

# EXHIBIT B PROCEDURES AND REQUIREMENTS

## BEVERAGE CONTAINER RECYCLING GRANT PROGRAM RBC25 - Fiscal Year 2013/14

*Revised 6/25/13*

### INTRODUCTION

The Procedures and Requirements of the Department of Resources Recycling and Recovery's (CalRecycle) Beverage Container Recycling) Grant (BCRG) Program Grant Agreement (Agreement) describes among other things, project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and close-out procedures, records and audit requirements.

Important Notice: Do not start the grant project or incur costs until you receive a Notice to Proceed from your CalRecycle Grant Manager. The Notice to Proceed will be sent after both the grantee and CalRecycle have signed the Agreement.

### CERTIFICATE OF INSURANCE

The grantee shall present a current copy of insurance certificate to their Grant Manager upon grant execution or at the initial site visit.

### PROJECT REQUIREMENTS

All projects are subject to the following requirements:

- The project(s) must be located in California.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).
- The Grantee will ensure that the recycling bins, if applicable, are serviced on a regular basis and that collected material is transported to a certified recycling center or processor.
- The Grantee will ensure, if applicable, that it and/or other site operators are certified or registered by CalRecycle in the proper category and will provide the Grant Manager a copy of the certification certificate(s), upon request.
- The Grantee shall monitor the project for the tonnage and revenues collected by material type, if applicable, and will report to the Grant Manager in the progress and final reports. A minimum of twelve (12) months data is required before submitting the final report.

**Data will be requested after the end date of the grant, if necessary, to meet this twelve (12) month reporting requirement.**

### BUDGET OR WORK PLAN CHANGES/ MODIFICATIONS

Proposed changes or modifications to the approved Budget or Work Plan must be requested in writing to the Grant Manager by the Signature Authority or designee. The request must include the reason for the change and a revised Work Plan and/or revised Budget.

**The Grant Manager must approve the proposed changes in writing prior to the grantee performing any changes or incurring any related costs. Any and all changes to the Budget or cost incurred without approval from the Grant Manager may not be approved.**

## **GRANT MANAGEMENT SYSTEM (GMSWEB)**

GMSWeb is CalRecycle's web-based grant application and grant management system. Access to GMSWeb is secure; grantees must log in using a CalRecycle WebPass. CalRecycle WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new CalRecycle WebPass account to continue accessing GMSWeb. Establish or manage a CalRecycle WebPass at the [CalRecycle WebPass site \(https://secure.calrecycle.ca.gov/WebPass/\)](https://secure.calrecycle.ca.gov/WebPass/).

### **Accessing the Grant**

Grantees must use their CalRecycle WebPass to log into the [GMSWeb system \(https://secure.calrecycle.ca.gov/Grants/\)](https://secure.calrecycle.ca.gov/Grants/). After log-in, locate the grant in the **Associated Grant Applications** table and select the **Grant Management** link. The **Grant Management** module includes the following sections:

- **Summary tab** – contains a budget summary that shows approved budget, paid and remaining amounts. (This section is available to the grantee in Read-only mode and resource only links and documents.)
- **Payment Request tab** - requests reimbursement.
- **Reports tab** – uploads required reports.
- **Documents** – uploads other grant documents that are not considered supporting documents to a payment request or reports. This section also provides access to documents that were uploaded within other sections of GMSWeb.

Follow the instructions in GMSWeb to work in the system. Use the information in the following sections to determine what reports, transactions, and supporting documents are required.

### **Contact Updates**

Access to the grant is limited to those listed in the **Contacts** tab in the **Application Module**. Grantees may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

### **Contractor Reliability Requirement**

This requirement is applicable to Grantees who use a contractor on the project. Prior to commencing work or incurring costs, the Grant Manager must approve in writing a declaration(s) signed under penalty of perjury by the Grantee's contractor and subcontractor(s), stating that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor and the subcontractor(s), respectively.

If any of the events listed in Section 17050 have occurred, disclosure is required but will not necessarily result in CalRecycle refusing to approve the contractor. A signed statement explaining the facts and circumstances of the events must be attached to and submitted with the form.

To obtain a form visit the [Forms web site \(http://www.calrecycle.ca.gov/Grants/Forms/\)](http://www.calrecycle.ca.gov/Grants/Forms/)

The Reliable Contractor Declaration Form must be uploaded in GMSWeb. To upload the Form:

1. Go to the **Report and Other Grant Documents** section in the **Detail** tab.
2. Click on the **Upload a Document** button.
3. Type a title, i.e., Reliable Contractor Declaration Form, then click the **Browse** button to search and upload the document.
4. Click the **Save** button.

## **REPORTING REQUIREMENTS**

A Progress Reports and a Final Report are required by this Agreement. All reports must be uploaded in GMSWeb. For further instructions regarding GMSWeb, including login directions, see the section above entitled, Grant Management System Web.

To upload a report:

1. Go to the **Reports tab**.
2. Select the appropriate event name.
3. Click on the **Add Document** button.
4. Type a title, then click the **Browse** button to search and upload the document.
  - You may upload multiple documents to complete reporting requirements.
  - The maximum allowable file size is 10MB.
5. Click the **Back** button to return to the previous page.
6. Click the **Submit** button.

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed. Failure to comply with the specified reporting requirements may result in the termination of this Agreement or rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. Any problems or delays must be reported immediately to the Grant Manager.

### **REPORT REQUIREMENTS**

Reports shall be submitted to the Grant Manager, as detailed in the Work Plan. Progress reports must be adequate to show compliance with the Agreement, detail all tasks performed and all identified outcomes, and justify all expenditures requested for reimbursement. CalRecycle reserves the right to require interim verbal or written progress reports to supplement the more formal progress reports to ensure compliance with the Agreement and/or to support reimbursement of funds.

The first progress report shall include, but is not limited to:

1. Baseline data from which to evaluate the outcomes of all projects funded through this Agreement, when applicable.
2. A statement of the tasks or milestones implemented to date and a report on the status of each.

Each subsequent progress report shall include, but is not limited to:

1. A statement of the tasks or milestones implemented during the reporting period and a summary on the status of each.
2. If applicable, the volume of empty beverage containers collected (in tons) by material type (i.e., aluminum, glass, bimetal, and plastic by resin type) and revenues received for the California Refund Value (CRV) beverage containers.
3. A discussion of all unanticipated problems or concerns and corrective actions taken.
4. A statement of all data collection completed during the reporting period and findings to date.
5. A description of all expenditures during the reporting period.

A description of all changes made to the project during the reporting period with the approval of the Grant Manager and all additional changes identified.

### **FINAL REPORT REQUIREMENTS**

The Final Report and final Grant Payment Request may be submitted at any time after the project(s) is completed, but must be submitted no later than **June 30, 2016**. The reporting period covers from the Notice to Proceed to June 30, 2016, or completion of Project, whichever is sooner. **Failure to submit the Final Report and final Grant Payment Request with appropriate documentation by June 30, 2016, may result in rejection of the final Grant Payment Request and/or forfeiture by the grantee of any claims for reimbursement of otherwise eligible costs.**

The Final Report must be prepared in the format specified below and must be uploaded into the GMSWeb system. See *Reporting Requirements* section for instructions; you may need to upload multiple documents to complete all of the requirements listed below. If requested, the grantee shall make an oral presentation to CalRecycle. The Grantee shall submit a draft final report on or before the date listed in the Work Plan.

CalRecycle shall draft review comments and transmit them to the Grantee within ten (10) calendar days of receipt of the draft version of the final report. After incorporation of CalRecycle requested revisions, the Grantee shall submit to the Grant Manager one (1) camera-ready copy of the final report on or before the date listed in the Work Plan.

This report shall include, but is not limited to:

1. Cover Page with Disclaimer Statement
2. Table of Contents
3. Summary of the Project
  - a) The goal that was identified to be achieved through implementation of the grant project and objectives identified to help reach that goal.
  - b) The baseline data collected prior to implementing the program.
  - c) The methodology for ongoing data collection and evaluation.
4. Total Cost of Program
  - a) A breakdown of actual expenditures for the project (i.e., administration, staff, equipment, operating costs, etc.) by project component (e.g., infrastructure, promotion, education, events, etc.) and the percentage of the overall project costs for each component.
  - b) A list of all funding sources for the project, the amount provided and the percentage each source is of the overall project.
  - c) A list and estimated dollar value of support from partnerships, volunteers, and in-kind services.
  - d) A statement whether funds received through this Agreement was a factor in obtaining additional funding and support for the project.
5. Work Plan - A schedule of actual dates of project accomplishments (milestones)
  - a) A summary of the actual time expended on each phase of the project (i.e., planning, start-up, operation, evaluation, and until project became/becomes self-sustaining, if applicable).
  - b) A summary of special staffing needs.
  - c) A description of criteria for selecting equipment, actual effectiveness of chosen equipment, and recommended changes in equipment.
  - d) A statement of time elapsed before data was representative of a stable project.
  - e) A discussion of problems encountered and corrective actions taken.
  - f) A discussion of conditions unique to this project.
6. Tonnages and Revenues Generated (if applicable)
  - a) The volume of empty CRV beverage containers collected (in tons) by material type (i.e., aluminum, glass, bimetal, and plastic by resin type).
  - b) The volume of non-CRV materials collected by the project by material type (i.e., newsprint, corrugated, etc.).
  - c) The revenues received for the CRV beverage containers.
  - d) A description of how CRV revenues were expended.
7. Project Effectiveness
  - a) The outcomes achieved as a result of this project (e.g., percentage change in CRV volumes collected, change in knowledge and/or awareness level, etc.).
  - b) A comparison of the outcomes achieved to the goal established at the start of the project.
  - c) Statistical data to support the outcomes.

- d) Volumes collected for 12 months.
- e) Reach and frequency for all promotional and/or educational components, if applicable.
- f) Outside influences that may have affected the outcomes achieved.
- g) Efforts resulting in the reduction of greenhouse gas emissions.

8. Conclusions and Recommendations

- a) Important findings and suggestions for improvement.
- b) Tips or modifications needed for other entities to replicate project.
- c) Project Sustainability.
- d) A list and description of on-going expenses for this project.
- e) Photographs, Articles, Promotional/Educational Materials.
- f) List of Subcontractors.

Grantee acknowledges and agrees that CalRecycle shall not release final payment pursuant to this Agreement unless and until CalRecycle has received from the Grantee a final report that complies with the above requirements and with other applicable requirements in this Agreement.

**GRANT PAYMENT INFORMATION**

- Payment to the grantee for eligible grant expenses are made on a reimbursement basis only and for only those materials and services specified in the approved Grant Application.
- Reimbursement may be requested in conjunction with (or after) submission of the Progress Report and in conjunction with the Final Report.
- The grantee must submit the required Progress Report/Final Report, and the Grant Manager must approve the report prior to, or concurrent with, submission of the Grant Payment Request.
- The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the *Grant Payment Request and Documentation* section for completed project(s) only.
- Grant payments will only be made to the grantee. It is the grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services.
- Ten percent (10%) of each approved Grant Payment Request will be withheld and retained until all conditions stipulated in the Grant Agreement, including submission and Grant Manager approval of the Progress and/or Final Report, have been satisfied. Reimbursement of the 10% retention must be requested in the final Grant Payment Request.
- CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The grantee can typically expect payment approximately forty-five (45) days from the date a Grant Payment Request is approved by the Grant Manager.

**ELIGIBLE PROJECT COSTS**

Eligible program costs may be incurred only during the Grant Term which starts when the Grantee receives a Notice to Proceed from CalRecycle, and ends on **June 30, 2016**. All costs must be directly related to the Work Plan of the Beverage Container Recycling Program as set forth in the approved projected Budget. Costs must be reasonable and cost-effective. Eligible costs include, but are not limited to:

- Personnel (start up only: recycling coordinator, salaries/wages for those directly involved with the project.)
- Purchase of equipment or materials (infrastructure for project: beverage container recycling bins/receptacles, cluster bins, lids, receptacle liners, signage, brochures, installation costs for equipment, service cart for use in collection of materials, laptops, iPads, computers, vehicles, etc.)
- Operating expense associated with project activities.
- Education and outreach promoting beverage container recycling.

## INELIGIBLE PROJECT COSTS

Cost incurred after the Grant Term and any costs not directly related to the implementation of the Beverage Container Recycling Program as set forth in the approved Budget are ineligible. Ineligible costs include, but are not limited to, the following:

- Costs incurred prior to the date of the Notice to Proceed letter or after **June 30, 2016**
- SWAG/Promotional Items not related to the project (e.g.-shirts, magnets, cups, gift cards, stickers, tote bags not used as recycled bins, calendars with not educational component, trophies, awards, plaques)
- Trash bins
- Equipment not related to the project
- Personnel (permanent staff and/or staff not related to the project)
- Costs for establishing a recycling center
- Education and outreach not related to the project
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Costs deemed unreasonable or not related to the grant project by the CalRecycle Grant Manager
  - Costs that are inconsistent with local, state, and federal statutes, ordinances and/or regulations
  - Any food or beverages (supplied as part of meetings, workshops, training, or events)
  - Any pre-paid expenditures for future goods or services delivered after the end of the Grant Term. (Exemption: The Grant Manager may consider approving products purchased in full before the end of the Grant Term but delivered after the Grant Term if the delay is caused solely by the supplier and through no fault of the Grantee. The Grantee must request an exemption in writing and receive written approval from the Grant Manager.)
  - Costs incurred prior to or after the Grant Term
  - Out-of-state travel, unless pre-approved in writing by the Grant Manager
  - Overhead
  - Overtime costs
  - Any other costs not deemed reasonable or related to the purpose of the grant by the Grant Manager

*Note: All expenditures are subject to audit. Please contact the Grant Manager if you have any questions concerning eligible costs.*

## GRANT PAYMENT REQUEST AND DOCUMENTATION

To submit a Grant Payment Request:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
  - Choose **Reimburse** for the Transaction Type and enter the amount spent in each budget sub category.
3. When the transaction is complete, click the **Save** button.
4. After the transaction is saved, the **Upload Supporting Documentation** button will appear in the lower right corner. Upload all required supporting documents as listed below.
  - Type a title, click the **Browse** button to search and upload the document, and then **Save**.
  - Select back to upload another document and continue this process until all required supporting documents as listed below are uploaded.
  - The maximum allowable file size for each document is 40MB.
5. Click the **Submit Transaction** button to complete your payment request.

### Supporting Documentation

- A. A scanned copy of signed **Grant Payment Request form** (CalRecycle 87). To obtain the form, see the General Grant Forms section of the [CalRecycle forms web page](http://www.calrecycle.ca.gov/Grants/Forms) (<http://www.calrecycle.ca.gov/Grants/Forms>).

The grantee is also required to mail the **original** Grant Payment Request form (CalRecycle 87) with the original signature of the signatory or his/her designee\*, as authorized by grantee's Resolution or Letter of Commitment to:

Via mail, courier/personal delivery:
Department of Resources Recycling and Recovery BCRG Grant Program FiRM Branch, 17 <sup>th</sup> Floor 801 K Street Sacramento, CA 95814

\*A designee may sign on behalf of the grantee if a) authorized by Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.

**B. Cost and Payment Documentation** – Required to be submitted for each expenditure of \$500 or more. No supporting documentation is required for expenditures of less than \$500 unless requested by CalRecycle.

- Invoices, receipts or purchase orders containing the product manufacturer, supplier/vendor, and/or contractor name, phone number, address, purchase amount, date and description of goods/services; and
- Proof of payment (e.g., copies of cancelled checks, invoices or receipts marked with date paid, name who authorized payment, check number, or actual check copy, accounting reports if identified by a check number, date, product manufacturer, supplier/vendor, and/or contractor name and amount, hours and rate of pay.)

Three (3) bids or sole source justification is required for any purchase over \$5,000 and must be obtained prior to purchase. Original supporting documentation is not required but should be retained by the Grantee.

## **RECORDS AND AUDIT REQUIREMENTS**

Grantees are required to use Generally Accepted Accounting Principles in documenting expenditures. This grant is subject to a desk or field audit, as more fully set forth in the Terms and Conditions. (See Exhibit A, Record Keeping Requirements and Audit, for more information.)

The best way to ensure an “audit-proof” grant is to share the Grant Agreement with your Finance and/or Accounting Department and any contractors or subcontractors. It is also recommended that all documents related to this grant be kept together in one file.