an Environmentally Preferable Purchasing and Practices Policy by this date.

- **November 13, 2024 (Cycle 101)**
- **March 12, 2025, if funds are still available and not exhausted (Cycle 103)**

### **Grants Awarded (tentative dates)**

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

- **December 2024 (Cycle 101)**
- **April 2025, if funds are still available and not exhausted (Cycle 103)**

### **Notice to Proceed–June 30, 2027: Grant Term**

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

## Eligible Applicants

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770–1782. If any applicants or participating entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity must certify on the Detail tab of the application that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating entity is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Grants are available to public entities, including:

- Counties
- Cities
- Districts (e.g., special districts, school districts, water irrigation districts, landscaping districts, etc.)
- State agencies
- Joint Powers Authorities

## Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant and must identify all JPA members as Non-Lead Participants in the application's Applicant/Participant Tab. A member of the JPA may not submit an individual application if that entity is also a member of an applicant JPA. In addition to the requirements for an Individual Application, a JPA must upload a copy of its JPA Agreement.

The JPA Agreement must:

1. Give authority over solid waste management.
2. List all member entities.
3. Contain the signature of all members.

## Eligible Projects

Solid waste cleanup project sites where cleanup is needed to protect public health and safety of the environment within the applicant's jurisdiction. CalRecycle offers the Legacy Disposal Site Abatement Partial Grant Program pursuant to Section 48020 of the Public Resources Code. For cleanup of solid waste sites and solid waste co-disposal sites where the responsible party either cannot be identified or is unwilling or unable to pay for timely remediation and where cleanup is needed to protect public health and safety and/or the environment. Under program, local governments can finance a wide range of remediation projects.

## Available Funds

- \$1,000,000 is available for this grant cycle, fiscal year 2024–25, subject to funding availability.
- \$750,000 is the maximum available for individual grant awards.

## Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on June 30, 2027, and all eligible program costs must be incurred by this date.

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

## Eligible and Ineligible Costs

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

## Competitive Bid Requirements

For detailed information about competitive bid requirements, refer to the Procedures and Requirements document.

## Cost Recovery Requirements

PRC section 48023 directs CalRecycle to seek reimbursement for monies expended under the program to the extent possible. Expended funds may be recoverable by CalRecycle from the property owners and other responsible parties in a civil action brought by CalRecycle [PRC section 48023(c)] and/or by imposing a lien upon the real property owned by the property owners that is subject to the remedial action [PRC section 48023.5(a)]. Under the program cost recovery policy, CalRecycle may decide not to pursue cost recovery based on factors including, but not limited to:

- Publicly owned sites maintained for public benefit and use.
- The owner did not cause the disposal of waste.
- The owner will not gain a benefit due to condition of property.
- The value of property significantly less than cost of cleanup.
- Hardship to the property owner.
- No responsible party.

Applicants are advised that cost recovery must be addressed in the **Narrative Proposal** document as part of the Substantiation of Threat to Public Health and Safety and/or the Environment, Goals and Objectives, and Work Plan sections.

Applicants cleaning up public property for the public benefit where no responsible party can be identified may request a waiver of cost recovery. Examples of types of projects where CalRecycle elected to waive cost recovery include cleanup of sites on public rights-of-way, public parks, public lands, and other sites owned by public entities for the benefit of and use by the public.

Applicants not requesting a waiver must address cost recovery, either through their own mechanisms on behalf of CalRecycle, or by assisting CalRecycle in pursuing cost recovery through its own statutorily authorized mechanisms. See the cost recovery instructions in the Goals and Objectives Section of the application for additional information.

## Environmentally Preferable Purchases and Practices Policy Requirement

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

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

Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies are:

- Buildings and Grounds
  - All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy and Environmental Design [Green Building Rating System](https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version) (<https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version>).
- Continual Improvement
  - Training is provided to new and existing employees.
  - Organization regularly evaluates and/or improves implementation of EPPP policy.

Additional EPPP Policy resources may be found on the [CalRecycle Environmentally Preferable Purchasing \(EPP\) webpage](https://calrecycle.ca.gov/EPP/) (<https://calrecycle.ca.gov/EPP/>).

**Note:** In Regional/Collaborative/Cooperative Applications, the Lead and Non-Lead Participants will each need an EPPP Policy. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

## Questions and Answers Process

Questions regarding the application and its requirements must be emailed to [Julian.Lopez@calrecycle.ca.gov](mailto:Julian.Lopez@calrecycle.ca.gov). CalRecycle must receive the questions by the date identified in the Timeline for the specific cycle or the questions will not be accepted.

Applicants or interested parties may access the Questions and Answers web page from the Notice of Funds Available web page or from the application. CalRecycle may group together similar or related questions and respond to them as one question and reword questions for clarity or to remove identifying information. CalRecycle may update the Questions and Answers web page intermittently during the Questions and Answers period and post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates, and it is the applicant's responsibility to check the Questions and Answers web page for the latest information.

## Public Records Requests

CalRecycle's policy is to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public.

In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

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

## **Confidentiality**

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 7920.000 et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

### **Confidential or Proprietary Information**

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

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

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

### **What if there is a question about what is confidential?**

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



**What procedures does CalRecycle have in place to ensure that confidential information is kept confidential?**

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

# Application Instructions

## Application Access

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore, you must have a CalRecycle WebPass to log in to the system. Those who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

To start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants/) (<https://secure.calrecycle.ca.gov/Grants/>).
2. Select **Apply for a Grant** on the left.
  - All open grant cycles are displayed in a table.
3. Find Legacy Disposal Site Abatement Partial Grant Program: 2024–25 and select **Start Application**.
  - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
  - GMS will automatically add you as the Primary Contact for the new grant application; however, you may update this later.
4. Click **Save**.

## GMS Tabs - Application Contents and Instructions

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab, and detailed information about the requirements for each tab is listed below.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Legacy Disposal Site Abatement Partial Grant Program.

Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads incomplete or blank documents to the Documents tab.
- Signature Authority fails to sign Application Certification or any document that requires a signature.
- The online application is incomplete or missing information.
- Applicant fails to adopt an EPPP Policy by the secondary due date.

### Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to submit all required documents, based on the particular grant application/project, by the appropriate due date.

## Applicant/Participant Tab

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

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

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

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

For Regional, Collaborative, or Cooperative applications, add the name of each eligible Non-Lead Participant and select the Participating Jurisdiction radio button.

For Joint Powers Authority Applications (JPA) applications add the name of each JPA member and select the Participating Jurisdiction radio button.

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

## Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount of \$750,000. Please round all amounts to the nearest whole dollar.
2. For matching grants only: Enter the amount of **Matching Funds**. Applicable for Legacy Disposal Site Abatement Partial Grant Program only. Not applicable to Illegal Disposal Site Abatement Grant Program.
3. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the “Ctrl” key while selecting the numbers.
4. Enter the applicant’s **Department Name**, e.g., “General Services.” If the applicant does not have a department, enter the applicant’s name.
5. Enter the grant payment mailing address. This is the address CalRecycle sends payments.
6. **Project Summary/Statement of Use**: Provide a brief description of the project in 3–5 sentences.

7. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
8. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.

### **Contacts Tab**

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

**Note:** CalRecycle requires a valid email address for the Signature Authority in order to route the Grant Agreement, if awarded.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required.)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required.)
- **Participant Signature Authority.** (Applicable to Cooperative applications only) The person(s) authorized to sign documents on behalf of their organization, as authorized by a Letter of Commitment, Resolution, or Letter of Designation.

### **Budget Tab**

Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The total must equal the Grant Funds Requested amount shown on the Detail tab.

- Clean-Up/Removal
- Construction/Application
- Disposal
- Planning/Design/Development/Fabrication

### **Site(s) Tab**

Add an entry for each grant project/site. Complete the required information listed below:

- Name
- Site Type
- Address
- County
- Budget Amount
- Summary

- Summary of the proposed Scope of Work for the site

### **Documents Tab**

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

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

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

### **Application Submittal and Deadline**

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

Click the **Submit Application** button and the application status will change to **Application Submitted**. You can only submit the application once; however, you may upload the following documents until the secondary due date: Resolution, Letter of Commitment, Letter of Designation, Letters of Authorization, JPA Agreements.

You must submit your application no later than 11:59 p.m. on the date identified in the Timeline for specific cycle. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling (916) 341-6228, however, there is no guarantee CalRecycle will be able to provide support if there is an influx of inquiries.

**Note:** Applications that are not submitted by the due date will be deleted from GMS.

# Application Documents

Below is a list of all documents required for a complete application. Instructions on how to obtain all documents are described below.

1. Additional Scoring Documents
2. Application Certification
3. Budget
4. CalEnviroScreen 4.0 (if applicable)
5. Conservation Corps (State or Local) (if applicable)
6. Joint Powers Authority Agreement (if applicable)
7. Letter of Designation (if applicable)
8. Letter of Support (if applicable)
9. Narrative Proposal
10. Resolution/Letter of Commitment
11. Site Characterization
12. Work Plan

## CalRecycle Documents

CalRecycle documents are accessible through the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. If you are having trouble with a document, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or call (916) 341-6228.

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents.

**Note:** Do not include special characters in file names. Doing so may result in automatic disqualification of your application.

## Application Certification

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

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification.

1. Click “Print Application Certification” under the Application Submission section of the Summary tab.
  - a. **Note:** You will not be able to click “Print Application Certification” until each tab of the application is completed and all required application documents have been uploaded.
2. Signature Authority signs the Application Certification using a certified e-signature or original wet signature.
3. Upload the signed Application Certification to the Documents tab.

## Narrative Proposal

The Narrative Proposal is a **required** application document and it is used to describe your proposed project. Applicants must score a minimum of 60 points out of 100 to be

considered for funding. For a point breakdown, see the approved [Scoring Criteria for Solid Waste Disposal and Co-disposal Site Cleanup Grant Program, FY 2024–25 and 2025–26](#). This template document is located on the Summary Tab, in the Application Documents section.

### **Site Characterization**

This is a **required** application document. Complete one document for each site proposed for cleanup under the application under the Sites tab. Provide the CalRecycle Solid Waste Information System (SWIS) number (if applicable), location, parcel numbers, and acreage. Describe the method of disposal, types and estimated quantity of waste to be disposed, period of operation and owners/operators. Topography, proximity to populated areas, environmentally sensitive areas, and other important information should also be included. Attach a copy of the grant deed with legal description of the property on which the site is located. Attach site investigation reports and regulatory inspections, investigations, and enforcement orders. All relevant information is required for each site proposed for cleanup and for which grant funds are requested.

The information in the Site Characterization document and the accompanying information should:

- Summarize actions taken to characterize/cleanup site prior to submittal of application (e.g., site investigation reports, regulatory inspections, investigations, enforcement orders, etc.).
- Provide evidence that the sites pose a significant risk to public health and safety or the environment.
- Provide sufficient detail to substantiate that remedial actions proposed for funding are eligible work as defined in the program regulations.
- Provide documentation that responsible parties cannot be identified or located, are unable to pay for timely and proper remediation, or are unwilling to pay for timely and proper remediation.

### **Applicant's Documents**

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. Retain the original hard copy documents for potential CalRecycle audits. See Audit Considerations Section of the Procedures and Requirements for more information.

### **Additional Scoring Documents**

You may upload additional scoring documents and any documents referenced in the Narrative Proposal needed for your application. These types of documents may include reports, investigations, drawings, specifications, photographs, and other material. The maximum file size is 35 MB. If your document is larger than 35 MB, it can be mailed or split into sections and uploaded in parts. Mailed documents should be on size 8.5 inches by 11 inches paper, 100 percent recycled content paper, and double-sided. Furnish any engineering drawings preferably on 11 inches by 17 inches paper, but not on paper larger than 24 inches by 36 inches.

## Budget

Create your own Budget document and include the total anticipated project costs broken down by each task outlined in your Work Plan document and identify **eligible** and **ineligible** project costs. Include a list of funding sources required to complete the project. Show the value of the applicant's efforts to achieve project cost savings through volunteer labor/equipment, in-kind services, reduced or waived tipping fees, and other savings. Identify separately the costs for which grant funds are requested and any participating costs by the applicant and/or others. Local agency participating costs can include costs incurred prior to the grant award, such as prior expenses on studies, design, and permitting efforts, that are directly related to the proposed grant project.

For each itemized task, show the estimated cost for labor, equipment, materials, contracts, consultants, and other costs (e.g., donated resources). Itemize work that is **eligible** and **ineligible** for grant funds, as described in the Eligible and Ineligible Costs section of this grant's Procedures and Requirements document. Include the cost of all activities directly related to implementing and completing the project.

Public Agency indirect costs (e.g., costs not directly associated with the project including accounting, office space rental, communications, etc.) are ineligible unless pre-approved in writing by the Grant Manager. If a justification is provided and approved, the indirect costs shall not exceed 10 percent of the total Public Agency direct labor costs requested for reimbursement. Note that actual staff time used directly towards the implementation of any eligible cost items, including administering the grant, is eligible.

If an applicant proposes to utilize its own resources for the site cleanup activities and wants to be reimbursed with grant funds, allowable costs shall be determined in accordance with procedures in [State Department of Transportation Standard Specifications](https://dot.ca.gov/-/media/dot-media/programs/design/documents/2023_stdspecs-a11y.pdf) ([https://dot.ca.gov/-/media/dot-media/programs/design/documents/2023\\_stdspecs-a11y.pdf](https://dot.ca.gov/-/media/dot-media/programs/design/documents/2023_stdspecs-a11y.pdf)) Section 9-1.04, Force Account Payment, except that overhead and profit markups to direct cost of labor, materials, equipment or subcontractors will not be allowed. If the applicant does not use the procedures stated in the State Department of Transportation Specifications document, the applicant shall submit its proposed costs along with any justification for review and approval and personnel rate breakdown (i.e. actual salaries, benefits, overheads, etc.) must be provided.

The evaluation of this section will be based on the following:

- Documentation that the project is cost-effective and maximizes the use of available grant funds through use of other funding sources and participating costs, and through cost savings, such as use of volunteer labor, in-kind or matching services, and recycling options;
- Detail that expenses are reasonable with all Work Plan tasks itemized in the Budget; and
- Applicant's ability to adequately remediate the site with available funds including in-kind service match.



## **CalEnviroScreen 4.0**

CalEnviroScreen 4.0 are optional documents. The Applicant is encouraged to submit printed output(s) from CalEnviroScreen version 4.0 if proposed project is located within a census tract that is in the 71–100 percentile range as calculated using CalEnviroScreen version 4.0.

## **Conservation Corps (State or Local)**

The use of Conservation Corps (state or local) documentation are optional documents. The Applicant must submit documentation that the Conservation Corps will participate in the grant project.

## **Letters of Support**

Letters of Support are optional documents. Applicants are encouraged to include letters, endorsements, and reports from local enforcement agencies, and regulatory/advisory agencies in support of the project. The letter must be on the letterhead from the supporting agency, be project-specific, and include the relationship of the supporting agency to the applicant.

## **Work Plan**

Create your own Work Plan document that includes a specific list of all procedures or tasks necessary to complete the project. Include major work items, field supervision, health and safety requirements, testing bonds, permits, cost recovery, etc. Each task must be itemized separately and listed as specifically **eligible** or **ineligible** for grant funds, as described in the Eligible and Ineligible Costs section of these instructions.

For more complicated and engineering types of projects, the proposed Work Plan must be prepared under the supervision of a registered civil engineer or other persons appropriately experienced and qualified, and it should contain the major elements of the proposed remediation. Include each site proposed for cleanup. Examples of Work Plan elements include, but are not limited to:

- Site description and history. Discuss prior site/land uses, ownership, and previous site investigations and characterizations.
- Proposed project goals and objectives, and proposed remediation. Also indicate if a Remediation Action Plan to evaluate remedial alternatives was prepared and approved for the site.
- Regulatory approvals. Include a discussion of all the required regulatory agency approvals and permits and the status of these approvals and permits.
- Site Access. Indicate the owner/responsible party has granted access to the site for remediation. Upload a copy of the consent form, signed by the owner/responsible party, granting access to the site for the purpose of remediation. If the owner/responsible party has not granted site access at time of application for grant funds, outline measures to be taken by the Applicant to obtain site access.
- Mobilization/logistical preparation.
- Health and safety requirements.
- Quantity estimates by site (e.g., tires, solid waste for disposal, metals for recycling, fencing, revegetation, earthwork, etc.).
- Excavation, sorting, loading and halting of solid waste to disposal or recycling facilities.

- Sampling and Analysis Plans, if applicable.
- Construction management/quality control/quality assurance/inspection.
- Work to be performed by participating organizations (e.g., County Vehicle Abatement Program, County Hazardous Materials Teams, etc.).
- A project schedule from award of grant funds to project completion prior to the expiration of the Grant Term. The schedule should include major elements of the Work Plan, including obtaining necessary contracts, final inspection, and preparation of final project documents.
- Documentation that the project complies with the California Environmental Quality Act (CEQA). This requires a properly executed Notice of Exemption, Negative Declaration, or Environmental Impact Report.
- Discussion of cost recovery activities, if applicable.

## **Applicant's Required Authorization Documents**

Below is a list of required authorizing documents by application type that the applicant is responsible for preparing and uploading to their application.

Authorizing documents are documents which are written by the applicant. The documents give the applicant permission to apply for a grant, accept grant awards, and/or name the person authorized to sign grant documents on the applicant's behalf. Below are the requirements for each type of authorizing document. Read each one carefully to determine which document(s) fits your application and applicant type.

**Note:** For Resolution, Letter of Commitment, Letter of Authorization, Letter of Designation, and Letter of Support templates, refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff are available to answer questions about these documents or to review your draft authorization documents to ensure they meet the requirements of the grant program. You may email your draft authorization documents to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

### **Individual Application Authorization Documents**

If **subject to a governing body and board approval is required to legally bind the applicant**, the applicant must submit a Resolution no later than the application due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of an application for one or more specifically named CalRecycle Grant(s) or for all CalRecycle Grants.
2. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Resolution may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
  - a. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
3. Identify the time period during which the authorizations are valid. The minimum duration is the grant term, and the maximum duration is five years from the date

of adoption. If the Resolution expires during the application period or the grant term, CalRecycle will require a new valid Resolution.

4. Be certified by the governing body.

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

**If not subject to a governing body or if board approval is not required to legally bind the applicant**, applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the application due date OR secondary due date or CalRecycle will deem the application as incomplete and disqualify the applicant.

The LOC must:

1. Be on Applicant's letterhead.
2. Authorize submittal of the application for the specific Grant Program and Cycle Code.
3. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
4. Be valid for the duration of the specified Grant Cycle.
5. Be signed and dated by an individual authorized to contractually bind the applicant.

### **Joint Powers Authority Agreement**

Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements giving them authority to conduct the project, listing all member entities, and containing the signature of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as a part of their application and list all JPA members as Non-Lead Participants on the Applicant/Participant tab.

### **Letter of Designation**

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

1. Be on Applicant's letterhead.
2. Reference the Authorizing Resolution by number (or date adopted if not numbered).
3. Include the job title of the designee and the scope of the designee's authority.

4. Include the time period during which the designee may exercise the authority.
5. Be signed and dated by the Signature Authority.

The designee's authority may not extend beyond the effective date of the approved Resolution or Letter of Commitment. For example, if the Resolution is effective until December 31, 2025, then the Letter of Designation may not be effective beyond December 31, 2025.

## Electronic Signatures

CalRecycle requires a 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 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 applicant.

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

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

## Grant Review and Award Process

### Grant Application Review Process

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for award. Grant applications will be evaluated and scored by a CalRecycle review panel based on the approved [Solid Waste Disposal and Co-disposal Site Cleanup Grant Program Grant Scoring Criteria for, FY 2024–25 and 2025–2026](#). This document is located on the Summary tab in the Resources Document section.

### Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle’s Director, or their designee; CalRecycle tentatively schedules this for December 2024 and April 2025 (if needed). CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

### Grant Award Conditions

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

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

**Failure to comply with either condition will void the grant award.**

# Grant Program Administration

## Grant Agreement

The Grant Agreement binds the Grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. CalRecycle will send the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

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

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

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
  - To be signed by the grantee
- **Exhibit A: Terms and Conditions**
  - Contain CalRecycle's standard legal requirements for grants.
- **Exhibit B: Procedures and Requirements**
  - Contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- **Exhibit C: Grantee's approved application with revisions, if any, and any amendments**
- **e-Signature Instructions for Awardees**
  - Contains instructions on how to sign the Grant Agreement Cover Sheet using Adobe Sign.

## Reporting Process

CalRecycle requires grantees to report on the progress of their grant on a quarterly basis. The Procedures and Requirements document contains detailed reporting information and deadlines.

## Payment Request Process

CalRecycle will retain 10 percent of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation. The Procedures and Requirements document contains detailed payment information.

All payments are reimbursed in arrears and based on verified actual costs and proof of payment as well as compliance with the grant agreement. Only expenses identified in the approved budget and Work Plan will be reimbursed. Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices).