

A hand is pointing at a tablet screen. The screen displays a 3D bar chart with several bars of varying heights. The background is a blurred image of a person's face.

LOCAL CONSERVATION CORPS GRANT APPLICATIONS

Local Conservation Corps

RLC40

Fiscal Year 2025-2026

TODAY'S AGENDA

- RLC40 Application Timeline
- Grant Management System (GMS)
- Grant Project Summary Form
- Budget Workbook
- Advance Guidance



RLC40 GRANT APPLICATION TIMELINE

- Notice of Funds Available (NOFA) was released on March 19, 2025
- Due date – April 17, 2025.
- Grant Application Documents reviewed in April/May.
 - Document revisions are needed promptly.
- Grants awarded in June/July.
- Advance package to the Department of Finance by the end of June.
 - All go together so accuracy and completeness is important to everyone!
- RLC40 expenditures can begin on July 1, 2025.



GRANT MANAGEMENT SYSTEM (GMS)

- RLC40 Grant Application is pre-loaded into GMS.
 - Review Guidelines and Instructions carefully before you begin.
 - Make sure you give everyone access who needs access!
 - ❖ While you are in the system, please add and remove contacts as appropriate from all open cycles!
 - Four instructional videos on how to use GMS are online.

[Application and Grant Management Tools - CalRecycle Home Page](https://calrecycle.ca.gov/Funding/tools/)

<https://calrecycle.ca.gov/Funding/tools/>



WEB PASS REQUIRED

<https://secure.calrecycle.ca.gov/WebPass/>



[CalRecycle Home](#) » [WebPass](#)

CalRecycle WebPass: Home

Use this site to establish or manage a CalRecycle WebPass. A CalRecycle WebPass allows you to use your email address and a single password to sign in to many secure CalRecycle WebPass web sites and services.

CalRecycle WebPass Options

[Forgot Password?](#)

If you already have an active CalRecycle WebPass account, but you forgot your password, you can reset it here.

[Change Password](#)

If you already have a CalRecycle WebPass account and you know your password, but want to change it for security reasons, you can change it here.

[Resend Activation Email](#)

If you have not received the email explaining how to activate your account, or cannot find it, start here.

[Create An Account](#)

If you do not have a CalRecycle WebPass account, start here. Creating a CalRecycle WebPass account is free and easy.

[Manage Account](#)

If you already have a CalRecycle WebPass account, sign in to manage your account. You can update your name, change your password, and change your personal assurance phrase.



LOG IN HERE

<https://secure.calrecycle.ca.gov/WebPass2/>



Grants Management System (GMS)

The California Department of Resources Recycling and Recovery (CalRecycle) offers a web-based grant application system, GMS, for interested parties to apply for grants. CalRecycle grantees can apply for grants on line, submit payment requests, and submit required reports using GMS.

The [grants home page](#) provides information about the various grant programs.

WebPass

First things first! Access to GMS is secured, so you will first need to [create a WebPass account](#). WebPass accounts are created for individuals, , and will be tied to your specific email address. If you change your email address, or if it becomes inactive, you will need to create a new WebPass account to continue accessing GMS. Please make certain all individuals obtain their own password and do not share passwords within your organization.

GMS

Once your WebPass has been activated, you will use your email address and password to sign in.

Note: GMS only provides access to grant information. Payment program information is contained in a separate system. To access a payment program system, go to the [payment program web page](#).

- [GMS Sign-In](#)

After you sign in to GMS, you will be able to search for grant applications that are available for online submittal. If you save an application and sign out, your application will be easily accessible when you sign back into GMS. Follow the directions and use the resource tools in the application to complete and submit your grant application.

If you require assistance, send an email to grantassistance@calrecycle.ca.gov or call a [grant specific contact](#).

GMS Instructional Videos

Transcripts are using Microsoft Indexer (From the top left menu choose "Timeline", from top right menu choose "View", and then "Accessibility" to see the transcript).

Grants Management System (GMS) v2.02.0087 Authorized Use Only

CalRecycle Grants Management System (GMS) Sign-In

Email Address:

Next



Having trouble signing in using your WebPass? [Visit the WebPass home page](#) for help and to manage your own account. General information CalRecycle's grant programs is available at the [CalRecycle Grant Home Page](#).

Grants Management System (GMS) <http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm>

Contact: grantassistance@calrecycle.ca.gov

Authorized Use Only, [Privacy Policy](#)



FIND “MY ACTIVE GRANT APPLICATIONS”

Your application was already started by CalRecycle!

Grants Management System (GMS) v2.02.0099Authorized Use Only

Home | Apply | Help | Sign Out

EMULATION ALERT: Derek Link, you are emulating Brian Hickey (brian.hickey@cvcorps.org) (*READ ONLY for roles: ExternalUser,ExternalEditor)

My Grants

Apply for a Grant

Grant Forms

Home

Grants Management System (GMS): Home

Welcome to the CalRecycle Grants Management System. You can either [apply for a new grant](#), or select one of the current or past grants/applications associated with your account. For general information, visit the [CalRecycle grants webpage](#).

Export to Excel

Refresh

My Active Grant Applications	Application Status	
32762: Local Conservation Corps Grant Program (RLC40: 2025-26) Civicorps Schools	Unsubmitted	Application Delete

Click Me



ADD A CONTACT

Make sure this box is checked.



Back

Edit

Delete

Name:

Brian

Hickey

[Edit Name](#)

Allow Access:

☒

Contact has access to this grant application

(A valid email must be provided below to enable access)

Email:

[Edit Email](#)

Title:

Chief Financial Officer

Organization:

Civicorps Schools

Department:



SUMMARY TAB

Grants Management System (GMS) v2.02.0046 Authorized Use Only

Home | Apply | Help | Sign Out

My Grants

Apply for a Grant

Grant Forms

Home > Grant Application

Grant: Local Conservation Corps Grant Program (GrantID: 19122)

Applicant: San Jose Conservation Corps

Grant Manager: [Derek Link](#) (916) 322-4028

Grant Number: RLC31-16-0003

Term End Date: 6/30/2018

Project Status: Active

Summary | Application Checklist | Detail | Contacts | Budget | Documents

Access Grant Management Module

Instructions

Welcome to the Application module of CalRecycle's Grant Management System Web. You will be able to log in and out of the system to complete your application until the application due date listed below. After the application due date, you will only be allowed to upload documents to the Application Guidelines and Instructions for specific information regarding your application.

When filling out your application, remember to do the following:

- Complete each tab
- Upload all required documents
- Print, sign, and upload Application Certification
- Submit application

Application Information

Application Status: Awarded

Date Submitted: 4/28/2016

Cycle Name: Local Conservation Corps Grant Program

Cycle Code: RLC31

Grant ID: 19122

Application Due Date: 4/28/2016

Secondary Due Date: N/A

Resource Links

[Local Conservation Corps Grant Program Homepage](#)
[Resolution and Letter Examples](#)

Resource Documents

The documents below contain instructions for completing the application and grant provisions.

[2016 LCC Oil Spreadsheet](#)
[Advance Guidance](#)
[Application Guidelines and Instructions](#)
[FAQ](#)
[Grant Project Summary Instructions](#)
[LCC Time Project Review Form](#)
[Revised Procedures and Requirements](#)
[Revised Terms and Conditions](#)

Application Documents

The required documents must be completed, saved, and then uploaded in the Documents tab. There may be additional documents that are required to complete your application. As the Applicant, it is your responsibility to ensure that all required documents for your application are submitted by the appropriate due date. Please see [Application Guidelines and Instructions](#) for more information.

[Budget Workbook](#)
[Grant Project Summary Template](#)

Application Checklist

☒ Select Lead Participant
☒ Enter Requested Funds Amount and Project Summary
☒ Enter Primary Contact Information
☒ Enter Signature Authority Information
☒ Enter Budget Category Amounts
☒ Upload required documents
☒ Submit Application

Required Document(s) By Application Due Date

☒ Application Certification
☒ Budget
☒ Cost Allocation Plan
☒ Grant Project Summary
☒ Resolution/Letter of Commitment

Other Supporting Document(s) as applicable for your Application/Project

☒ Advance Payment Justification
☒ Advance Payment Supporting Documents
☒ Letter of Designation

Application Submission

Print Application Certification

 IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

"All green means GO!"

If there are any red checks in the Application Checklist or Required Documents, you will not be able to submit your Application.

APPLICANT/PARTICIPANT TAB

[Home](#) > [Grant Application](#) > Participants

Grant Participants: Local Conservation Corps Grant Program (GrantID: 20122)

Applicant: Civicorps Schools

Grant Manager: [Derek Link](#) (916) 322-4028

Grant Number: RLC32-17-0013

Term End Date: 6/30/2019

Project Status: Active

Summary **Applicant/Participant** **Detail** **Contacts** **Budget** **Documents**

Instructions

Search for the jurisdiction/organization name of the Lead Applicant and Participating Jurisdictions, if applicable.

 Export to Excel

 Refresh

Participant	County	Organization Type	Lead
			☐
Civicorps Schools	Alameda	Local Con. Corp	☒

  1  

Page size: 25

1 items in 1 page

Grants Management System (GMS) <http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm>

Contact: grantassistance@calrecycle.ca.gov

Authorized Use Only, [Privacy Policy](#)

GRANT PARTICIPANT DETAIL

[Home](#) > [Grant Application](#) > [Participants](#) > Participant Detail

Grant Participant Detail: Local Conservation Corps Grant Program (GrantID: 20122)

Applicant: Civicorps Schools

Grant Manager: [Derek Link](#) (916) 322-4028 

Grant Number: RLC32-17-0013

Term End Date: 6/30/2019

Project Status: Active

[Summary](#) [Applicant/Participant](#) [Detail](#) [Contacts](#) [Budget](#) [Documents](#)

[Back](#)

Participant Type: ☒ Lead Participant
☐ Participating Jurisdiction

Name: Civicorps Schools

Federal Tax ID: 94-2941068

County: Alameda 

Jurisdiction: Oakland 

Organization Type: Local Con. Corp 

Certification IDs: SP0019

[Back](#)

Created by: Cara Rothenbaum 3/29/2017 9:01 AM

Last Updated by: Cara Rothenbaum 3/29/2017 9:01 AM

No notes found for this grant.

Grants Management System (GMS) <http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm>

Contact: grantassistance@calrecycle.ca.gov

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DETAIL TAB

My Grants
Apply for a Grant
Grant Forms

[Home](#) > [Grant Application](#) > Grant Application Detail

Grant Detail: Local Conservation Corps Grant Program (GrantID: 19122)

Applicant: San Jose Conservation Corps
Grant Manager: [Derek Link](#) (916) 322-4028
Grant Number: RLC31-16-0003
Term End Date: 6/30/2018
Project Status: Active

[Summary](#) [Applicant/Participant](#) [Detail](#) [Contacts](#) [Budget](#) [Documents](#)

Grant Detail

☒ **Grant Funds Requested:** \$1,673,620.00

☒ **Assembly District(s):** 25

☒ **Senate District(s):** 10

[Find your representatives \(assembly/senate district\)](#)

Applicant's Department Name: Recycling Department

☒ **Grant Payment Address Line 1:** 1560 Berger Drive

☒ **Grant Payment Address Line 2:**

City: San Jose

State: CA

Zip Code: 95112

☒ **Project Summary/Statement of Use:**

In grant RLC31 the San Jose Conservation Corps and Charter School (SJCC&CS) will continue to develop their recycling program to engage in additional work and projects in the ever-expanded field of electronic materials (e-waste), used tires, and used oil.

The staff members at the SJCC&CS will continue to work with local jurisdictions and other agencies to establish partnership opportunities to work with and provide education and outreach for E-Waste, used oil, and used tires. Where it is possible, the SJCC&CS will develop specialized training that

CalRecycle has edited the below summary to reflect the approved grant project.

☒ **Approved Project Summary/Statement of Use:**

Approved Project Summary Updated By: Updated On:

Created by: Cara Rothenbaum 4/1/2016 9:06 AM
Last Updated by: Alan Ha 4/28/2016 4:31 PM

CONTACTS TAB

[Home](#) > [Grant Application](#) > Contacts

Grant Contacts: Local Conservation Corps Grant Program (GrantID: 20122)

Applicant: Civicorps Schools

Grant Manager: [Derek Link](#) (916) 322-4028

Grant Number: RLC32-17-0013

Term End Date: 6/30/2019

Project Status: Active

[Summary](#) [Applicant/Participant](#) [Detail](#) [Contacts](#) [Budget](#) [Documents](#)

Please ensure you have both a Primary and Authorized Signatory, (“Prime” and “Auth”) selected in the Contacts Tab.

Instructions

- An application is required to have only one Primary Contact and at least one Signature Authority.
- Changes to Signature Authority contacts must be made by the Grant Manager.

☐ Show Deleted

Add Contact

 Export to Excel

 Refresh

Name	Organization	Title	Phone	Email	Prime	Second	Auth	Consult
					☐	☐	☐	☐
Hickey, Brian	Civicorps Schools	Chief Financial Officer	(510) 992-7838	brian.hickey@cvcorps.org	☒	☐	☒	☐
Lessik, Alan	Civicorps Schools	Executive Director	(510) 992-7842	alan.lessik@cvcorps.org	☐	☐	☒	☐



ADD CONTACT

My Grants

Apply for a Grant

Grant Forms

[Home](#) > [Grant Application](#) > [Contacts](#)

Grant Contacts: Local Conservation

Applicant: Civicorps Schools

Grant Manager: [Derek Link](#) (916) 322-4028

Grant Number: RLC32-17-0013

Term End Date: 6/30/2019

Project Status: Active

[Summary](#) [Applicant/Participant](#) [Detail](#) [Contacts](#)

Instructions

- An application is required to have only one Primary Contact.
- Changes to Signature Authority contacts must be approved by the Grant Manager.

☐ Show Deleted

[Export to Excel](#)

Name	Organization	Title
Hickey, Brian	Civicorps Schools	Chief Financial Officer
Lessik, Alan	Civicorps Schools	Executive Director

My Grants

Apply for a Grant

Grant Forms

[Home](#) > [Grant Application](#) > [Contacts](#) > Contact Detail

Grant Contact Detail: Local Conservation Corps Grant Program (GrantID: 19122)

Applicant: San Jose Conservation Corps

Grant Manager: [Derek Link](#) (916) 322-4028

Grant Number: RLC31-16-0003

Term End Date: 6/30/2018

Project Status: Active

[Summary](#) [Applicant/Participant](#) [Detail](#) [Contacts](#) [Budget](#) [Documents](#)

Enter information and select save.

Fields marked with * (asterisk) are required.

* **Name:**

Allow Access: ☐ Check to allow contact access to this grant application.
(A valid email must be provided below to enable access)

Email:

* **Title:**

* **Organization:**

Department:

* **Address:**

☐ **Address Line 2:**

* **City | State | Zip:**

* **Phone | Extension:**

Fax:

☐ **Primary Contact:** ☐ Each grant must have a single contact set as the Primary Contact.

☐ **Secondary Contact:** ☐

☐ **Signature Authority:** ☐

☐ **Consultant:** ☐

Enter information and select save.

Fields marked with * (asterisk) are required.

BUDGET TAB

Enter your total in the Recycle line item and then the total for each material in the Funding Source line items. In the Budget Funds section the “Remaining Funds to Budget” will be at \$0.00 when you have correctly input the material fund amounts.

Grants Management System (GMS) v2.02.0046 Authorized Use Only

My Grants

Apply for a Grant

Grant Forms

Home > Grant Application > Budgets

Grant Budgets: Local Conservation Corps Grant Program (GrantID: 19122)

Applicant: San Jose Conservation Corps

Grant Manager: [Derek Link](#) (916) 322-4028

Grant Number: RLC31-16-0003

Term End Date: 6/30/2018

Project Status: Active

Summary

Applicant/Participant

Detail

Contacts

Budget

Documents

Instructions

Total budgeted funds must be equal to the requested grant amount. Select the budget category name to enter a budget amount.

Total budget amount by category must equal total budget amount by funding source.

Budget Funds

Requested Funds: \$1,673,620.00

Budgeted Funds: \$1,673,620.00

Remaining Funds to Budget: \$0.00

Export to Excel

Category	Budget Amount
Recycle	\$1,673,620.00
TOTAL	\$1,673,620.00

Export to Excel

Funding Source	Funding Budget Amount
CBCRF	\$519,775.00
E-Waste	\$615,384.00
OIL	\$153,846.00
TIRE	\$384,615.00
TOTAL	\$1,673,620.00

Grants Management System (GMS) <http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm>

Contact: grantassistance@calrecycle.ca.gov

DOCUMENTS TAB

Cycles

Applications

Grant Management

Payments/ Reports

Mail

Contact

Audit

Notes

Grant Forms

Home > Grant Application > Documents

Grant Documents: Local Conservation Corps Grant Program (GrantID: 19134)

Applicant: Civicorps Schools
Grant Manager: [Derek Link](#) (916) 322-4028
Grant Number: RLC31-16-0013
Term End Date: 6/30/2018
Project Status: Active

Summary | Applicant/Participant | Detail | Contacts | Budget | Documents | Review

Add Document

☐ Include Deleted Documents

Export to Excel Refresh

Title	Document Type	Document Date	Verified	Internal Document	Date Received
Advance Justification Letter (2016-17)	Advance Payment Justification	4/20/2016	True	False	4/20/2016 6:42:00 PM
Audit Report (Most Recent)	Advance Payment Supporting Documents	6/30/2015	True	False	4/19/2016 9:31:00 PM
IRS Determination Letter	Advance Payment Supporting Documents	9/29/2015	True	False	4/19/2016 9:37:00 PM
Cash Flow Schedule - Without Advance	Advance Payment Supporting Documents	4/19/2016	True	False	4/19/2016 9:44:00 PM
Cash Flow Schedules - With Advance	Advance Payment Supporting Documents	4/19/2016	True	False	4/19/2016 9:45:00 PM
Audit Letter	Advance Payment Supporting Documents	5/23/2016	False	False	5/23/2016 4:41:00 PM
revised cash flow	Advance Payment Supporting Documents	5/23/2016	True	False	5/23/2016 4:49:00 PM
Application Certification (2016-17)	Application Certification	4/20/2016	True	False	4/20/2016 6:44:00 PM
Budget Detail 2015-16	Budget	4/26/2016	True	False	4/26/2016 3:03:00 PM
Allocation Plan	Cost Allocation Plan	4/19/2016	True	False	4/19/2016 10:01:00 PM
Project Summary (2016-17)	Grant Project Summary	4/26/2016	True	False	4/26/2016 3:13:00 PM
Revised Grant Project Summary	Grant Project Summary	5/16/2016	True	False	5/16/2016 11:26:00 AM
Letter of Designation (2016-17)	Letter of Designation	4/20/2016	True	False	4/20/2016 6:43:00 PM
CCC Certification Report	Other	11/4/2015	True	False	7/11/2016 11:07:00 AM
Darfur Contracting Act Compliance	Other	7/11/2016	True	False	7/11/2016 11:31:00 AM
CCC Certification Report	Other	11/3/2015	True	False	7/11/2016 11:41:00 AM
Audited Financials	Other	7/11/2016	True	False	7/11/2016 11:46:00 AM
Opening Webinar Checklist	Other	7/14/2016	False	False	7/20/2016 12:11:00 PM
Grant Award Notification Email	Other	9/1/2016	True	False	9/1/2016 12:43:00 PM
Letter of Commitment (2016-17)	Resolution/Letter of Commitment	4/20/2016	True	False	4/20/2016 6:45:00 PM

Document Notes:
Export to Excel Refresh

Document	Note	Note Date	Created By
Letter of Commitment (2016-17)	Letter of Commitment, signed by Amy Slater (Board President of Civicorps School) on April 19, 2016, authorizes the submittal of an application for the Local Conservation Corps Grant Program, authorizes Alan Lessik (Executive Director) as Signature Authority, and authorizes Signature Authority to delegate this authority.	4/28/2016	Rothenbaum, Cara

How to upload a document:
[GMS Upload Grant Management Documents Tutorial - YouTube](#)

Documents to submit with this grant:

Required Document(s) By Application Due Date

- ✓ Application Certification
- ✓ Budget
- ✓ Cost Allocation Plan
- ✓ Grant Project Summary
- ✓ Resolution/Letter of Commitment

Other Supporting Document(s) as applicable for your Application/Project

- ✓ Advance Payment Justification
- ✓ Advance Payment Supporting Documents
- ✓ Letter of Designation

THE GRANT PROJECT SUMMARY (GPS) PROMOTES ACCOUNTABILITY

Purposes of the GPS:

- Evidence of adequate planning.
- Evidence of high performance.
- Measurable outcomes are identified.
- Planning for Quarterly Progress Reports and Final Reports.
- Enables staff and CalRecycle to ensure the budget supports the activities.



THE RLC39 GRANT PROJECT SUMMARY (GPS)

OBJECTIVE - Provide the high level goal (utilizing the SMART model on next slide)			
Key Activity 1	Timeline	Actual Date Completed	Outcomes
Identify a specific activity to be implemented to reach the objective listed above.	Provide time period the activity will be accomplished		Provide the measurable results that the activity will produce
Quarterly Status Comments (Do not need to put anything here)			
Q1			
Q2			
Q3			
Q4			
Key Activity 2	Timeline	Actual Date Completed	Outcomes



WRITING S.M.A.R.T. OBJECTIVES

- **Specific** – Each objective must be clear about what, where, when and how the situation will be changed or improved.
- **Measurable** – Include specific numbers that you are striving to achieve.
- **Achievable** – Use prior years data, experience, current resources and capacities to set targets that are reasonable.
- **Realistic** – The level of change indicated is attainable.
- **Time Bound** – State the time period within which you will complete the objective.



EXAMPLE OF A SMART OBJECTIVE

- ABC Conservation Corps will increase E-waste collection from a baseline of 225,000 lbs. (FY 22-23) to 300,000 lbs. through the addition of 3 curbside collections and 15 special events during fiscal year 2023-24 as measured by collection logs and CEWIS reports.

SMART



EXAMPLES OF KEY ACTIVITIES

Key Activities

- Apply or Renew Approved Collector application with CalRecycle.
- Organize collection events with collaborative partners.
- Collect E-waste from business accounts.
- Train staff on proper handling of E-waste and update training files with certification of training.
- Contract with ECS to receive and be paid for transfers of E-waste.
- Report Net Cost to CalRecycle and Report E-waste collection to DTSC.
- Send education/outreach materials to Grant Manager for review and approval.
- Maintain vehicles and equipment necessary to collect, aggregate and transfer E-waste according to relevant regulations and laws.
- Obtain Designated Collector status from the county.
- Hire 10 Corpsmembers and 2 staff to work on E-waste projects.



TIMELINES

Timelines add accountability and increase your ability to evaluate the implementation process.

- Give a timeline for implementation and/or completion of each activity.
- It is not necessary to specify a date, a general timeframe is OK (i.e., range of dates, “monthly” or “quarterly”)



OUTCOMES

- Think of the outcome as a deliverable for each activity. A deliverable is something concrete and measurable.
- Progress toward achievement of the outcomes will be reported in Quarterly reports. Therefore, the outcome should be easy to identify and report out.

An Example of an Outcome could be one of the following:

- Increase in collection of material.
- Amount of deliverables (events, attendance, Corpsmembers trained, etc.)
- Products – (training manuals, MOU's, etc.).



GRANT PROJECT SUMMARY — EXAMPLE

Evaluation Objective 2 - ABC Conservation Corps will increase E-waste collection from a baseline of 225,000 lbs. (FY 22-23) to 300,000 lbs. (+33%) through the addition of 3 curbside collections and 15 special events during fiscal year (FY) 23-24 as measured by collection logs and CEWIS reports.			
Key Activity 1	Timeline	Actual Date Completed	Outcomes
ABC will organize 15 E-waste drop-off collection events with collaborative partners.	Approximately four events will be scheduled each quarter.		Schedule of events Notice of Intent (NOI) if applicable List of partners – MOUs if applicable Collection logs Track volume and report in quarterly progress and CEWIS reports
Quarterly Status Comments			
Q1			
Q2			
Q3			
Q4			
Key Activity 2	Timeline	Actual Date Completed	Outcomes
ABC will identify community need and establish 3 new curbside collection opportunities.	June 30, 2020		Schedule of events Notice of Intent (NOI) if applicable Collection logs Track volume and report in quarterly progress and CEWIS reports



PLACEMENT OF OBJECTIVES

Think about how you will report out on each objective and key activity. This can help determine where you place an objective.

EXAMPLES:

Vehicles

A vehicle used for all four funding materials – use the Common Objectives Table

Do this rather than posting under each material type. That way, you can just speak to this once during each quarterly report. If the vehicle will be used for a specific material, then place it under that material type.

Training

(Example) New Corpsmembers training covering all materials - use the Common Objectives Table

This way you are only reporting on your training once. If you have specialized trainings (for example, tire stacking) that would go under the specific material type.

This exercise can also remind you that we would expect the budget to reflect what we are seeing in the Grant Project Summary.



BUDGET DEVELOPMENT

- Corps may only apply for funds to support collection of materials for which they have programs and opportunity. No Corps is required to apply for 100% of the funding.
- Corps are encouraged to use the fund swapping option to focus their budget on material programs based on regional needs and opportunities.



FUND SWAPS

- Allowed again in RLC39
- Fund swapping appears logical for some corps based on production by material.
- Fund Swap Guidelines:
 - Funds do not need to be swapped \$1 to \$1.
 - Document the terms of the swap in an MOU.
 - An executed MOU must be submitted with the grant application.
 - Swaps made in RLC38 do not apply to RLC39.
 - No Corps is required to swap.
 - No Corps may swap funds during their first 3 years of operation.



BUDGET WORKBOOK

- The Budget Workbook is a required application document and will be emailed to each LCC.
- Build your budget on the Budget tab in the workbook.
 - The budget must support achievement of the objectives.
 - Unfunded activities in the Grant Project Summary will be questioned.
 - Budget Descriptions must describe all expenses and show how the numbers were calculated.
 - **Example Description** – Corpsmember wages = 50 per month x 15.00/hr. x 8 hrs. per day x 20 days x 10 months = \$1,200,00.00
 - Line items are provided within the template, use them if appropriate. A budget line item with a zero amount will not be considered part of your budget, and you will need to do a Budget Modification if you choose to add grant funds to it later.
 - Make sure to add any out of state travel costs.



Budget									
Grantee Name		Allocation Amounts							
		Bon Cost	E-mantr	Oil	Tire	Total			
Grantee Number		Allocation Amount							
		Susp Amount							
Total Allocation		Total							
		Total Allocated							
CF	Budget Item	Bon Cost	E-mantr	Oil	Tire	TOTAL	Description		
P	Personnel								
A	Staff Wages						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Staff and Wages								
A	Contractor Wages						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total CMW Wages								
A	Taxes and Benefits						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Taxes and Benefits								
A	Workers Comp						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Workers Comp								
T	Personnel Total								
E	Equipment								
A	Equipment						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Equipment Costs								
T	Equipment Total								
O	Operating Costs								
A	Operating Costs						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Operating Costs								
A	Facilities						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Facilities								
A	Vehicle						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Vehicle								
A	Other						Application		
D	Budget Mod 1						Dodget Mod 1		
D	Budget Mod 2						Dodget Mod 2		
D	Budget Mod 3						Dodget Mod 3		
\$	Total Other								
T	Total								

ADVANCE REQUEST GUIDANCE

Are you taking an advance?

Yes

0

BUDGET		BUDGET		BUDGET		BUDGET		BUDGET	
REQUEST	DESCRIPTION	TYPE	Category	Budget Item	Amount	Amount	Amount	Amount	Amount
PERSONAL	PERSONAL	1	Personal	Budget Item					
PERSONAL	PERSONAL	2	Personal	Departmental					
PERSONAL	PERSONAL	3	Personal	Departmental					
PERSONAL	PERSONAL	4	Personal	Departmental					
PERSONAL	PERSONAL	5	Personal	Departmental					
PERSONAL	PERSONAL	6	Personal	Departmental					
PERSONAL	PERSONAL	7	Personal	Departmental					
PERSONAL	PERSONAL	8	Personal	Departmental					
PERSONAL	PERSONAL	9	Personal	Departmental					
PERSONAL	PERSONAL	10	Personal	Departmental					
PERSONAL	PERSONAL	11	Personal	Departmental					
PERSONAL	PERSONAL	12	Personal	Departmental					
PERSONAL	PERSONAL	13	Personal	Departmental					
PERSONAL	PERSONAL	14	Personal	Departmental					
PERSONAL	PERSONAL	15	Personal	Departmental					
PERSONAL	PERSONAL	16	Personal	Departmental					
PERSONAL	PERSONAL	17	Personal	Departmental					
PERSONAL	PERSONAL	18	Personal	Departmental					
PERSONAL	PERSONAL	19	Personal	Departmental					
PERSONAL	PERSONAL	20	Personal	Departmental					
PERSONAL	PERSONAL	21	Personal	Departmental					
PERSONAL	PERSONAL	22	Personal	Departmental					
PERSONAL	PERSONAL	23	Personal	Departmental					
PERSONAL	PERSONAL	24	Personal	Departmental					
PERSONAL	PERSONAL	25	Personal	Departmental					
PERSONAL	PERSONAL	26	Personal	Departmental					
PERSONAL	PERSONAL	27	Personal	Departmental					
PERSONAL	PERSONAL	28	Personal	Departmental					
PERSONAL	PERSONAL	29	Personal	Departmental					
PERSONAL	PERSONAL	30	Personal	Departmental					
PERSONAL	PERSONAL	31	Personal	Departmental					
PERSONAL	PERSONAL	32	Personal	Departmental					
PERSONAL	PERSONAL	33	Personal	Departmental					
PERSONAL	PERSONAL	34	Personal	Departmental					
PERSONAL	PERSONAL	35	Personal	Departmental					
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PERSONAL	PERSONAL	96	Personal	Departmental					
PERSONAL	PERSONAL	97	Personal	Departmental					
PERSONAL	PERSONAL	98	Personal	Departmental					
PERSONAL	PERSONAL	99	Personal	Departmental					
PERSONAL	PERSONAL	100	Personal	Departmental					

- Due Date – Upload all required Advance Package documents with the Application.
- Advance documents must be complete and correct, as all advance packages must go to the Department of Finance together for approval. If edits are needed for one or two, it delays the entire Corps advance package.
- Use the advance amount provided on the Invoice tab once you put your amounts in the budget tab



THIS SHOWS THE
ADVANCE AMOUNTS
IN THE BUDGET
WORKBOOK

	ADVANCE AMOUNTS				
	BC	E-waste	Oil	Tire	Total
Advance Amount	\$ -	\$ -	\$ -	\$ -	\$ -
Advance Spent	\$ -	\$ -	\$ -	\$ -	\$ -
Advance Balance	\$ -	\$ -	\$ -	\$ -	\$ -



COMPONENTS OF THE ADVANCE REQUEST PACKAGE

NOW

✓ **Advance Justification Cover Letter**

- ❑ Advance justification cover letter will describe the circumstances that necessitate the advance from each funding source.

✓ **Advance Payment Supporting Documents**

- ❑ Proof of non-profit status (if applicable)
- ❑ Two separate cash flow analysis docs showing your entire budget (not just grant funds):
 - **One With** an advance for each funding source.
 - **One Without** an advance for each funding source.
 - Please make sure these include the grant funding and the advance repayment.
 - Please make sure the amounts are from this cycle's budget and easy to find
- ❑ The most recent financial statement.

LATER

- ❑ After the Advances have been approved by DOF, we will ask that you submit your signed Advance Acknowledgement Form, Form 87, and Form 87 Attachment when you request your advance



FEEDBACK FROM PAST CYCLES

Refer to your Previous Cycle's GPS and Quarterly Reports:

Additional Reminders:

- Be extra careful about your advance package documentation.
- Your budget must support everything you propose to do in the GPS.
 - If you include a large equipment purchase in your budget, your GPS should also reflect this.



APPLICATION REVIEW PROCESS

- Application review will be conducted by our Fiscal Process Oversight staff as well as your Grant Manager.
- Revisions to your Budget Spreadsheet and/or Grant Project Summary may be requested.
- Grant Managers review all Advance Request packages. We will be in contact with you if any revisions or additional documentation is needed.
- Prompt responses are appreciated and facilitate a faster approval process.



REMINDERS

- Contact your Grant Manager with general program related questions about the RLC39 application (Budget Workbook and GPS).
- For assistance with GMS (Grant Management System) during the application contact Natalie Gandolfo at:
 - Natalie.Gandolfo@calrecycle.ca.gov
 - 916- 341-6809
- Application Due date – April 16, 2024.

