

FY 2012/13

Application Guidelines for Local Conservation Corps Grant Program

The Department of Resources Recycling and Recovery (CalRecycle) will distribute \$15 million plus a cost of living adjustment (COLA) for grant projects to certified local conservation corps for beverage container recycling and litter reduction programs. All grants awarded cannot comprise more than 75 percent of the annual budget of each corps. Certified local conservation corps interested in applying **must submit a proposal to CalRecycle by April 25, 2012.**

MINIMUM REQUIREMENTS

To qualify for review, each corps grant application package must meet all of the following minimum requirements:

1. CalRecycle must receive the grant application on or **before 5:00 p.m., Wednesday, April 25, 2012.**
2. A cover letter must be signed by the board of directors endorsing the grant application package.
3. The projects must serve to increase collection and recycling of CRV beverage containers.
4. Corps must be in good standing with CalRecycle (i.e., no outstanding debt that includes but is not limited to fines, penalties or audit findings due CalRecycle).
5. Corps must be certified by the California Conservation Corps by March 1st of the previous fiscal year (FY 2011/12).

ELIGIBLE PROJECTS

All project(s) must have a major emphasis on beverage container recycling and/or litter abatement and must involve the collection of all CRV material types. Projects that are eligible for grant funds include, but are not limited to:

- Developing new projects to increase beverage container recycling volumes and consumer convenience.
- Enhancing or assisting existing projects that increase beverage container recycling.
- Increasing awareness for the “where, what and why” of beverage container recycling.
- Developing new or enhanced projects to increase beverage container recycling sustainability, litter reduction, or litter abatement.
- Operating a Certified Recycling Center
 - If inside a Convenience Zone:
 - Ineligible for handling fees
 - The area must be unserved/vacant for a minimum of 6 months
 - Must not be within 2.5 miles from an existing certified recycling center.
 - If outside a Convenience Zone:
 - Ineligible for handling fees
 - The recycling center must not be within 5 miles of an existing certified recycling center.

INELIGIBLE PROJECTS

Ineligible projects include used-tire recycling projects, graffiti removal, composting projects, cleanup and beautification of private property (excluding right-of-ways). If you are uncertain as to whether a project is eligible, you may contact your assigned grant manager.

FUNDING

The base funding allocation for each certified corps is \$1,158,045 for FY 2012/13. The total base allocation amount reflects seventy-five percent (75%) of the total funding available distributed equally to each certified corps. The remaining twenty-five percent (25%) will be distributed competitively based on two components:

1. Fifteen percent (15%) allocated based on the number of CRV beverage containers collected during FY 2010-11.

2. Ten percent (10%) allocated based on the container volume increase as compared to two years prior (FY 2009/10).

DR-6 volume reports will be used to calculate the number of CRV beverage containers collected. Any newly certified corps will receive \$350,000 the first year of eligibility, \$500,000 in the second year, \$650,000 in the third year, \$800,000 in the fourth year, and an equal share of the base funding in subsequent years.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs, and require compliance with the grant agreement. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. CalRecycle will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the draft final report.

CASH ADVANCE

If a cash advance is needed, submit a written request specifying an amount, the circumstances that necessitate an advance and a supporting cash flow analysis for the fiscal year.

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 beverage container recycling program. CalRecycle may disburse up to 25 percent of the total grant amount as a cash advance. Advance payments require approval by the Department of Finance (DOF). A letter acknowledging the advance repayment terms will be sent to the corps for signature. Once DOF approves the request, CalRecycle's Accounting Office will process it with the next invoice.

Cash advances must be fully accounted for by the end of the grant term. After disbursing an advance, CalRecycle will deduct the advanced amount from subsequent invoices until the entire advance is reconciled.

ADMINISTRATION

Once the corps grant applications are reviewed and the grant funding allocations are awarded by CalRecycle, grant agreements will be drafted. Grant agreements consist of standard terms and conditions, a grant summary, budget, work plan and measurable goals. All funds awarded must be expended within one fiscal year, between July 1st and June 30th.

Each corps will be required to submit Grant Payment Request Forms, Reimbursement Spreadsheets, Quarterly Program Status Reports, and a Final Report. Failure to submit the Final Report may jeopardize a corps' continued grant funding.

Data should be tracked immediately after implementation because it is required in the Final Report. The data may include but is not limited to: volume and/or number of beverage containers collected by material type; number of collection programs; number of bins; number of events, schools educated, presentations, number of waste audits performed; and personnel and equipment costs associated with each goal.

Revenues received from the materials collected through Department-funded beverage container recycling efforts may be expended for any public benefit or purpose, including use as a cash reserve.

Each corps is responsible for compliance with all Department certification or registration requirements for projects implemented with grant funds.

Designation of Signing Authority. The person who signs the grant agreement may designate another person of authority to sign invoices and other grant agreement documents. A letter of designation must be dated and submitted to CalRecycle on corps letterhead prior to the Designee's exercise of his/her authority. The letter must state the name and title of the individual and list the documents the individual is authorized to sign in lieu of the person that signed the grant agreement. A new letter must be submitted to CalRecycle each time there is a change in delegation.

GRANT APPLICATION REQUIREMENTS

The corps grant application must be submitted electronically as a Microsoft Word document formatted for 8 ½” by 11” office paper. It must include a type size of at least 10 points and include the following:

- ❑ **Letter of Commitment (LOC) from the Board of Directors.** The letter must express their intent to endorse the grant application package and identify by title the person authorized to sign all grant documents, including but not limited to, applications, agreements, amendments, requests for payments, necessary to secure grant funds and implement the approved grant project.
- ❑ **Application Cover Page. (Attachment A)**
- ❑ **Grant Project Summary Worksheet. (Attachment B)**

Goal(s). State a quantifiable goal to be achieved by the end of the agreement term [*e.g., This project will increase the volume of CRV beverage containers collected by 25 percent*]. More than one goal may be identified.

Project(s) Description. Provide a brief summary of the specific actions the corps will undertake to meet project goals. Include more detail for new projects.

Evaluation. Specify the measuring tool(s) you will use to collect data [*e.g., Pre and post survey, DR-6 shipping report, waste audit, observation or standardized tests*]. Identify the information you will use to evaluate progress. The data should be measurable and/or observable. Examples of measurable or observable data include: the volume of beverage containers collected, skill level, recycling behavior, attitude and values, recycling convenience and recycling awareness (measured with a pre- and post- survey).

- ❑ **Work Plan. (Attachment C)** Provide a listing of major tasks required to achieve the goal(s). Include anticipated completion dates. Tasks should be listed in order by completion date. Tasks are the major steps you will take to accomplish your goal. Examples of tasks include: Identifying location for collection, data collection and evaluation of data.
- ❑ **Budget Summary. (Attachment D)** Provide a total budget summary, and a narrative explanation and justification for equipment expenditures covering the entire program planned for FY 2012/13. Show the amount to be funded by CalRecycle; the total amount to be funded through leveraged funding (matching funds, in-kind services and recycling revenues); and the total program costs. Submit a copy of the most recent audit report.

All costs should be reasonable and cost-effective. Be specific as to the types of equipment requested. Corps are encouraged to contact multiple vendors in order to submit a realistic estimate of cost. Expenditures related to each goal should be tracked over the grant period. Indirect costs may not exceed 20 percent of the total award amount and fringe benefits may not exceed 35 percent of wages/salaries for the corresponding year. Identify the indirect expenditures.

- ❑ **Most recent audit report.**
- ❑ **Grant Payment Request (CalRecycle Form 87) and supporting documentation, if advance is needed.**
- ❑ **Letter of Designation, if applicable.**

HOW TO SUBMIT THE GRANT APPLICATION PACKAGE

Send the completed grant application electronically to grantassistance@calrecycle.ca.gov by the deadline identified on page 1.

TENTATIVE SCHEDULE

ACTIVITY	DATE
Notice of Funds Available and Release of Grant Application Guidelines	March 30, 2012
Application packages due	5:00 p.m., Wednesday, April 25, 2012
Grants awarded	May 2012
Grant agreements executed	June 22, 2012
Grant Performance Period	July 1, 2012 – June 30, 2013 – Grantee may incur costs
Report Preparation Period	July 1, 2013 – September 15, 2013
Grant Term	July 1, 2012 – September 15, 2013 – Includes Report Preparation Period



Application Cover Page

LOCAL CONSERVATION CORPS GRANT PROGRAM (RLC27 Cycle) FY 2012/13

APPLICANT / ORGANIZATION INFORMATION			
APPLICANT / ORGANIZATION NAME		REQUESTED GRANT AMOUNT:	
NAME OF CORPS (IF DIFFERENT):			
MAILING ADDRESS:		PHYSICAL ADDRESS IF DIFFERENT:	
CITY:		CITY:	
COUNTY:	ZIP CODE:	COUNTY:	ZIP CODE:
PRIMARY CONTACT NAME:		SECONDARY CONTACT NAME:	
SALUTATION: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss.		SALUTATION: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss.	
TITLE:		TITLE:	
TELEPHONE NUMBER:	FAX NUMBER:	TELEPHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:		EMAIL ADDRESS:	
SIGNATURE AUTHORITY NAME: <small>(AS AUTHORIZED IN LETTER OF COMMITMENT)</small>		AUTHORIZED DESIGNEE NAME: <small>(IF APPLICABLE, AS AUTHORIZED IN LETTER OF DESIGNATION)</small>	
SALUTATION: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss.		SALUTATION: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss.	
TITLE:		TITLE:	
TELEPHONE NUMBER:	FAX NUMBER:	TELEPHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:		EMAIL ADDRESS:	

APPLICATION CERTIFICATION

Certification: I declare, under penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge.

X

*Signature Authority - as authorized in Resolution or Letter of Commitment (LOC); or
 Authorized Designee - as authorized in submitted Letter of Designation (LOD)*

Date

Print Name

Print Title

Grant Project Summary Worksheet

Please review the FY 2011/12 Grant Summary. If the Grant Summary remains the same for FY 2012/13, please check the box below. Complete this form if the Corps is revising the goal, revising evaluation methods, proposing a new project or discontinuing a project for FY 2012/13.

The FY 2011/12 Grant Summary applies to FY 2012/13 and does not require revision.

Goal(s) for FY 2012/13:

Explain what change/result the project(s) will produce (should be measurable and quantifiable).
Example: Increase beverage container recycling by five (5) percent from the prior fiscal year.

Evaluation methods:

Project 1

Project Name:

New Discontinued

If discontinuing a project, explain why:

Description:

Evaluation method:

Project 2

Project Name:

New Discontinued

ATTACHMENT B

If discontinuing a project, explain why:

Description:

Evaluation method:

Project 3

Project Name:

New

Discontinued

If discontinuing a project, explain why:

Description:

Evaluation method:

PROPOSAL PACKAGE CHECKLIST

Use this checklist to confirm all the required information is included in your proposal package prior to submittal to CalRecycle.

- ❑ Letter of Commitment from the Board of Directors
- ❑ Attachment A: Application Cover Page
- ❑ Attachment B: Grant Project Summary Worksheet
- ❑ Attachment C: Work Plan
- ❑ Attachment D: Budget Summary
- ❑ Most recent audit report
- ❑ Advance Documentation (If Applicable)
 - Grant Payment Request (CalRecycle Form 87) with Advance box checked
<http://www.calrecycle.ca.gov/Grants/Forms/#General>
 - Letter specifying the circumstances that necessitate the advance
 - Proof of non-profit status
 - Cash flow analysis
- ❑ Letter of Designation (if applicable)