



October 2024

Department of Resources Recycling and Recovery

Increased Recycling of Empty Glass Beverage Containers Grant Program Application Guidelines and Instructions

Cycle 1 (EGR1) Fiscal Year 2024–25

Revised November 2024

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Increased Recycling of Empty Glass Beverage Containers Grant Program pursuant to Senate Bill 1013, Atkins, Chapter 610, Section 14544 (Public Resources Code [PRC] sections 14544). The purpose of the grant is to assist in funding regional pilot programs that are supplying bins for collection of empty glass beverage containers from restaurants and on-sale retail licensed establishments (on-sale beer and wine licenses, on-sale general licenses, and on-sale general licenses for seasonal businesses), with the goal of increasing the recycling of glass beverage containers.

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

November 7, 2024: 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.

November 19, 2024 (tentative): Questions and Answers Posted

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

December 10, 2024: 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.

January 7, 2025: 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.

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March 18, 2025 (tentative): Grants Awarded

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

Notice to Proceed–April 1, 2027: **Grant Term**

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

Eligible Applicants

Private entities must be authorized to conduct business in the State of California, by either being registered and in good standing with the California Secretary of State as a business located in California, being registered as a foreign (out-of-state or out-of-country) business or processing a business license issued by a California city, county, or city and county. Any and all subsidiaries, divisions or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the program. The business must be qualified to do business in California and be in good standing with all applicable California state agencies. A business is considered an "affiliated business" if it has at least one owner with a forty (40) percent or greater interest in another applicant's business.

Private, nonprofit entities, in addition to being registered and in good standing with the California Secretary of State, must also be registered and in good standing with the California Department of Justice, and appear on their Registry of Charities and Fundraisers. If a nonprofit entity is excluded from registering with the Department of Justice, proof must be provided with the application.

Eligible applicants include:

- Local governments (cities, counties, or cities and counties) as defined in PRC section 30109.
- Qualifying Tribal Entities.
 - A Qualifying Tribal Entity is defined as a tribe, band, nation or other organized group or community, residing within the borders of California, which:
 1. is recognized for special programs and services provided by the United States because of the status of its members as Native Americans; or
 2. can establish that it is a government entity, and which meets the criteria of the grant program.
- Non-profit Organizations – Non-profit organizations (except private schools) registered with the federal government under 501(c)3, (c)4, (c)6 or (c)10 of the Internal Revenue Code. Must be qualified to do business in California and be in good standing with all applicable California state agencies, including being registered and current in the Registry of Charitable Trusts.
- Private, for-profit entities. For purposes of this program, a "private, for-profit entity" is defined as a business intended to operate at a profit and return a profit to its owners. Private entities must be authorized to conduct business in the State of California, by either being registered with the California Secretary of

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State as a business located in California, being registered as a foreign (out-of-state or out-of-country) business or processing a business license issued by a California city, county, or city and county. The business must be qualified to do business in California and be in good standing with all applicable California state agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board. Any and all subsidiaries, divisions or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the program. A business is considered an "affiliated business" if it has at least one owner with a forty (40) percent or greater interest in another applicant business.

Applicants that seek to pay out CRV for the collected glass, must be a Certified Recycling Center, and meet the requirements of Section 2525(k) of the California Code of Regulations.

Individual Application

An Individual Application is one in which a single eligible entity will be responsible for grant implementation. The applicant in an Individual Application will be responsible for the performance of the grant and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property that is purchased with grant funds.

Cooperative Application

Entities may join together in a Cooperative Application in which two or more eligible entities join together for the purpose of grant implementation. A Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the entity who will be responsible for the performance of the grant and all required documentation. All Non-Lead Participants are considered applicants and will be grantees should the application be awarded. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. The Lead Participant is responsible for reimbursing Non-Lead Participants' costs prior to submitting a payment request to CalRecycle. All entities involved with a cooperative application will be required to execute a grant agreement.

Regional Application (Local Governments Only)

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the applicant, and if awarded, will be the grantee responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. If a jurisdiction is a Non-Lead Participant in a Regional Application, it may not apply individually.

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

Establishing a regional pilot program that includes all of the following:

- Purchasing bins for the collection of empty glass beverage containers at restaurants and on-sale retail licensed establishments.
- Collection and consolidation of contents from the bins.
- Transportation of the empty glass beverage containers that are collected to a glass processing facility.

Project Requirements

The applicant must match the amount of any grant received from the grant program in an amount equal to or greater than the grant amount. Other funding received from CalRecycle is not eligible to be used as match for this grant program. Any entity applying for funding for collection bins must have authorization letters from the locations where bins will be placed.

All projects must be located within California and service California-located businesses. Additionally, any material collected for all projects must not be mixed with CS glass or other glass collected as part of the EGR Program.

Available Funds

- \$ 4,000,000 is available for this grant cycle, fiscal year 2024–25, subject to funding availability.
- \$ 500,000 is the minimum available for all grant awards.
- \$ 2,000,000 is the maximum available for all grant awards.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2027.

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

Eligible and Ineligible Costs

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

Environmentally Preferable Purchases and Practices Policy Requirement

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

Applicants 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 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 BevContainerGrants@calrecycle.ca.gov. CalRecycle must receive the questions by ~~November 19, 2024~~ November 7, 2024, 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.

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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 Increased Recycling of Empty Glass Beverage Containers, EGR1 FY 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 Increased Recycling of Empty Glass Beverage Containers 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 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 \$2,000,000. Please round all amounts to the nearest whole dollar.
2. Enter the amount of **Matching Funds**.
3. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the “Ctrl” key while selecting the numbers.
4. **For non-profit applicants only:** To request an advance of grant funds, check the **Request Advance Payment** box. If you are electing to receive a reimbursement payment, skip this section.
5. Enter the applicant’s **Department Name**, e.g., “General Services.” If the applicant does not have a department, enter the applicant’s name.
6. Enter the grant payment mailing address. This is the address CalRecycle sends payments.
7. **Project Summary/Statement of Use:** Provide a brief description of 4 to 5 sentences of the proposed project.

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8. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
9. 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. The Budget Tab must reflect what is in the Budget Excel Document.

- Materials and Supplies
- Vehicles/Trucks
- Transportation Costs
- Personnel

Complete the budget document provided in GMS and follow the steps below.

1. Transfer the total of each budget category from the budget document into the Budget tab of GMS.
 - a. Budget amounts in the budget document must match those entered in the Budget tab.
 - b. The total amounts entered in the Budget tab of GMS must equal the Grant Funds Requested amount shown in the Detail tab.

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2. Upload the budget document in Excel format to the Documents tab of GMS.

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

Site(s) Tab

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

- Name
- Site Type
- Address
- County

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.” Documents must be submitted in Excel, PDF, or Word formats.

Document files cannot include special characters such as commas, dollar signs, asterisks, etc.

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 December 10, 2024. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916)-341-6375 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. Application Certification
2. Authorization Letters
3. Budget
4. Business Flow Chart
5. Letter of Support
6. Material Flow Chart
7. Narrative Proposal
8. Quotes
9. Resolution/Letter of Commitment
10. 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 or call (916)-341-6375.

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.

Budget

The Budget document is a required application document that must be submitted as an Excel file (**and not as a PDF**).

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Budget line items should relate to Work Plan activities and information in the Narrative Proposal. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification. Include total anticipated projects costs broken down by:

- Materials and Supplies
- Vehicles/Trucks
- Transportation Costs
- Personnel

The totals for each budget category must match the amounts previously entered in the Budget Tab of the application.

Narrative Proposal

The Narrative Proposal is a required application document that describes the details of your proposed project. Utilizing a document form other than this official CalRecycle version, tampering with this CalRecycle version, or otherwise circumventing imposed character limits, will subject the applicant to disqualification.

Each section of the Narrative Proposal must have a response. Ensure your narrative responses are concise, detailed, and that they clearly address each prompt. Make sure the information in the Narrative Proposal is consistent with, and relates to, work activities in the Work Plan. Incomplete responses in the Narrative Proposal may result in the disqualification of your application.

Work Plan

The Work Plan is a required application document. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification. The document must be submitted as a Word file (**and not as a PDF**). List the major activities, steps, or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays.

Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification.

Applicant's Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/templates of some of these documents, please refer to the **Summary tab**. Retain the original hard copy documents for potential CalRecycle audits. See Audit Considerations Section of the Procedures and Requirements for more information.

Authorization Letters

Any entity applying for funding for collection bins must have authorization letters from each location where bins will be placed.

The Authorization Letters must:

1. Be dated.

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2. Identify the name of the restaurant and/or on-sale retail licensed establishment.
3. Provide the address of the restaurant and/or on-sale retail licensed establishment.
 - a. Must be a California-located business.
4. Be valid for the duration of the specified Grant Cycle.
5. Be signed by an individual authorized to contractually bind the applicant.

Note: Email correspondence will be accepted as an appropriate submission type.

Business Flow Chart

The Business Flow Chart is a required application document. The applicant must include the names of all businesses and entities involved, their address(es) and their relationship to the project, from the point of material collection to processing of materials. The applicant must include an overview of, and in-detail look at the major collection process of empty glass beverage containers and the recycling process for them, from the point of restaurants and on-sale retail licensed establishments, including the location of the project and any barriers to recycling in that area, up to the final manufacturer. The flow chart must include the following information as it applies to the project:

- Locations of the restaurants or on-sale retail licenses establishments licensed pursuant to the Alcoholic Beverage Control Act (Division 9 (commencing with Section 23000) of the Business and Professions Code).
- Entity responsible for collection of glass beverage containers
- Certified Processor who received the collected glass beverage containers

Note: The Business Flow Chart should be consistent with the Material Flow Chart and information provided in the application package.

Letters of Support

Letters of support from community members are required. Applicants may include letters of support or endorsements from residents, neighbors, local environmental justice groups, etc. If you have more than one letter of support, scan them all as one document and upload them as one document.

Material Flow Chart

The Material Flow Chart is a required application document. It may be provided as a single chart or multiple charts. The applicant must include an overview of, and in-detail look at the major collection process of empty glass beverage containers and the recycling process for them, from the point of restaurants and on-sale retail licensed establishments, including the location of the project and any barriers to recycling in that area, up to the final manufacturer. The flow chart(s) must include the following information:

- Current material flow (i.e., where current glass beverage containers are coming from and where the containers are going) and description of the project, the organization and any parties involved. Include the original source (licensed retail establishment name/type), the jurisdiction(s) of origin for the glass beverage container source collection, and the processor.

- The estimates of quantity of volume of material collected per month from each location.
- A detailed step-by-step look at the collection process, transportation process and recycling process including but not limited to, collection, CRV redemption (if applicable), and processing.

Note: The Material Flow Chart should be consistent with the Business Flow Chart and information provided in the application package.

Quotes

Budget documentation, including but not limited to quotes for all vehicles and trucks, estimates, bids, and equipment details, must be uploaded to GMS to support grant costs claimed in the Budget.

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, and Letter of Designation, 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.

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 secondary 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 secondary due date or CalRecycle will deem the application as incomplete and disqualify the applicant.

The LOC must:

6. Be on Applicant's letterhead.
7. Authorize submittal of the application for the specific Grant Program and Cycle Code.
8. 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.
9. Be valid for the duration of the specified Grant Cycle.
10. Be signed and dated by an individual authorized to contractually bind the applicant.

Cooperative Application Authorizing Documents Cooperative Lead Participant

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

The Resolution must:

1. Authorize submittal of a Cooperative application on behalf of itself as Lead Participant and all Non-Lead Participants for a specifically named CalRecycle Grant Program and cycle number.
2. In the body of the Resolution, list the name of each Non-Lead Participant.
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 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.

4. 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.
5. 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 secondary due date or CalRecycle will deem the application as incomplete and will disqualify the applicant.

The LOC must:

1. Be on the Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Cooperative application as Lead Participant with the names of all Non-Lead Participants listed as Non-Lead Participants.
3. Specify the Grant Program Name and Cycle Code.
4. 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.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Lead Participant.

Cooperative Non-Lead Participant

If subject to a governing body and board approval is required to legally bind the applicant, applicants must submit a Resolution.

The Resolution must:

1. Authorize the Lead Participant to submit a Cooperative application as Lead Participant on behalf of the Non-Lead Participant.
2. Specify the Grant Program Name and Cycle Number.
3. Authorize the Lead Participant to execute all documents necessary to secure funds and implement the approved project(s).
4. Identify the Non-Lead Participant's Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s).

- a. The Resolution may also authorize the Signature Authority to delegate this authority.
5. Be valid for the duration of the specified Grant Cycle.
6. Be certified by the governing body.

If **not subject to a governing body**, 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 secondary due date or CalRecycle will deem the application as incomplete and disqualify the applicant.

The LOC must:

1. Be on Non-Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Cooperative Application as Lead Participant with itself as a Non-Lead Participant.
3. Specify Grant Program Name and Cycle Code.
4. Identify the job titles of the Non-Lead Participant's 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.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Non-Lead Participant.

Regional Application Authorization Documents

Regional Lead Participant

Applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of a Regional application on behalf of itself as Lead Participant and all Non-Lead Participants for all CalRecycle Grant Programs or for a specifically named CalRecycle Grant Program.
2. Include a provision allowing a Signature Authority to determine and submit a list of Non-Lead Participants in accordance with CalRecycle requirements.
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 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.
4. 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.

5. Be certified by the governing body.

Regional Non-Lead Participant

Applicant must submit a Letter of Authorization or Resolution no later than the secondary due date or CalRecycle will remove the Non-Lead Participant(s) from the application.

The Letter of Authorization must:

1. Be on the Non-Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Regional Application and act as Lead Participant on behalf of the Non-Lead Participant.
3. Authorize the Lead Participant to execute all documents necessary to implement the grant.
4. Specify the Grant Program Name and Cycle Number.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Non-Lead Participant.

The Resolution must:

1. Authorize the Lead Participant to submit a Regional application as Lead Participant on behalf of the Non-Lead Participant.
2. Specify the Grant Program Name and Cycle Number.
3. Authorize the Lead Participant to execute all documents necessary to secure funds and implement the approved project(s).
4. Be valid for the duration of the specified Grant Cycle.
5. Be certified by the governing body.

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:

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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.

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. Complete and eligible grant applications will be evaluated and scored by a review panel of CalRecycle staff based on the criteria outlined in the Increased Recycling of Empty Glass Beverage Containers Grant Program Scoring Criteria. An application may receive a maximum of 75 points possible. Applicants must receive a minimum passing score of 55 points to be considered for funding. Applications scoring less than 55 points will be disqualified. For more information, see the [Public Notice: Eligibility, Scoring Criteria, and Evaluation Process for the Increased Recycling of Empty Glass Beverage Containers Grant Program \(California Beverage Container Recycling Fund, Fiscal Year 2024-25\)](#).

The top scoring application with a passing score will be recommended for funding. All remaining funds will be recommended to go to the next highest scoring project until all funds are expended. If funds are oversubscribed and there are multiple applicants with a tie, random selection will be used to determine funding order. Applications will be funded in numeric order by their random selection number.

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 March 2025. 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 (this is the Lead Participant in regional applications).
- **(If applicable) Participant Grant Agreement Cover Sheet (CalRecycle 110-A)**
 - To be signed by Non-Lead Participants (if application was a cooperative application).
- **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 and the Participant Grant Agreement Cover Sheet (if applicable) using Adobe Sign.
- **Attachment I: Forms Guide**
 - For CalRecycle forms used throughout the Grant Performance Period, see CalRecycle's [Application and Grant Management Tools webpage](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>) to download the forms.
- **Attachment II: Signage** (if applicable)

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.