Local Conservation Corps Grant Program

Application Guidelines and Instructions

Cycle 40 (RLC40) Fiscal Year 2025–26

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Local Conservation Corps Grant Program pursuant to Section 14581.1 of the Public Resources Code. The purpose of the grant is to implement beverage container recycling and litter abatement programs and recycling activities related to the collection and recovery of used oil, electronic waste, and the clean-up and abatement of waste tires.

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 [Application and Grant Management Tools - CalRecycle Home Page](https://calrecycle.ca.gov/funding/tools/) (https://calrecycle.ca.gov/funding/tools/). The applicant will need to sign in to GMS to complete and submit an application.

*Please note that CalRecycle has created an application for each grantee from RLC39 so you **do not** need to start a new application, you only need to complete the one that is already in GMS.*

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

April 10, 2025: 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.

June 17, 2025 (tentative): Grants Awarded
- CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month.

July 1, 2025–June 30, 2027: Grant Term

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

Eligible Applicants

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:
- All Local Conservation Corps certified by the California Conservation Corps in the Fiscal Year (FY) 2024–25 certification report are eligible. Certification does not guarantee an award and applicants must be in good fiscal standing with CalRecycle.

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.

Eligible Projects/Products

Refer to the Procedures and Requirements document for details about eligible activities.

Available Funds

- $29,676,275 is available for this grant cycle, FY 2025–26, subject to funding availability.

Proportional Reductions - Section 14581(c) of the Public Resources Code (PRC)

If there are insufficient funds available in the Beverage Container Recycling Fund to make all of the required CRV and supplemental payments pursuant to Section 14575 of the PRC, CalRecycle is required to reduce all payments in equal proportions in order to keep the fund in balance.

- CalRecycle distributes equal base allocations from each funding source among all certified grantees that have fully expended previous grants and that demonstrate positive growth in collection volumes in three funds; E-waste, Beverage Containers and Waste Tires.
- Newly certified grantees, or grantees seeking to re-enter the Local Conservation Corps Grant Program after one or more cycles of non-participation, receive a reduced base allocation of $600,000 the first year, $700,000 the second year and $800,000 the third year.
- Grantees that did not fully expend the previous two or more consecutive cycles may receive a reduced allocation.
- Grantees with collection volumes below program-wide median and average volumes in waste tires, E-waste and beverage containers may receive a reduced allocation. Collection volumes are reported by material type to CalRecycle on a quarterly basis and the Grant Program data from all grantees are aggregated and analyzed quarterly and summarized annually.

- Grantees that consistently perform below average in material collection are encouraged to negotiate material fund swaps with other grantees, subject to CalRecycle approval and the following provisions:
  - o Negotiation of fund exchanges shall be open to all grantees, California Association of Local Conservation Corps (CALCC) members and non-CALCC members alike.
  - o Grantees are not required to negotiate fund swap allocations; however, grantees that consistently record collection volumes below program-wide average/median volumes are encouraged to negotiate a fund swap to focus on more productive material collection programs.
  - o Exchanges of fund amounts are not required to be dollar for dollar (1:1).
  - o A signed memorandum of understanding identifying the exchange amounts by material fund shall be executed between the parties and submitted to CalRecycle for consideration prior to the application due date (see Timeline on page 2).
  - o Newly certified grantees and grantees re-entering the program after a gap in participation cannot swap funds with other Local Conservation Corps for the first three years of participation.

Grant Term

The Grant Term begins July 1, 2025 and ends on June 30, 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.

Competitive Bid Requirements

For detailed information about competitive bid requirements, refer to Provision 28 of the Terms and Conditions document.

Indirect Costs

For detailed information about indirect costs, refer to the Procedures and Requirements document.

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 section 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. 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 find the application CalRecycle has pre-populated for you:
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 Local Conservation Corps Grant Program, RLC40: 2025–26 and select the existing application for your corps.
4. Begin completing the application on the Summary Tab
   If you are unable to locate Local Conservation Corps Grant Program (RLC40: 2025–26) under My Active Grant Applications, please email grantassistance@calrecycle.ca.gov to provide you access to the application.

GMS Tabs - Application Contents and Instructions

The components of the application are divided into tabs. Please note that some of the information from your RLC39 application was pre-filled for you; however, you must review all of this information to verify it is accurate and fill in where blank. Update information where appropriate and follow these instructions. 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 Local Conservation Corps 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.

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 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 shown on the Budget Workbook for your corps. Please round all amounts to the nearest whole dollar.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the "Ctrl" key while selecting the numbers.
3. For advance payments 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.
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** Enter a concise summary of the goals and objectives of your grant program.
7. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.

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
The budget amounts will be pre-entered by CalRecycle into GMS by material fund.

Complete the budget workbook document provided in GMS and follow the steps below.
1. Material fund totals in the budget document must match those entered in the Budget tab.
   a. The total amounts entered in the Budget tab of GMS must equal the Grant Funds Requested amount shown in the Detail tab.
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.

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."

Document files will not upload to GMS if the file names 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.

You must submit your application no later than 11:59 p.m. on April 10, 2025. 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) 323-4286, 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. Advance Payment Request Documents (only if requesting an advance)
2. Application Certification
3. Budget Workbook
4. Indirect Cost Allocation Plan (if applicable)
5. Federal Indirect Cost Rate (FICR) (if applicable)
6. Grant Project Summary
7. Letter of Designation (LOD) (if applicable)
8. Resolution/Letter of Commitment

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) 323-4286

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 Workbook

The RLC40 Budget Workbook is an Excel spreadsheet for grantees to enter a category-level budget for each material fund. Tampering with the official CalRecycle Budget Workbook provided, utilizing a different form of this document, or otherwise circumventing the established character limits may subject the applicant to disqualification. This document **must be** submitted as an Excel file. **Do not** submit it as

a PDF file, it **will not** be accepted in PDF format. This document must be uploaded to the Documents tab of your application by April 10, 2025.

Grant Project Summary

The Grant Project Summary is the basis of project planning and evaluation. The RLC40 Grant Project Summary captures objectives, key activities, timelines and outcomes for grant projects you plan to implement in each material fund. This document **must be** submitted as a Word file. **Do not** submit it as a PDF file, it **will not** be accepted in PDF format. Tampering with the official Grant Project Summary document provided, utilizing a different form of this document, or otherwise circumventing the established character limits may subject the applicant to disqualification. This document must be uploaded to the Documents tab of your application by April 10, 2025.

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.

Advance Payment Request Documents

See Advance Payment section below for more detail.

To apply for an advance, grantees must complete and upload the following documents on or before the application due date:
1. Advance Justification Cover Letter — This letter describes the specific circumstances that necessitate the advance requested from each funding source.
2. Proof of non-profit status (if applicable).
3. Cash flow analyses that show cash flow in these two ways:
   a. **A single ledger showing** advance for each funding source (Beverage Container, E-waste, Used Oil, Waste Tires).
   b. **A single ledger without showing** an advance for each funding source (Beverage Container, E-waste, Used Oil, Waste Tires).
4. The most recent external audit and financial statement

Please refer to the Advance Guidance Document in the Resource Documents section of the Summary tab in GMS for complete advance request instructions.

Indirect Cost Documentation

Applicants must document indirect cost allocation either by submittal either of A) a current and approved Federal Indirect Cost Rate (FICR), or B) a Cost Allocation Plan.

Federal Indirect Cost Rate (FICR)

If you have a currently approved FICR with a federal agency, upload the FICR approval letter received from the approving Federal agency.

Cost Allocation Plan
A Cost Allocation Plan is a document that details indirect cost allocation methodology for indirect expenditures must be uploaded. Applicants that do not have a currently approved FICR must provide a Cost Allocation Plan.

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) 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 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 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.

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.

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 Managers will review the Grant Project Summary, Advance Request Documents (if applicable), Cost Allocation Plan or Federal Indirect Cost Rate agreement, and Budget Workbook. These documents must include all requested information and be completed to the satisfaction of CalRecycle staff before an application will be recommended for funding. Implementation of recovery or recycling programs in Beverage Containers, Used Oil, E-waste, and Waste Tires must be described in detail with adequately defined objectives and key activities that are likely to lead to successful outcomes and align with the intent of the funds requested.

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 June 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
- **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 using Adobe Sign.
- **Attachment I: Grant Project Summary**
- **Attachment II: Budget Workbook**
- **Attachment III: Local Conservation Corps Audit Guidelines**

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.

Advance Payment

Government Code section 11019 authorizes CalRecycle to make advance payments to certified grantees if it is determined that an advance is essential for the effective implementation of recycling programs. CalRecycle may advance up to twenty-five (25) percent of the total funds awarded in each material fund (beverage containers, E-waste, used oil, waste tires).

Grantees may only submit a request for advance payment if all current cycle grant documents have been executed and any outstanding debts to CalRecycle, including advance balances from previous cycles, have been reconciled.

To request an advance payment, grantees must submit documents in accordance with the Advance Payment Request Documents section above and as described in the Advance Guidance Document instructions found in the Resource Documents section of the Summary tab in GMS.

All advance payment requests require approval by the Department of Finance (DOF) before CalRecycle can disperse advance payments to grantees. CalRecycle will notify grantees individually by email when DOF has approved the advance payment requests. Upon receipt of CalRecycle's email, and upon satisfying all requirements for requesting an advance payment, grantees may submit <u>one</u> Payment Request (Form 87) for all four material funds. (Do not submit separate Payment Request forms for each fund.)

Grantees that are approved by CalRecycle for advance payments will receive an Advance Acknowledgement Letter for signature that includes the terms of the advance and options for early repayment. This letter must be signed by an authorized Signature Authority/Designee and returned to CalRecycle before an advance payment can be approved for payment.

Please note: It is preferred that grantees request the advance as payment request one. If a grantee requests and receives an advance payment after receiving one or more reimbursement payments, the result is that the paid amount will be significantly lower on each payment request because a higher proportion of each payment request must be applied to the advance reconciliation.