



May 2026  
Department of Resources Recycling and Recovery

# **Farm and Ranch Solid Waste Cleanup and Abatement Grant Program Application Guidelines and Instructions Cycles 91, 92, 93, and 94 Fiscal Year 2026–27**

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# Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program pursuant to Section 48100 of the Public Resources Code. The purpose of the grant is to clean up and abate the effects of illegally dumped material on farm and/or ranch property owned by innocent parties. The definition of farm and ranch property is available in the “Eligible Projects” section.

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

**Note:** The following terms used in this document are defined below, unless the context 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 completing the application on behalf of the Applicant.
- “Grantee” refers to an applicant after approval of the grant award.

## Timeline (Cycles 91, 92, 93, and 94)

### Application Due Dates

Applicants must submit applications in GMS by 11:59 p.m. on the cycle-specific due date listed below. Customer service will be available until 4:00 p.m. on each due date.

- July 8, 2026 (Cycle 91)
- October 7, 2026 (Cycle 92)
- January 6, 2027 (Cycle 93)
- April 7, 2027 (Cycle 94)

### Secondary Due Dates

Applicants’ approved Resolution and any other Applicant’s Required Authorization Documents must be uploaded in GMS by the cycle-specific due date listed below if it was not submitted with the application.

**Note:** Applicants must have an Environmentally Preferable Purchasing and Practices Policy by this date.

- August 5, 2026 (Cycle 91)
- November 4, 2026 (Cycle 92)
- February 3, 2027 (Cycle 93)
- May 5, 2027 (Cycle 94)

## **Tentative Dates for Grants Awarding Grants**

If approved, CalRecycle considers funding recommendations and conditionally awards grants at the Monthly Public Meeting in the month listed below.

- October 2026 (Cycle 91)
- January 2027 (Cycle 92)
- April 2027(Cycle 93)
- June 2027 (Cycle 94)

## **Pilot Program Site Information Due**

This is the submission due date for complete site documentation for Pilot Program grantees.

- January 5, 2028 (Cycle 94)

**Grant Term:** Notice to Proceed – April 4, 2029

**For milestones during the Grant Term, refer to the Procedures and Requirements resource document.**

## **Eligible Applicants**

Eligible applicants include:

- Cities
- Counties
- Resource Conservation Districts
- Federally recognized Native American Tribes, as defined in PRC Section 48100(d)(1)

**Note:** For purposes of this application, “Applicant” and “Local Agency” mean cities, counties, resource conservation districts, and Federally recognized Native American tribes.

## **Property Owner Request for Cleanup**

Private landowners are not eligible to apply for this grant, and must submit a request that an application be submitted on their behalf by a Local Agency/Eligible Applicant. The request must include the following:

- A letter from the property owner requesting that the eligible applicant apply for a grant on their behalf. The letter must include the name, mailing address, email address, and telephone number of the property owner, and the approximate types and quantities of waste illegally disposed of on the property.
- A vicinity map showing the location of the site(s) and access points to the parcel(s) where the site(s) is located.
- A notarized Property Access Authorization and Non-Responsibility Affidavit that is signed by the property owner.
- Photographs of the site(s) that document the presence of illegally disposed waste. Photographs should be high resolution and include as much visual information regarding the illegally disposed of materials as possible.

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If there are questions or issues obtaining the above documentation, please email [FarmandRanch@CalRecycle.ca.gov](mailto:FarmandRanch@CalRecycle.ca.gov).

### **Local Agency's Review of Property Owner's Request**

The Local Agency has 45 days from receipt of the property owner's request to review the request, conduct a site visit, and provide a written determination that the owner's property is or is not eligible for cleanup under the grant .

Once the Local Agency determines that the property owner's request is accurate and complete, and the site(s) is eligible, the Local Agency shall submit a grant application to CalRecycle within 60 days from the date of determination.

If the Local Agency determines that the site is not eligible for a grant, it shall provide the property owner with the reasons for disapproval within 45 days of receipt of the request. The property owner may appeal this determination pursuant to [Title 14 CCR Section 17994.3](#) [[https://shared-govt.westlaw.com/calregs/Document/I9F9208CA5B4D11EC976B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://shared-govt.westlaw.com/calregs/Document/I9F9208CA5B4D11EC976B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))].

## **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 grant's performance and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property purchased with grant funds.

### **Application Types**

There are two primary application types.

1. **Standard** projects propose to clean up an identified site where illegal disposal has occurred but is yet to be cleaned up.

**The Pilot Program (Pilot) is for standard projects.** The Pilot is only available in the fourth/last cycle of each fiscal year, if funds remain available. The Pilot is optional and allows an applicant to apply for funds by submitting an Application Certification, an estimate of expenses/sites, and completing appropriate GMS tabs by the application due date. All required application documents for standard projects are required in the Pilot; however, additional time is allowed for submission. The grantee is required to provide all remaining documentation after the date of award, but prior to beginning any grant-funded cleanup activities, and no later than January 6, 2027.

If the Program is oversubscribed, funding priority in the fourth/last cycle of each fiscal year will be given to applications identifying specific and/or previously remediated sites, and applications proposing the cleanup of illegal dumping site(s) that pose a greater threat to public health and safety and/or public nuisance.

2. **Previously remediated** projects propose to reimburse costs already incurred to cleanup or abate illegal disposal at an eligible site.

Sites that have been previously remediated are conditionally eligible to receive reimbursement for cleanup costs incurred prior to the Notice to Proceed. The property owner must still own the farm and/or ranch property where prior, eligible cleanup of illegal disposal took place, and be able to provide required Cost and Payment Documentation as described in the “Supporting Documentation” section of the Procedures and Requirements resource document. Previously remediated sites must meet all requirements in the “Eligible Projects” section.

## Eligible Projects

Sites must meet all the following criteria to be eligible for funding:

1. The parcel where the site is located is zoned or authorized for agricultural/rangeland use, consistent with the following definition of “Farm and/or Ranch property,” in [Title 14 CCR Section 17991\(d\)](https://shared-govt.westlaw.com/calregs/Document/I9F3C20935B4D11EC976B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) [https://shared-govt.westlaw.com/calregs/Document/I9F3C20935B4D11EC976B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)]:  
“Farm and/or Ranch property means a piece of property, publicly or privately owned, that is used for rangeland or agricultural activities such as, but not limited to, commercial livestock and crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture. Farm or ranch property need not have active sales or production, but shall be appropriately zoned, or otherwise authorized for agricultural activities. Farm or ranch property includes appurtenant easements or right-of-ways such as, but not limited to, public roads and utilities”
2. The site is used, has been used, or could be used for agricultural/rangeland activities consistent with the property definition cited above.
3. The intended future use of the site is consistent with the property definition cited above.
4. Neither the applicant, nor the property owner, nor any resident, invitee, licensee, lessee, or person the current property owner purchased or inherited from, by contract, agreement, or other arrangement, brought any of the subject solid waste onto the property.
5. The aforementioned parties did not direct, authorize, permit or otherwise provide consent to another to bring the solid waste onto the property. Moreover, unauthorized disposal of solid waste and/or waste tires has occurred.
6. The responsible party either cannot be identified, located, or pay for timely and proper remediation.
7. The site is or was (for sites previously remediated) an illegal disposal site (i.e., not permitted/exempt from obtaining a solid waste facility permit, and is not a closed site as defined in [Title 27 CCR Section 20164](https://shared-govt.westlaw.com/calregs/Document/IAC78AB53512211EC828B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) [https://shared-govt.westlaw.com/calregs/Document/IAC78AB53512211EC828B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)]).

8. The site needs cleanup to abate a nuisance or public health and safety threat, and/or a threat to the environment.

## Available Funds

\$797,000 is available for this grant cycle, fiscal year 2026–27, subject to funding availability.

- \$200,000 is the maximum available for individual grant awards.
  - Two or more departments or agencies within a specific city or county are eligible for a combined total of \$200,000 per fiscal year.
  - An incorporated city, a resource conservation district, and the county within which they are located are each eligible for up to \$200,000 of grant funds each fiscal year.
- \$50,000 is the maximum allowable for each site.
  - Sites are considered individual cleanup and/or abatement projects and typically entail a large concentration of illegally disposed of material on a single parcel.
  - There can be multiple piles/instances of illegal disposal on one parcel/site.
  - Multiple sites may be included in one application.
  - Single sites requiring more than \$50,000 for cleanup may be eligible, contingent upon the applicant's commitment to subsidize the remaining cleanup and/or abatement activities through alternative funds, in-kind services, and/or additional resources such as volunteer work.

## Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 4, 2029.

Refer to the Procedures and Requirements resource document for detailed information about requirements within the Grant Term.

## 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 resource document.

## Environmentally Preferable Purchases and Practices Policy Requirement

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

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

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

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

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

**Note:** The EPP Policy is an applicant’s internal document. It is up to the discretion of the applicant regarding the format, CalRecycle does not provide a template. Do not upload the EPP Policy to GMS.

## Public Records Requests

CalRecycle’s policy is to promptly make records requested by the public 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](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) webpage (https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/).

## Confidentiality

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

### Confidential or Proprietary Information

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

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

- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code.

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

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

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as “confidential.” If there is a question as to whether specific information is confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement as to 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 start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>).
2. Select **Apply for a Grant** on the left. All open grant cycles are displayed in a table.
3. Find **Farm and Ranch Solid Waste Cleanup and Abatement Grant Program: Fiscal Year 2026–27** and select **Start Application**.
  - a. A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto-populated.
  - b. GMS will automatically add you as the Primary Contact for the new grant application; however, you may update this later.
4. Click **Save**.

## GMS Tabs - Application Contents and Instructions

The application's components are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are at 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 Farm and Ranch Solid Waste Cleanup and Abatement Grant Program.

Examples of disqualifications may include:

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

### Summary Tab

This tab summarizes 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 by the appropriate due date.

## Applicant/Participant Tab

The applicant's name is the legal name of the entity that is legally responsible for grant administration, if awarded. Complete this tab as follows:

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. 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 of \$200,000. 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. Enter the applicant's **Department Name**, e.g., "General Services." If the applicant does not have a department, enter the applicant's name.
4. Enter the **Grant Payment Address**. This is the address CalRecycle sends payments.
5. **Project Summary/Statement of Use**: Describe the proposed grant project by addressing the prompts below:
  - a. Provide a description of the need for cleanup and/or abatement of illegal dumping, and proposed activities to be completed during the Grant Term. This should be higher-level information than the site-specific descriptions that are entered in the Site(s) tab.
  - b. Specify the number of cleanup sites included in the application.
  - c. Describe your experience with illegal dumping. Ensure that you address the following questions in your response:
    - i. Is illegal dumping a continual problem in your area?
    - ii. What, if anything, has been done to abate illegal dumping at this location in the past? Describe any illegal dumping prevention programs available in your area, such as waste tire amnesty days,

household hazardous waste cleanup events, and free landfill disposal. Highlight any innovative abatement programs that have been offered in your jurisdiction.

- d. Mention any important partners/resources/funds such as:
    - i. Local Conservation Corps
    - ii. Volunteer labor
    - iii. In-kind services
    - iv. Planned recycling activities
    - v. Planned revegetation activities
    - vi. Matching and/or other available funds
    - vii. Funds used in the past to remediate illegal dumping at the site(s)
  - e. Confirm that the site(s) are eligible by including the statement “The responsible party/parties cannot be identified, located, or pay for timely and proper remediation of the site(s) proposed for cleanup,” in your summary if it has been confirmed to be true.
6. Select the appropriate option for the Resolution. Requirement and optional Letter of Designation.
  7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
  8. Select the appropriate option for Program Questions.

### **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 at 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 to route the Grant Agreement if it is 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 or Letter of Designation.
- **Secondary Contact.** A person authorized by the Primary Contact, 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.)

### **Budget Tab**

Complete the budget document provided in GMS for each proposed site, then compile costs into a total budget for the proposed grant project (if applying for multiple sites) and follow the steps below.

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

### Site(s) Tab

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

- **Site Name.** Use the property owner's name, the street name, or a descriptive title to help identify the site.
- **Site Type.** Choose the type that best fits the property usage. Refer to the "Land Use/Zoning Designation" section for more information.
- **Address Line 1.** Provide the street address for the site or the closest approximation.
- **Address Line 2.** Provide the Assessor's Parcel Number (APN) for the site. This number must match the APN on the Site Characterization form and Property Access Authorization and Non-Responsibility Affidavit.
- **County.** Enter the county that the site is located in.
- **Budget Amount.** Enter the amount of grant funds requested to clean up the site.
- **Summary.** Provide a summary of the planned cleanup and/or abatement activities at this site, and indicate whether the property is publicly or privately owned. Explain what measures will be put in place after cleanup to abate future illegal dumping such as increased surveillance, installing fencing, gates, or physical barriers such as a ditch, boulders, or k-rail, and/or any public education/outreach efforts/programs.

**Note:** More specific details about the cleanup activities planned for each site will be described in the Site Characterization form.

### Documents Tab

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

**Note:** Refer to the "Application Types" section to determine which documents you are required to complete and upload for your application type.

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." Application Documents should be uploaded to GMS in the same file format (e.g., Word, Excel, Adobe PDF) that they are provided to applicants.

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

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

### **Application Types**

The following sections detail the required Application Documents that must be completed and uploaded with each application type.

#### **Standard Application**

In addition to completing all application components as detailed in the “GMS Tabs - Application Contents and Instructions” section, standard applications must have the following Application/Applicant’s Documents uploaded to the Documents tab:

- Signed Application Certification
- One total project Budget, and one Budget for each proposed site
- Land Use/Zoning Designation for each proposed site
- At least three (3) “before” photographs of illegally disposed of materials, for each proposed site
- Signed and notarized Property Access Authorization and Non-Responsibility Affidavit(s) for each proposed site
- Site Characterization form(s) for each proposed site
- Vicinity Map for each proposed site
- Work Plan(s) for each proposed site
- Authorizing Resolution

For **Pilot Program Applications**, all application components as detailed in the “GMS Tabs - Application Contents and Instructions” section and the Signed Application Certification must be uploaded to the Documents tab by the application due date.

- Authorizing Resolution may be submitted by the secondary due date.
- The following Application Documents may be submitted by the Site approval due date:
  - One total project Budget, and one Budget for each proposed site
  - Land Use/Zoning Designation
  - Photographs
  - Property Access Authorization and Non-Responsibility Affidavit
  - Site Characterization Form
  - Vicinity Map
  - Work Plan

#### **Previously Remediated Site Application**

In addition to completing all application components as detailed in the “GMS Tabs - Application Contents and Instructions” section, applications for previously remediated sites must have the following Application/Applicant’s Documents uploaded to the Documents tab:

- Cost and Payment Documentation for all items on each Budget form, as described in the “Supporting Documentation” section in the Procedures and Requirements resource document.
- One Grant Report for each site and one Grant Report for project-level data, if applicable.
- Weight Tickets and Tire Manifests, if applicable.
- A description of the remediation activities completed and success of the project. This may be uploaded as a separate document or included in the description provided in the Site(s) tab Summary Section.
- No fewer than three (3) “after” photographs of the site once remediated. “Before” photographs of the site are also required, and do not take the place of the required “after” photographs.

## Application Submittal and Deadline

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

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

You must submit your application by 11:59 p.m. on:

- July 8, 2026 (Cycle 91)
- October 7, 2026 (Cycle 92)
- January 6, 2027 (Cycle 93)
- April 7, 2027 (Cycle 94)

Customer Service will be available until 4:00 p.m. on the application due date. The applicant may email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or call (916) 341-6375; however, there is no guarantee CalRecycle can provide support if there is an influx of inquiries.

**Note:** Applications 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.

- Application Certification (required)
- Budget (required)
- Property Access Authorization and Non-Responsibility Affidavit (required)
- Site Characterization (required)
- Work Plan (required)
- Resolution (required)
- Letter of Designation (if applicable)
- Land Use/Zoning Designation (required)
- Photographs (required)
- Vicinity Map (required)

## 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 have trouble with a document, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or call (916) 341-6375.

Altered or reproduced CalRecycle documents or templates may automatically disqualify your application. **Do not** alter CalRecycle documents unless they specify that they may be reproduced.

**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 using the following steps:

1. Click “Print Application Certification” under the Application Submission Section of the Summary tab.
  - a. **Note:** You cannot click “Print Application Certification” until you have completed each application tab **and** uploaded all required documents.
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

In addition to completing the Budget tab, a Budget document is required. Budget line items must relate to Work Plan activities. See the “Eligible Costs,” “Administrative Costs,” and “Ineligible Costs” sections of the Procedures and Requirements resource document to

ensure costs are eligible and categorized correctly. If applying for multiple sites, multiple Budget templates are needed, as described below.

1. Complete a Budget template for each site. Round all line items to the nearest dollar.
2. All costs listed in site Budgets (maximum \$50,000) must be compiled to create a separate total Budget for the grant project (maximum \$200,000).
3. Once the Budget templates are complete, upload all Budgets in Excel format to the Documents tab.
4. Ensure the amount of grant funds requested in the Budget tab matches the Detail tab as well as the total Budget template.

### **Property Access Authorization and Non-Responsibility Affidavit Template**

This document grants legal access to the property for cleanup and verifies under penalty of perjury, that neither the current property owner, nor any other specifically identified individual(s) were responsible for the disposal of the solid waste proposed for cleanup. The land/property owner must complete, sign, and notarize the Affidavit.

- If the property owner is an entity, an authorized agent/representative must sign on behalf of the organization.
- If the eligible applicant is unable to reach the land/property owner or they are deceased, contact the Grant Manager. An alternative document may be substituted.

### **Site Characterization form**

In conjunction with the Detail tab, Site(s) tab, and Affidavit, this document helps staff assess each project/site. This form helps evaluate to what degree the circumstance threatens public health and safety and/or the environment.

Complete this form for **each** site:

- **Site Name:** Refer to the “Site(s) tab” section for naming convention.
- **Parcel Number:** Assessor’s Parcel Number (APN).
- **Parcel Size:** Provide the size of the parcel in acres.
- **Solid Waste Information System (SWIS) Number:** This is a number assigned by CalRecycle. The site may, or may not, have a SWIS Number.
- **Site Address:** Street address, must match the address provided in the Site(s) tab.
- **Zoning:** Refer to the “Land Use/Zoning Designation” section for zoning requirements.
- **Property Owner’s Name:** Provide the property owner’s full legal name.
- **Owners Mailing Address:** May be different from site address.
- **Site History, Use, and Details:** Describe current land use. Include whether the parcel is currently being used for farming and/or ranching purposes and the type of farming and/or ranching activities, if applicable. If the site is an inactive farm/ranch property, describe the past use of the property. Provide information about the exact location of the waste on the parcel, the terrain of the property, and whether accessibility of the site will affect the proposed cleanup activities.
- **Enforcement Action:** If any enforcement action has been taken, explain what the action was, such as a code enforcement violation or citation issued in regards to the site(s) being proposed for cleanup.

- **Owner Responsibility:** Describe any measures or actions taken by the property owner or Applicant to address the illegal dumping.
- **Material/Waste Estimate:** Provide estimates in the table for amounts of materials anticipated to be remediated as part of cleanup activities.

## Work Plan

This document is a detailed, chronological, and step-by-step list of the tasks necessary to remediate the nuisance or threat posed by the illegal disposal site. The Budget form(s) should be consistent with activities in the Work Plan form and vice versa.

This document may also be used as a timeline of the entire grant process from start until completion/closure. However, if using it as a timeline, remember you cannot incur costs for time spent completing the application. You can only incur costs after you have received your Notice to Proceed. See “Grant Term” section for specific details.

## Completing the Work Plan

Refer to the “Eligible and Ineligible Costs” section in the Procedures and Requirements resource document for eligible grant-funded activities. A separate Work Plan template must be completed for each site.

Include, at a minimum, the following information in your Work Plan tasks:

- Estimated start date and completion date for all tasks.
- Collaborative organizations/property owner involvement.
- Any agencies/businesses contacted for permits, licenses, etc., such as the Regional Water Quality Control Board, Department of Toxic Substances Control, city or county planning department, etc.
- Startup steps such as clearing brush, creating a road, mobilizing equipment, researching “rights of way,” conducting California Environmental Quality Act (CEQA), establishing the scope of work, etc.
- Removal of solid waste, recyclables, etc.
- Transportation of tires by registered waste tire hauler to destination facility.
- Grading and re-vegetation work to be performed.
- Abatement measures to be installed, such as fencing and gates
- Planned public education and/or outreach efforts.
- The Work Plan form should note the Abatement Plan mentioned under the Site(s) tab.
- A task with the estimated completion date for the Final Report and Final Payment Request.

## Applicant’s Documents

Below is a list of documents 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 the “Audit Considerations” section of the Procedures and Requirements for more information.

## Land Use/Zoning Designation

The parcel must be zoned or authorized for agriculture/rangeland use consistent with the definition of “Farm and/or Ranch property” as defined in the “Eligible Projects” section.

Land use/zoning designation can be found on the zoning document for the parcel from the county, or by accessing the county’s website and searching using the street address. Applicants should contact the county’s Planning Department or Assessor’s Office for assistance locating zoning designation information.

Upload a copy of the land use/zoning document for each site showing the following required information:

- Assessor’s Parcel Number (APN).
- Zoning designation of the APN.

## Photographs

Photographs document the presence of waste to justify the need for grant funds.

Upload a minimum of three (3) photographs per site that represent the majority of the waste present on each project/site. Photographs may be uploaded individually or added to a single Word or PDF document.

Photographs must clearly identify which site is being represented, and be taken from a consistent, recognizable location so the “after” photos clearly depict the cleanup that has occurred.

**Note:** Applications for previously remediated sites must include both “before” and “after” photographs.

## Vicinity Map

Upload a map showing the location of each proposed site.

- If needed, provide an additional map showing public roads and the location of structures, agricultural crops, and surface bodies of water in relation to the location of the waste on the property.
- If applicable, a Land Use/Zoning Designation map may be used.

## 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 that the applicant writes. 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 authorizing document. Read each one carefully to determine which document(s) fit your application and applicant type.**

**Note:** For Resolution, Letter of Authorization, and Letter of Designation templates, refer to the [Resolution and Letter Examples](#)

(<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff can answer questions about these documents or review your draft authorization documents to ensure they meet the grant program's requirements. You may email your draft authorization documents to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

### **Individual Application Authorization Documents**

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

The Resolution must:

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

**Note:** The Signature Authority must sign a Letter of Designation **before the designee exercises** their authority.

### **Letter of Designation**

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution delegates their signature authority to another person. The applicant must upload the LOD **before** the designee exercises 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 by 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. For example, if the Resolution is effective until December 31, 2026, the Letter of Designation may not be effective beyond December 31, 2026.

## 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 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" function is considered incomplete and will be returned to the applicant.

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

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

# Grant Review and Award Process

## Grant Application Review Process

After the application period closes, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for award.

Applications will be evaluated consistent with the criteria described in the [California Code of Regulations, Title 14, Division 7, Chapter 4.5, Section 17993.5](https://shared-govt.westlaw.com/calregs/Document/I9F730F1F5B4D11EC976B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) [https://shared-govt.westlaw.com/calregs/Document/I9F730F1F5B4D11EC976B000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)]. If a Program cycle is oversubscribed, applications with illegal dumping site(s) posing the greatest threat to public health and safety and/or public nuisance will be considered first.

If requests for grant funds for the fourth cycle (Pilot Program) exceed available funds, applications will be prioritized using the following ranking criteria:

- **Rank 1:** Standard applications, previously remediated site applications, and/or applications proposing the cleanup of illegal dumping site(s) that pose a greater threat to public health and safety and/or public nuisance.
- **Rank 2:** Applications submitted by federally recognized Native American tribes.
- **Rank 3:** Applications that propose cleanup activities in border regions.
- **Rank 4:** Applicants that have not received a Farm and Ranch Solid Waste Cleanup and Abatement Grant within the past two fiscal years.

## 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:

- October 2026 (Cycle 91)
- January 2027 (Cycle 92)
- April 2027 (Cycle 93)
- June 2027 (Cycle 94)

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 not to award 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, CalRecycle will email the following information to grantees:

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

## Reporting Process

CalRecycle requires grantees to report on the progress of their grant with each Payment Request. Refer to the Procedures and Requirements resource document for detailed reporting requirements 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.

**Note:** Resource Conservation Districts may enroll in the Invoiced Payment Method for all Payment Requests except the Final Payment Request.

## Advance Payment Request Process

Per Government Code, Section 11019.3, upon determining that an advance payment is essential for effective implementation of a program within the provisions of Section 11019.3, CalRecycle may advance up to 25 percent of the total grant award to either a private, nonprofit organization that qualifies under Section 501(c)(3) of the Internal Revenue Code, or a federally recognized Native American tribe whose territorial

boundaries lie wholly or partially within the State of California, and any agencies, entities, or arms of the tribe, as applicable, either together or separately.