



April 2016  
Department of Resources Recycling and Recovery

## LOCAL CONSERVATION CORPS GRANT PROGRAM

### APPLICATION GUIDELINES AND INSTRUCTIONS

31<sup>st</sup> Cycle (RLC31) – Fiscal Year (FY) 2016–17

#### Table of Contents

- GRANT CYCLE OVERVIEW .....2**
  - Timeline .....2
  - Eligible Applicants .....2
  - Eligible Activities .....2
  - Available Funds .....3
  - Grant Term .....3
  - Eligible Costs .....3
  - Ineligible Costs .....4
- APPLICATION INSTRUCTIONS .....5**
  - Application Access .....5
  - Application Contents and Instructions .....5
  - Application Submittal and Deadline .....7
- APPLICATION DOCUMENTS .....8**
  - CalRecycle Documents .....8
  - Applicant’s Documents .....8
    - Letter of Commitment .....8
    - Letter of Designation .....8
    - Cost Allocation Plan .....9
    - Advance Payment Request Documents .....9
- GRANT REVIEW AND AWARD PROCESS .....10**
  - Grant Application Review Process .....10
  - Grant Award Process .....10
  - Grant Award Conditions .....10
- GRANT PROGRAM ADMINISTRATION .....11**
  - Grant Agreement .....11
  - Reporting Process .....11
  - Payment Request Process .....11
  - Advance Payment .....11

## GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed on [Grant Management System \(GMS\) webpage](http://www.calrecycle.ca.gov/Grants/GMS/default.htm) (<http://www.calrecycle.ca.gov/Grants/GMS/default.htm>).

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

### TIMELINE

Date	Activity
April 28, 2016	<b>Application Due Date</b> <ul style="list-style-type: none"><li>• Applications must be submitted in GMS by 11:59 p.m. on this date</li><li>• Customer service will be available until 4:00 p.m. on this date</li></ul>
June 2016	<b>Grants Awarded</b> CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
July 1, 2016 – June 30, 2018	<b>Grant Term</b>
June 30, 2018	<b>Final Report and final Payment Request Deadline</b>

### ELIGIBLE APPLICANTS

All Local Conservation Corps certified by the California Conservation Corps in the FY 2015–16 certification report.

### ELIGIBLE ACTIVITIES

E-waste:

- E-waste recycling (if permitted)
- E-waste handling or collection
- Education and outreach
- Provide event labor and staff resources in partnership with local jurisdictions
- Surveying and research

Waste Tire:

- Tire Collection
- Non-commercial hauling services (if permitted)
- Clean-up events
- Education and outreach
- Provide event labor and staff resources in partnership with local jurisdictions

#### Used Oil:

- Establishing a Certified Collection Center
- Certified Collection Center signage compliance
- Hosting filter exchange event
- Education and outreach
- Provide event labor and staff resources in partnership with local jurisdiction

#### Beverage Containers:

- Operation of recycling centers
- Clean-up events
- Education and outreach
- Collection programs at businesses, schools, multi-family complexes, and large venues
- Partnerships with businesses, local jurisdictions or government agencies to provide recycling services

#### **AVAILABLE FUNDS**

- A total of \$21,757,085 is available for this grant cycle, fiscal year 2016–17.
- CalRecycle's funding methodology distributes equal base allocations from each funding source among all certified corps. Newly certified corps receive a reduced base allocation of \$600,000 the first year, \$700,000 the second year and \$800,000 the third year.
- Individual funding amounts may be negotiated between eligible applicants, subject to CalRecycle approval and the following provisions:
  - Negotiation of exchanges shall be open to all corps, CALCC members and non-CALCC members
  - No corps is required to negotiate their fund allocations
  - Exchanges of fund amounts do not have to be 1:1
  - Signed memorandum of understanding identifying the exchange amounts shall be submitted and approved prior to application due date
  - No Corps may negotiate an exchange amount or combination of exchanges which would result in decreasing a single material fund by more than 25 percent of the base allocation
  - Newly certified corps are exempt from negotiation for first three years

#### **GRANT TERM**

The Grant Term begins on July 1, 2016 and ends on June 30, 2018. This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.

Grant-eligible program expenditures may start no earlier than July 1, 2016. Eligible program costs must be incurred no later than June 30, 2018.

#### **ELIGIBLE COSTS**

All eligible costs must be directly related to the Grant Project Summary and included in the approved Budget.

Eligible costs include, but are not limited to:

- Costs incurred during the Grant Term which starts July 1, 2016 and ends June 30, 2018.

- Personnel-staff salaries, corpsmember wages and stipends, and taxes and benefits (Benefits are not to exceed 35 percent of wages and salaries. Benefits do not include Workers' Compensation Insurance).
- Purchase of recycling equipment, vehicles, and materials.
- Program-related education, training, and staff development.
- Operating expenses (utilities, communication/telephone, facility and equipment maintenance charges, office supplies).
- Indirect costs (not to exceed 20 percent of the total grant award) allowable with pre-approved Federal Indirect Cost Rate or Indirect Cost Plan Methodology that adhere to Generally Accepted Accounting Principles.
- Depreciation for non-CalRecycle grant funded assets as part of Local Conservation Corps approved Federal Indirect Cost Rates (FICR). For those Local Conservation Corps who do not have a FICR, depreciation may be included in an Indirect Cost Rate (ICR) following the use allowance method per Office of Management and Budget Circular A-122 Attachment B, paragraph 11, letters a-h, not to exceed six and two-thirds percent of acquisition cost.  
[http://www.whitehouse.gov/omb/circulars\\_a122\\_2004](http://www.whitehouse.gov/omb/circulars_a122_2004)
- Travel with supporting documentation and CalRecycle travel documentation form(s). Travel and per diem reimbursement is limited to a maximum of the state rate for Bargaining Unit 1 in effect at the time of travel, in accordance with the California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1, Article 2. Please consult the Grant Manager for guidance.
- Consultants - Consulting contracts in excess of \$5,000 require solicitation of a minimum of three quotes/bids or sole source justification approved by a Grant Manager. The grantee shall provide consultant contracts to the Grant Manager for review and approval prior to executing the contract.

Personnel expenditures must be computed on the actual time spent on grant-related activities. For calculating total personnel expenses for each employee, the expenditures should be broken out by the classification(s) of the employee(s), the hourly wage, fringe benefits rate, and number of hours worked on grant-related activities. These records must be available for audit purposes.

## **INELIGIBLE COSTS**

Ineligible costs include, but are not limited to:

- Costs incurred prior to July 1, 2016 or after June 30, 2018.
- Any costs not consistent with local, state, and federal statutes, ordinances, or regulations.
- Any food or beverages supplied as part of meetings, workshops, or parties.
- Out-of-state travel unless pre-approved in writing by the Grant Manager.
- Costs that are unrelated to the purpose of the grant.
- Penalty charges (late fees, parking and traffic tickets).
- Fundraising.
- Expenses incurred before a required budget modification is approved by the Grant Manager.
- Any other costs not deemed reasonable or within the scope of the Grant Agreement by the Grant Manager.

## 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 in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

An application has been created for all certified corps. After logging into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), locate the Local Conservation Corps Grant Program (RLC31: FY 2016–17) found in the “My Active Grant Applications” box and click “Application.”

### APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete all sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in disqualification from the Local Conservation Corps grant program. Examples of disqualifications include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification
- Missing information in the online application as required below

#### Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project are submitted by the appropriate due date.

#### Applicant/Participant Tab

The applicant name is the legal name of the local conservation corps that is the agent legally responsible for fiscal management and grant administration. If changes to this record are needed, send an email to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

#### Detail Tab

- Complete this tab as follows: Enter the provided award amount in the Grant Funds Requested field.
- Skip the Matching Funds field. No Matching Funds are required for this grant.
- Enter the Assembly District(s) and Senate District(s). To select more than one district hold down the “Ctrl” key while selecting the numbers.
- Project Summary/Statement of Use: Provide a brief overview of the activities that will be implemented, broken down by funding source.

- Enter the grant payment mailing address. If the mailing address is different from the past cycle a new Payee Data Record form will be required, please submit a new form with your application. The form is located at this address:  
<http://www.calrecycle.ca.gov/Funding/Forms/General/Std204Grants.pdf>

### **Contacts Tab**

The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact's detail screen. The contact will be able to log into GMS using his/her own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, 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 Workbook document provided in GMS. Transfer the grand total of your budget request to the Recycle category. Enter each individual material fund amount into the Funding Source line item. The Funding Source total must match the Category total. The completed Budget Workbook showing a detailed line-item budget for the Cycle must be completed and uploaded in the Documents tab. The budget amounts in the Budget Workbook must match those entered in the Budget tab. The total and the total requested for each material fund must equal the amount entered on the Detail tab.

### **Documents Tab**

See the Application Documents section 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".

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority (identified in your resolution or letter of commitment), scan the document, upload it, and retain the original hard copy document.

## **APPLICATION SUBMITTAL AND DEADLINE**

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once.

Applications must be submitted no later than 11:59 p.m. on April 28, 2016. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling 916-341-6117. For help with application documents or program-related questions call your Grant Manager.

## APPLICATION DOCUMENTS

### CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the **Summary tab** in the Application Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the **Documents tab**. Below is a list of the documents.

1. Grant Project Summary – captures objectives, activities, timelines and outcomes for grant projects for each material fund.
2. Budget Workbook – Excel spreadsheet that contains the detailed budget and line items for each material fund.

### APPLICANT'S DOCUMENTS

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

#### Letter of Commitment

Applicants must upload a Letter of Commitment. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Local Conservation Corps application on behalf of applicant.
- Designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
- Authorize the Signature Authority to delegate this authority (not required but encouraged).

Note: You may submit a Resolution in place of the Letter of Commitment. The Resolution must; authorize submittal of the application, identify the period of time, up to five years, during which the authorizations are valid, and identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant.

#### Letter of Designation

A Letter of Designation is required **ONLY** when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the 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, 2014, then the Letter of Designation may not be effective beyond December 31, 2014).

If a time period is not identified then the letter will follow the same time frame as the Resolution.

- It must be signed by the Signature Authority.

### **Cost Allocation Plan**

A Cost Allocation Plan that includes cost allocation methodology for indirect expenditures must be uploaded. Alternately, upload an approved FICR if applicable.

### **Advance Payment Request Documents**

[Government Code section 11019](#) authorizes CalRecycle to make advance payments to corps if it is determined that a cash advance is essential for the effective implementation of the corps' program. CalRecycle may disburse up to 25 percent of the total grant award in each material fund as a cash advance. No advance requests shall be processed until all advance balances from prior cycles are reconciled.

To apply for a cash advance, the corps must complete and upload the following documents on or before the due date:

- a. Advance justification cover letter which describes the circumstances that necessitate the advance from each funding source.
- b. Proof of non-profit status (if applicable).
- c. Cash flow analyses that show cash flow in these two ways:
  - i. With an advance for each funding source (Beverage Container, E-waste, Used Oil, E-waste).
  - ii. Without an advance for each funding source.
- d. The most recent financial statement.

Please refer to the Advance Guidance Document in the Resource Documents section of the Summary tab in GMS.

## **GRANT REVIEW AND AWARD PROCESS**

### **GRANT APPLICATION REVIEW PROCESS**

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

The Grant Project Summary and Budget Workbook documents will be reviewed by the Grant Managers. These documents must include all requested information and be completed to the satisfaction of CalRecycle staff before an application will be recommended for funding. Implementation of recovery or recycling programs in Beverage Containers, Used Oil, E-waste, and Waste Tires must be described in detail with adequately defined objectives and key activities that are likely to lead to successful outcomes, and which are aligned to the intent of the funds requested.

### **GRANT AWARD PROCESS**

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; this is tentatively scheduled to be completed in June 2016.

CalRecycle reserves the right to deny funding, partially fund, or fully fund any grant application based on the quality of planning reflected in the application combined with past performance. If an application reflects insufficient planning and the applicant has demonstrated inadequate past performance in any of the material funds, CalRecycle may elect to require an extended grant planning phase utilizing the associated fund advance amount prior to project implementation. The outcomes and deliverables of the planning phase shall be mutually agreed to by the applicant and CalRecycle.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

### **GRANT AWARD CONDITIONS**

When awarded, this grant will be subject to two conditions:

- 1) The recommended grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle.
- 2) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the grant.

**Failure to comply with either requirement 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. These documents shall guide the Grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- Award email.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle 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.\*

\*Grant Project Summary and Grant Budget Workbook are submitted with and are a part of the Grantee's Approved Grant Application, and are incorporated into the Grant Agreement by reference.

### **REPORTING PROCESS**

Grantees are required to report on the progress of their grant on a quarterly basis. The Final Report is due on June 30, 2018. Detailed reporting information is included in the Procedures and Requirements of the Grant Agreement. Failure to meet reporting deadlines may result in delayed approval of payment requests.

### **PAYMENT REQUEST PROCESS**

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of all claimed expenses. Receipts/invoices and proof of payment for expenses of \$1,000 and over must be provided. Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Report, the final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures and Requirements or failure to receive the Grant Manager's approval of these documents by June 30, 2018 may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements of the Grant Agreement.

### **ADVANCE PAYMENT**

Government Code section 11019 authorizes CalRecycle to make advance payments to corps if it is determined that an advance is essential for the effective implementation of the corps recycling programs. CalRecycle may advance up to 25 percent of the total funds awarded in each material fund (beverage containers, E-waste, used oil, waste tires). As stated above, no advance may be made in this cycle to a corps until previous cycle advance balances are reconciled.

Advance payments require approval by the Department of Finance (DOF). All corps advance requests must be approved at the DOF together as a single package that is

assembled by the Grant Managers.

When the DOF approves the advance package, CalRecycle will send each grantee requesting an advance a letter that describes the approval and terms of advance repayment. This letter must be signed by the Signature Authority/designee and returned before an advance payment request may be processed. After DOF approves the advance requests, CalRecycle's Accounting Office processes the advance payment requests for payment by the State Controller's Office.

Advance payments must be fully reconciled by the end of the grant term. After disbursing an advance, CalRecycle will proportionately deduct the advanced amount from subsequent payment requests until the entire advance is reconciled. Corps have the option to repay the advance amount early.