February 2026
Revised August 2026
Department of Resources Recycling and Recovery

Exhibit B

Procedures and Requirements

Local Enforcement Agency Grant Program

Cycle 37 (EA37) Fiscal Year 2026–27

Revised August 2026

The Grantee must share copies of these Procedures and Requirements with its Finance Department and staff responsible for implementing the grant activities.

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Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the Local Enforcement Agency Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements. In this document, "Grantee" means the recipient of funds pursuant to this Agreement.

In a Regional Grant, the term “grantee” used throughout this document refers to the Lead Participant (Lead). The Lead is designated to act on behalf of all Non-Lead Participant(s). The Lead manages the grant, is responsible for the performance of the grant and all required documentation and administers the grant funds to its Non-Lead Participants on its behalf.

This document is attached to, and incorporated by reference, into the Grant Agreement.

Milestones

July 1, 2026: **Grant Term and Grant Performance Period Begins**

June 30, 2027: Grant Performance Period Ends

July 1, 2027-October 29, 2027: Report Preparation Period

October 29, 2027: Final Report, Subsurface Elevated Temperature (SET) Final Report (if applicable), and Final Payment Request Due

Grants Management System (GMS)

GMS is CalRecycle’s web-based grant application and Grants Management System. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes or becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at CalRecycle’s WebPass page (https://secure.calrecycle.ca.gov/WebPass/).

Accessing the Grant

Grantees must log in to GMS (https://secure.calrecycle.ca.gov/Grants) using their web pass. After logging in, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

- **Summary tab**: Shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab**: Grantee requests reimbursement.
- **Reports tab**: Grantee uploads required reports.
- **Interest**: Shows earned interest on an advance payment.

- **Documents tab**: Grantee uploads all other grant documents that are not supporting documents to a payment request or a report. This section also provides access to documents uploaded within other sections of GMS.

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

Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the "Allow Access" check box marked. A contact may be listed but not granted access by not checking the box. If a contact is given access to a grant, they can edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

Before Commencing Work

Before commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

Reliable Contractor Declaration

Before authorizing a contractor or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in section 17050 of Title 14 (https://www.calrecycle.ca.gov/Laws/Regulations/Title14/), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

If a contractor or subcontractor is placed on the CalRecycle Unreliable Contractor List (https://www.calrecycle.ca.gov/Funding/Unreliability/) after award of this grant, the grantee may be required to terminate the contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from CalRecycle's Application and Grant Management Tools webpage (https://calrecycle.ca.gov/funding/tools/).

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. In the Document Type drop-down box, select **Reliable Contractor Declaration**, enter a document title, click the **Browse** button to search for and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

Grant Term, Grant Performance Period, and Report Preparation Period

The Grant Term begins on July 1, 2026 and ends on October 29, 2027. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred before July 1, 2026 or after the end date are not eligible for reimbursement. Most costs are further limited during the Report Preparation Period (below).

The Grant Performance Period begins on July 1, 2026 and ends on June 30, 2027.

The Report Preparation Period is from July 1, 2027 to October 29, 2027. Costs incurred during this period may only be related to preparing reports and cannot be utilized for other grant activities.

The Final Report, SET Final Report (if applicable) and final Payment Request are due on October 29, 2027.

Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts July 1, 2026 and ends October 29, 2027. See “Grant Term, Grant Performance Period, and Report Preparation Period” for additional information). All grant expenditures must be for activities, products, and costs specifically included in the approved Budget. To be eligible for reimbursement, costs must be incurred from July 1, 2026 and before the end of the Grant Term on October 29, 2027. Please note that eligible expenses between July 1, 2027 and October 29, 2027 are limited to costs for preparation and submittal of the Final Report, SET Final Report (if applicable) and Final Payment Request. All services must be provided, and goods received at the project site provided in the application during this period. The grantee must pay invoices for goods and services before including those goods or services on a payment request.

Eligible costs are limited to the following:

- **Analysis/Evaluation/Testing/Demo** (expenses related to analysis and testing, equipment calibration, certification, demonstrations, site studies, and consultants).
- **Compliance/Inspection/Visit/Enforcement** (expenses related to legal counsel, inspection, enforcement, compliance, and consultants).
- **Education** (expenses related to providing education and outreach materials to local jurisdictions, businesses, and the public).
- **Equipment** (expenses related to the purchasing of tools, instruments, equipment, personal protection gear, tablets, and laptops as well as the maintenance of equipment essential for the inspection of solid waste facilities).
- **Personnel** (staff expenses related to conducting inspections such as salaries, benefits, physicals, and vaccinations).

- **Training** (expenses related to the training of LEA staff such as training materials, publications, periodicals, memberships, CalRecycle trainings, solid waste management conferences, and related costs).
- **Transportation** (expenses related to inspections such as maintenance of LEA vehicles, fuel expenses, or mileage).
    - **Mileage reimbursement covers:**
        - Gasoline
        - The cost of maintenance (oil, lube, routine maintenance)
        - Insurance (liability, damage, comprehensive and collision coverage)
        - Licensing and registration
        - Depreciation and all other costs associated with operation of the vehicle
- **Addressing Subsurface Elevated Temperature (SET) Events at Class III Landfills**
  This is a special category limited to jurisdictions that have landfills that have confirmed SET events or landfills that are potentially at risk for SET events. Eligible costs are limited to the following LEA costs associated with addressing actual or potential SET events at landfills, landfill gas migration, and illegal disposal and dumping costs that may result from waste diversion away from landfills with SET events due to reduced operations, early closure, or the imposition of higher disposal charges:
    - Environmental engineering and/or geological consultant services to assist in or perform the review documents or reports generated pursuant to engineering requirements associated with landfills. These requirements include SET event evaluation, mitigation and control; landfill gas control; closure, post-closure maintenance, and non-water corrective action plan documents.
    - Enforcement costs including costs of legal counsel and expert witness services for litigation.
    - SET event and/or illegal dumping education and outreach materials to businesses, Native American tribes, and/or the public.
    - Staff expenses related to conducting focused inspections for SET events, landfill gas migration, and illegal dumping such as salaries, benefit, and medical monitoring.
    - Transportation expenses related to focused inspections related to SET events, landfill gas migration, and illegal dumping such as maintenance of LEA vehicles, fuel expenses, or mileage.
    - The purchase of additional tools, instruments, equipment, personal protection equipment, tablets, and laptops as well as the maintenance of equipment essential for the inspection of solid waste facilities to monitor SET events and landfill gas migration and illegal disposal sites.
    - Training expenses related to SET events, landfill gas migration, and illegal dumping such as training materials, publications, periodicals, memberships, CalRecycle trainings, solid waste management conferences, and related costs.
- **Expenses related to preparation of the Final Report and the Final Payment Request during the Report Preparation Period as identified in the Milestones table above.**

Personnel expenditures must be computed on the actual time spent on grant-related activities. For calculating total personnel expenses for each employee, the expenditures must be documented by:

- The names and classification(s) of the employee(s)
- The hourly wage
- Fringe benefits rate
- The number of hours worked on grant-related activities

These records must be available upon request for audit purposes.

Travel and per diem reimbursement is limited to a maximum of the state rate as described in the Travel Reimbursements section (http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) of the California Department of Human Resources.

Ineligible Costs

Any costs not specifically included in the approved Budget and not directly related to the Local Enforcement Agency Grant Program and the approved grant project are ineligible for reimbursement. The grantee should contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred before July 1, 2026 or after June 30, 2027, (except for costs incurred during the Report Preparation Period, July 1, 2027-October 29, 2027, to prepare the Final Report, SET Final Report (if applicable) and Final Payment Request).
- Partial payments or deposits for goods and services that have not been received or delivered.
- Any costs inconsistent with local, state, and federal statutes, ordinances, or regulations.
- Any food or beverages (supplied as part of meetings, workshops, training, or events).
- Any personnel costs incurred as a result of time an employee assigned to the solid waste program does not actually work on the solid waste program (e.g., use of accrued vacation, sick leave, etc.).
- Any pre-paid expenditures for future goods or services delivered after the end of the Grant Performance Period. (Exemption: The Grant Manager may consider approving products purchased in full before the end of the Grant Performance Period but delivered after the Grant Performance Period if the delay is caused solely by the supplier and through no fault of the grantee. The grantee must request an exemption in writing and receive written approval from the Grant Manager.)
- Cleanup of illegal dumping.
- Costs currently covered or incurred under another CalRecycle loan, grant, grant cycle, or contract.
- Landfill operations.
- Out-of-state travel.
- Overhead and indirect costs.

- Overtime costs (except for local government staffing during specially scheduled evening or weekend events that have been pre-approved in writing by the Grant Manager when law or labor contracts require overtime compensation).
- Purchasing or leasing of vehicles.

The grant manager may disallow any costs deemed unreasonable or unrelated to the purpose of the grant.

Modifications

The grantee must submit any proposed revision(s) to the Work Plan and/or Budget in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be clearly marked on the Work Plan and/or Budget and must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the final revised Work Plan and/or Budget to GMS and notify the grantee. The grantee may submit proposed revisions in conjunction with a Progress Report, but they cannot be submitted as part of the Progress Report. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

Prior to Advance Reconciliation or Requesting Reimbursement

The grantee must notify the Grant Manager of all budget changes, regardless of dollar amount, no later than October 29, 2027. Budget changes must be provided using the Budget Modification Template and emailed to the Grant Manager. The Budget Modification Template is located in the Summary tab under Resource Documents in the Grant Management section of GMS.

Acknowledgements

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

Reporting Requirements

The Grant Agreement requires a Final Report and SET Final Report (if applicable), as listed in the Milestones section; however, the Grant Manager may require Progress Reports at any time during the Grant Term. Failure to submit the Final Report and SET Final Report (if applicable) with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must upload all reports to GMS. For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).
To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
    - Select the **Back** button to upload another document and continue the process until all required documents, as listed below, are uploaded.
    - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

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

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, rejection of the Payment Request, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

Electronic Signatures

CalRecycle requires a certified e-Signature on documents or forms that certify legally binding information.

Note: E-signatures must include the Signature Authority's first and last name, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using Adobe's "Fill and Sign" function. Any document using the "Fill and Sign" method is considered incomplete and may be returned to the grantee.

If you have questions, email grantassistance@calrecycle.ca.gov.

Final Report

The Final Report is due **October 29, 2027**. This report should cover grant activities **from July 1, 2026** through **June 30, 2027**. The grantee must include the following items in the Final Report:

- The Grant Number, grantee's name, and Grant Term.
- The following disclaimer statement on the cover page:
  "The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."
- Budget categories of the approved budget in GMS.
- Listing of actual costs under each Budget Category.
    - Adequate detail must be included so that the Grant Manager can ensure each expenditure is compliant with the eligible cost requirements.

(Personnel: provide staff classification, salary, number of hours, and hourly rate.)
    - Enter total Interest Earned where indicated if an Advance Payment was received. Interest earned must also be entered in the Interest tab in GMS.
    - See Final Report template for required information.

SET Final Report (if applicable)

The SET Final Report is due **October 29, 2027**. This report should cover grant activities **from July 1, 2026** through **June 30, 2027**. The grantee must include the following items in the Final Report:

- The Grant Number, grantee's name, and Grant Term.
- The following disclaimer statement on the cover page:
  "The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."
- Listing of actual costs under each Budget Category.
    - Adequate detail must be included so that the Grant Manager can ensure each expenditure is compliant with the eligible cost requirements.
    - Enter total Interest Earned where indicated if an Advance Payment was received. Interest earned must also be entered in the Interest tab in GMS.
    - See SET Final Report template for required information.

Grant Payment Information

- Grantees may request an advance of 100 percent of the grant award. When the request is approved, the grantee will be advanced 90 percent and 10 percent will be withheld. The advance payment and interest earned must be fully reconciled by the end of the Grant Term, and costs incurred may be reconciled only for those materials and services specified in the approved grant application.
- Grantees are not required to request an Advance. Payments to grantees that do not request an advance are made on a reimbursement basis.
- The grantee must submit the required Final Report and SET Final Report (if applicable) before or concurrently with the submission of the Grant Payment Request. No reimbursement is made before the Grant Manager approves the report.
- A payment request, SET Final Report (if applicable) and Final Report may be submitted at any time within the Grant Term. Grantees are not required to wait until the end of the Grant Term (October 29, 2027) to request reimbursement and submit a Final Report and SET Final Report (if applicable). Grantees are encouraged to submit their payment request, Final Report, and SET Final Report (if applicable) when the grant budget is expended.
- The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the "Payment Request and Documentation" section.

- CalRecycle will make grant payments to only the grantee. It is the grantee's responsibility to pay all contractors and subcontractors for purchased goods and services.
- CalRecycle will withhold and retain 10 percent of each approved Grant Payment Request amount until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress and Final Reports, have been satisfied.
- CalRecycle will promptly send payments to the grantee as fiscal procedures permit. The grantee can typically expect payment approximately 45 days from the date the grantee submits a complete Grant Payment Request.
- The grantee must provide a Reliable Contractor Declaration form (CalRecycle 168) (https://www2.calrecycle.ca.gov/Docs/Web/127824) signed under penalty of perjury by the grantee's contractors and subcontractors in accordance with the "Reliable Contractor Declaration" section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager before commencement of work. See the "Reliable Contractor Declaration" section in Terms and Conditions (Exhibit A) for more information.

Reimburse Payment Request

Failure to submit the final Payment Request with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must submit payment requests in GMS. For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above). To submit a Grant Payment Request:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Reimburse/Advance Reconciliation** button.
    a. Choose **Reimburse** for the **Transaction Type** and enter the amount spent in each budget subcategory.
    b. When the transaction is complete, click the **Save** button.
    c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
3. Click the **Upload Supporting Documents** button.
    a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
    b. Select the **Back** button to upload another document and continue this process until all required supporting documents, as listed below, are uploaded.
    c. The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.
    a. **Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Do not create multiple transactions for funds that have already been requested.

Advance Reconcile Payment Request
For any grantee that was granted an Advance Payment, an Advance Reconcile must be submitted to show how the Advance Payment was spent. To submit an Advance Reconcile:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Reimburse/Advance Reconciliation** button.
    a. Choose **Advance Reconcile** for the **Transaction Type** and enter the amount spent in each budget subcategory.
    b. When the transaction is complete, click the **Save** button.
    c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
3. Click the **Upload Supporting Documents** button.
    a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
    b. Select the **Back** button to upload another document and continue this process until all required supporting documents, as listed below, are uploaded.
    c. The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.
    a. **Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Do not create multiple transactions for funds that have already been requested.

Supporting Documentation

- **Grant Payment Request form** (CalRecycle 87)
    - A completed Grant Payment Request form with the digital signature of the signatory or his/her designee, as authorized by the grantee's Resolution or Letter of Commitment, must be uploaded to GMS.
        - **Note:** A designee may sign on behalf of the grantee if a) authorized by the Resolution or Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.
- **Cost and Payment Documentation**
    - Grantee must show the total funds expended by expense category in the Final Report and SET Final Report (if applicable).
    - Grantees that took an advance must show the total interest earned (if applicable) on the Final Report, SET Final Report (if applicable) and on the Interest tab in GMS.

      Note: The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.

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

Interest
Grantees that request an advance payment must account for all interest accrued and received. All interest accrued and received from the grant funds shall be used only for

eligible expenses related to the performance of this Agreement.

- Interest earned may not be spent until the full grant award has been expended.
- The interest earned **must** be reported in the **Interest** tab in GMS.
- To report interest earned:
  1. Go to the **Interest** tab and click on the **Create an Interest Record** button.
  2. Complete required fields by selecting "**Earned**" as the Interest Type, select the Budget Subcategory where the interest will be spent; enter the date, and the amount of interest earned in the Report Amount filed.
  3. Click the **Save** button.

Once interest is expended, create another Interest Record by following the same steps as above except choose Reconcile as the Interest Type.

All unused interest or unspent grant funds must be returned to CalRecycle by the end of the Grant Term, contact the Grant Manager to initiate this process.

If no interest was accrued during the fiscal cycle, create an interest record to document that no interest was earned because grant funds were expended within 90 days. The grantee is highly encouraged to immediately reconcile their advance payment if it was fully expended within the 90 days, or at any time thereafter within the grant term.

To report that no interest was accrued:

1) Go to the Interest tab and click on the Create an Interest Record button.
2) Complete required field by selecting "None Accrued" as the Interest Type, enter the date, and enter the written explanation in the Note section.
3) Click the Save button

Audit Considerations

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after the final payment date or the Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues that may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the Budget or Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. For more information, refer to the Terms and Conditions (Exhibit A).