CalRecycle

November 2026
Department of Resources Recycling and Recovery

Beverage Container Redemption Innovation Grant Program Application Guidelines and Instructions

Cycle 10 (RIG10), Mobile, Fiscal Year 2024–25

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Beverage Container Redemption Innovation Grant Program pursuant to Assembly Bill (AB) 107 (Chapter 22, Gabriel, Budget Act of 2024). The purpose of the grant is to support start-up costs for recycling programs, which shall be limited to mobile recycling programs.

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). 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

November 17, 2026: Questions and Answers Period Due Date

- Applicants or interested parties may submit questions from the application release date to this date.
- Applicants or interested parties must submit questions by email.

November 24, 2026 (tentative): Questions and Answers Posted

- CalRecycle will post the answers to questions submitted during the Questions and Answers Period on the CalRecycle website.

January 5, 2027: Application Due Date

- Applicants must submit applications in GMS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

February 9, 2027: Secondary Due Date

- Approved Resolution or Letter of Commitment and any other Applicant's Required Authorization Documents must be uploaded in GMS by this date if it was not submitted with the application.
- Applicants must have an Environmentally Preferable Purchasing and Practices Policy by this date.

June 2027 (tentative): Grants Awarded

- If approved, CalRecycle considers funding recommendations and conditionally

awards grants.

Notice to Proceed –April 1, 2029**: Grant Term**

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

Eligible Applicants

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

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

Eligible Applicants include:

- **Existing Certified Recycling Center.** An existing certified recycling center is defined as an operation certified by CalRecycle to accept empty beverage containers and pay California Refund Value (CRV) to consumers. In order to be eligible, a recycling center must be certified by CalRecycle and operational as of November 1, 2026.

Organizational types within the two eligible applicants identified above include:

- **Nonprofit Organizations.** Nonprofit organizations (except private K–12 schools) registered with the federal government under 501(c)3, (c)6, or (c)10 of the Internal Revenue Code.
- **Local Governments.** California cities, counties, and other local government entities.
- **Joint Powers Authorities (JPA).** All participating JPA members must be eligible.
- **Private Entities and For-profit businesses.**
- **Public Colleges and Universities.**
- **Qualifying Tribal Entities**.

    - A Qualifying Tribal Entity is defined as a tribe, band, nation, or other organized group or community, residing within the borders of California, which:

1. is recognized for special programs and services provided by the United States because of the status of its members as Native Americans; or
2. can establish that it is a government entity that meets the grant program's criteria.

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. Any and all subsidiaries, divisions or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the program. A business is considered an "affiliated business" if it has at least one owner with a forty (40) percent or greater interest in another applicant's business. Only one application per business entity will be considered. If an applicant submits more than one application, it will be the applicant's responsibility to decide which application should go forward. If the additional application(s) are not withdrawn, all applications from that applicant will be disqualified.

Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant and must identify all JPA members as Non-Lead Participants in the application's Applicant/Participant Tab. A member of the JPA may not submit an Individual Application if that entity is also a member of an applicant JPA. In addition to the requirements for an Individual Application, a JPA must upload a copy of its JPA Agreement.

The JPA Agreement must:

1. Give authority over solid waste management.
2. List all member entities.
3. Contain the signatures of all members.

Eligible Projects

All projects must be located within an unserved zone or no zone, at time of award unless either of the following exceptions apply:

- The applicant is the recycling center currently serving the zone.
- They are the sole recycling center within the zone.

Eligible Project Definitions:

- **Mobile Unit.** A recycling location or location(s) where empty beverage containers are collected using a receptacle for redemption using a vehicle or receptacle that is hosted by an anchor recycling center.
- **Anchor Recycling Center.** A recycling center that has applied to operate one or more mobile units under California Code of Regulations, Title 14, Section 2047(14 CCR § 2047) (https://shared-

govt.westlaw.com/calregs/Document/I5AA316C07C9E11F0BF71E1E8AD6BE4B6?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default).

Eligible projects include:

- **Recycling Center using Mobile Program.**
  A Mobile Program is one where a Certified Recycling Center collects empty beverage containers at a location or locations for redemption using a vehicle or receptacle that is hosted by an anchor recycling center, certified pursuant to 14 CCR § 2047 (https://shared-govt.westlaw.com/calregs/Document/I5AA316C07C9E11F0BF71E1E8AD6BE4B6?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) and operates in accordance with 14 CCR § 2500.5 (https://shared-govt.westlaw.com/calregs/Document/I5A1AACE07C9E11F083CCD78B8D0A9897?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)).

  The mobile shall operate in the following way: a mobile unit arrives at the location where the mobile unit will redeem empty beverage containers at the beginning of the mobile unit's business day and vacates that location at the conclusion of the mobile unit's business day. This includes, but is not limited to, a mobile unit consisting of a reverse vending machine, whether staffed or not, a bag drop receptacle, whether staffed or not, and a mobile unit consisting of a staffed location where material is weighed by an attendant for immediate payment of the refund value.

Available Funds

- $20,000,000 is available for this grant cycle, fiscal year 2024–25, subject to funding availability.
- Applicants must request at least the minimum amount of $500,000.
- Applicants may request up to a maximum amount of $1,000,000.
- The cost per site shall not exceed $500,000.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2029.

Refer to the Procedures and Requirements 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 document.

Environmentally Preferable Purchases and Practices Policy Requirement

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

Applicants must have an EPPP Policy before submitting their application and certify this fact on the Detail tab in the application. If applicants do not have an EPPP 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 EPPP Policies are:

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

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

Note: If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

Note: The EPPP 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 EPPP Policy to GMS.

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to BevContainerGrants@calrecycle.ca.gov. CalRecycle must receive the questions by November 17, 2026, or the questions will not be accepted.

Applicants or interested parties may access the Questions and Answers web page from the Notice of Funds Available web page or from the application. CalRecycle may group similar or related questions by responding to them as one question, rewording questions for clarity, or removing identifying information from questions. CalRecycle may intermittently update the Questions and Answers web page during the Questions and Answers period and post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates. It is the applicant's responsibility to check the Questions and Answers web page for the latest information.

Public Records Requests

CalRecycle's policy is to 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 web page (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/), 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/).

To start an application:

1. Log in to GMS (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 Beverage Container Redemption Innovation Grant Program, RIG10: Fiscal Year 2024–25) and select **Start Application**.
    - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
    - GMS will automatically add you as the Primary Contact for the new grant application; however, you may update this later.
4. Click **Save**.

GMS Tabs - Application Contents and Instructions

The 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 Beverage Container Redemption Innovation Grant Program.

Examples of disqualifications may include:

- The 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 EPPP 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.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
   - Every application must have a Lead Participant, even if it is an individual application with no Non-Lead Participants.

If the Participant Search List does not contain your Applicant/Participant name:

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name. Do not enter your personal name.
   - List county names with the name first, followed by the word “County,” e.g., “Sacramento County.”
   - List city names as “City of” followed by the city’s name, e.g., “City of Sacramento.”
3. Complete all required fields, then click **Save**.

For a list of eligible applicants, please see the Grant Cycle Overview section titled “Eligible Applicants.”

Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. Do not request below the minimum grant award amount of $500,000, and do not exceed the maximum grant award amount of $1,000,000.
   a. Round all amounts to the nearest whole dollar.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district, hold the “Ctrl” key while selecting the numbers.
3. For advance payments only: To request an advance of grant funds, check the **Request Advance Payment** box. Refer to the Advance Payment Request Process section of this document to determine if you are eligible for Advance Payment. If you are electing to receive a reimbursement payment, skip this section.
4. Enter the applicant’s **Department Name**, e.g., “General Services.” If the applicant does not have a department, enter the applicant’s name.
5. Enter the grant payment mailing address. This is the address CalRecycle sends payments.
6. **Project Summary/Statement of Use**: Provide a brief description of 4-5 sentences of the proposed project.
7. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
8. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
9. Select the appropriate answer 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.

The Primary contact and/or Signature Authority must use the email address that is used for certification of the Recycling Center with CalRecycle's Division of Recycling.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority**. The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact**. A person authorized (by the Primary Contact, 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
Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The total must equal the Grant Funds Requested amount shown on the Detail tab.

- Administrative Costs (Operating Expenses)
- Education
    - Public Education and Outreach (e.g., workshops, public meetings, town halls, public events, etc.)
    - School Education (e.g., assemblies, curriculum/guides, school events)
    - Media (e.g., television, website, radio, scripts, instructional videos)
    - Materials (e.g., booklets/brochures/flyers, etc.)
- Equipment
    - Software (Must have direct link to equipment)
    - Installation and Shipment costs
- Personnel

Note: Non-infrastructure costs are limited to 20 percent of the total award amount. Combined costs include, but are not limited to, permitting, personnel, public education/outreach, and general administrative costs not related to construction or installation, shall not exceed 20 percent of the total amount requested.

In addition, complete the budget document provided in GMS and follow the steps below.

1. Budget amounts in the budget document must match those entered in the Budget tab.
2. The total amounts entered in the Budget tab of GMS must equal the Grant Funds Requested amount shown in the Detail tab.
3. 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
- Site Type
- Address
- County
- Budget Amount
    - The cost per site shall not exceed $500,000.
- Summary
    - Provide a description of equipment/activities that will be conducted at the project/site.

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

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.” Documents must be submitted in Excel, PDF or Word formats. See Application Documents section below for required formats for each specific document.

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

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

Application Submittal and Deadline

The **Submit Application** button 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, Letter of Commitment, Letter of Designation, JPA Agreements.

You must submit your application by 11:59 p.m. on **January 5, 2027**. Customer Service will be available until 4:00 p.m. on the application due date. The applicant may email grantassistance@calrecycle.ca.gov or call (916) 341-6095; 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.

1. Access Agreements (required)
2. Application Certification (required)
3. Budget (required)
4. Conditional Lease Agreement/Letter of Intent (if applicable)
5. Letter of Designation (if applicable)
6. Letter of Support (if applicable)
7. Narrative Proposal (required)
8. Quotes (required)
9. Recycling Center Certification (required)
10. Resolution/Letter of Commitment (required)
11. Supplemental Mobile Operation Plan (required)
12. Work Plan (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 or call (916) 341-6095.

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. Do not include information or documents in your application that are not directly related to your specific project. If CalRecycle identifies duplicative information or documentation that is included in other submitted applications, it may result in automatic disqualification of your application.

Note: Do not include special characters in file names. Doing so may result in automatic disqualification of your application.

Application Certification

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification.

1. Click “Print Application Certification” under the Application Submission section of the Summary tab.
    a. **Note:** You 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

The Budget is a required application document that must be submitted in the Excel template format. In the template, applicants must provide a clear and detailed accounting of all costs necessary to complete the mobile project. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification. Include total anticipated projects costs broken down by:

- Administrative Costs (Operating Expenses)
- Education
    - Public Education and Outreach - (e.g., workshops, public meetings, town halls, public events, etc.)
    - School Education - (e.g., assemblies, curriculum/guides, school events)
    - Media - (e.g., television, website, radio, scripts, instructional videos)
    - Materials - (e.g., booklets/brochures/flyers, etc.)
- Equipment
    - Software - (Must have direct link to equipment)
    - Installation and Shipment costs
- Personnel

The totals for each budget category must match the amounts previously entered in the Budget Tab of the application. Do not enter any SWAG (Stuff We All Get) items.

Note: Non-infrastructure costs are limited to 20 percent of the total award amount. Combined costs include, but are not limited to, permitting, personnel, public education/outreach, and general administrative costs not related to construction or installation, shall not exceed 20 percent of the total amount requested.

Narrative Proposal

The Narrative Proposal is a required application document. Complete and upload the Narrative Proposal document in the Word template format. Utilizing a document form other than this official CalRecycle version, tampering with this CalRecycle version, or otherwise circumventing imposed character limits, will subject the applicant to disqualification.

Each section of the document must have a response, if applicable. Some questions on the Narrative Proposal may require the applicant to submit supporting documentation. Follow the applicable document instructions for each question. Ensure your narrative responses are succinct, detailed, and most importantly, address the Evaluation Process in the Eligibility Criteria and Evaluation Process for the Beverage Container Redemption Innovation Grant Program, Cycle 10 – Mobile (California Beverage Container Recycling Fund, Fiscal Year 2024–25) (https://www2.calrecycle.ca.gov/PublicNotices/Details/7225)

Supplemental Mobile Operation Plan

The Supplemental Mobile Operation Plan is a required application document. Complete and upload the necessary Supplemental Mobile Operation Plan(s) in the Word template format. Utilizing a document form other than this official CalRecycle version or tampering with this CalRecycle version will subject the applicant to disqualification.

Each section of the document must have a response, if applicable. Some questions on the Supplemental Mobile Operation Plan may require the applicant to submit supporting documentation. Additionally, a Supplemental Mobile Operation Plan will be needed for each Anchor Recycling Center site, if applicable. Include all mobile sites and related information that will be included in your application. Follow the applicable document instructions for each question. Ensure your responses are succinct, detailed, and most importantly, address the Mobile Operation Plan associated with your project.

Work Plan

The Work Plan is a required application document. Complete and upload the Work Plan document in the Word template format. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification.

List the major activities, steps, or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays. Include 12 months of California Redemption Value volume reporting after the date the program is in place.

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.

Access Agreements

All applications will be required to provide access agreements for each proposed site location at the time of application. An access agreement is a contract between the Grantee and property owner that authorizes the Lead Grantee permission to enter and use the landowner's property for the operation of the proposed Redemption Innovation Grant project and for the intended duration of the Grant Term. Applications submitted without access agreements for each proposed site location will be subject to disqualification.

Conditional Lease Agreement/Letter of Intent/Proof of Landownership

All applicants will be required to provide proof of landownership, a conditional lease agreement, or letter of intent to lease from the property owner for each proposed site location(s) at the time of application. Applications submitted without proof of landownership, a conditional lease agreement, or letter of intent to lease from the property owner will be disqualified.

Letters of Support

Letters of support are optional. However, applicants that claim to provide a benefit to priority populations will need to provide supporting documentation demonstrating how the project meets the criteria. Applicants may include letters of support or endorsements from residents, neighbors, local environmental justice groups, etc. If you have more than one letter of support, scan them all as one document and upload them as one document.

Quotes
This is a required document(s). Budget documentation including, but not limited to, quotes, conditional use permit/application, estimates, bids, and equipment details, must be uploaded to GMS to support grant costs claimed in the Budget. Failure to submit quotes, estimates or bids for grant costs exceeding $5,000 will subject the applicant to disqualification.

Recycling Center Certification
Existing Recycling Centers must submit Recycling Center Certification documents at the time of application. Grantee shall complete all certification requirements for their project and begin operation by November 1, 2026.

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 Commitment, 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.

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.

If **not subject to a governing body or board approval is not required to legally bind the applicant**, applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body, under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the secondary due date, or CalRecycle will deem the application incomplete and disqualify the applicant.

The LOC must:

1. Be on Applicant's letterhead.
2. Authorize submittal of the application for the specific Grant Program and Cycle Code.
3. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
4. Be valid for the duration of the specified Grant Cycle.
5. Be signed and dated by an individual authorized to contractually bind the applicant.

Joint Powers Authority Agreement

Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements, which gives the JPA authority to conduct the project, list all member entities, and contain the signatures of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as part of their application and list all JPA members as Non-Lead Participants on the Applicant/Participant tab.

Letter of Designation

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution or Letter of Commitment 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 or Letter of Commitment. 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.

Grant Review and Award Process

Grant Application Review Process

After the application period closes, CalRecycle staff will review the applications for completeness and eligibility. CalRecycle may conduct virtual interviews with applicants to establish viability and understanding of the proposed project. Only complete applications will be considered for award. All complete and eligible applications will be awarded unless the cycle is oversubscribed. If the cycle is oversubscribed, priority will be given to Tribal Entities, Rural Convenience Zones, new sites in unserved convenience zones, and applicants not previously awarded in past Beverage Container Redemption Innovation Grant (RIG) cycles. If funds are still oversubscribed, CalRecycle will perform a random selection drawing to determine funding order. Eligible applications will be funded in numeric order by their random selection number. Eligible applications that are not funded will be placed on a B-List and will be awarded if additional funds become available. For more information, see the Eligibility Criteria and Evaluation Process for the Beverage Container Redemption Innovation Grant Program, Cycle 10 – Mobile (California Beverage Container Recycling Fund, Fiscal Year 2024–25) (https://www2.calrecycle.ca.gov/PublicNotices/Details/7225)

Note: Applicants with an open RIG grant may require additional review to ensure the open project is progressing in a manner satisfactory to CalRecycle before another RIG grant may be awarded.

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; CalRecycle tentatively schedules this for June 2027. 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.
- **Attachment I: Forms Guide**
  - See CalRecycle's Application and Grant Management Tools webpage (https://calrecycle.ca.gov/funding/tools/) to download the Grant forms.

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on a quarterly) basis. The Procedures and Requirements document contains detailed reporting information and deadlines.

Payment Request Process

CalRecycle will retain 10 percent of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation. The Procedures and Requirements document contains detailed payment information.

Advance Payment 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 Indian 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.