

APPLICATION AND AWARD INFORMATION

LOCAL ENFORCEMENT AGENCY GRANTS

EA 18 LEA Grant Cycle - 2007-2008

Grant Application

1. Application Form
 - This form must have an original signature by the delegated authority.
2. Environmental Justice Certification
 - The delegated authority must initial this form.
3. Resolution
 - A sample resolution is included in the Grant Application package. The resolution must designate the position of the person authorized (Signature Authority) to sign the LEA Grant-related documents. A resolution will be considered valid for a period of no more than five (5) years, unless a lesser timeframe is specified.
4. The Statement of Use
 - The Statement of Use is a brief description of how the LEA Grant funds will be used to benefit the LEA's solid waste permitting and inspection program.
5. Delegated Signature Authority
 - If authorized in the resolution, the designated Signature Authority may delegate this authority to another. A letter signed by the authorized Signature Authority identifying the job title of the person authorized to sign all LEA Grant-related documents may do this delegation.
6. Regional LEA
 - Letters that delegate a Regional LEA to apply for LEA Grant funds must be submitted annually.

Grant Award

1. Grant Award Letter
 - This letter states the exact amount of the LEA Grant award and provides instructions on how to complete the Grant Agreement and Grant Payment Request forms and where to return them.
2. Grant Agreement
 - The Grantee will be required to abide by the Grant Agreement and any conditioning documents. This document must have an original signature by the delegated Signature Authority. **Grantees must return the Grant Agreement within ninety (90) days from the date it was mailed by the CIWMB.**
3. Grant Payment Request
 - This form must have an original signature by the delegated Signature Authority.

4. LEA Grant Budget Report
 - The Grantee must submit a proposed budget that indicates how the actual amount of the LEA Grant funds will be spent. Prior to implementing any changes to the proposed budget or the grant program, the Grantee must obtain written approval from the Grant Manager. A copy of the approval should be in the Grantee's project file.

A form is available at <http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/LEA/>
5. Terms and Conditions
 - This document, which is part of the Grant Agreement, details the general requirements and provisions of the Grant Agreement.
6. Procedures and Requirements
 - This document, which is part of the Grant Agreement, contains instructions for obtaining payment for the grant, the reporting requirements, and the fiscal control procedures.
7. Recycled Content Certification Memorandum
 - This Memorandum describes the process for carrying out the new Recycled Content Certification requirements.
7. Recycled Content Certification Form Sample
 - This form is a sample guide for Recycled Content reporting.
8. Recycled Content Certification Form

These forms are to be used for describing recycled content of purchases made with LEA Grant funds. The forms should be completed and returned with the final accounting at the end of the fiscal year. One form per vendor should be used. Additional forms (CIWMB 74G-LEA) are available at <http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/LEA/>