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Department of Resources Recycling and Recovery (CalRecycle)

FARM AND RANCH SOLID WASTE CLEANUP AND ABATEMENT GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

Fiscal Year (FY) 2012/13



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GRANT CYCLE OVERVIEW

This resource document provides Applicants with a cycle overview, instruction about how to access and complete the application online, and information about grant administration. The online application, Grant Management System Web (GMSWeb), can be found at <http://www.calrecycle.ca.gov/Grants/GMS/default.htm>.

The Department of Resources Recycling and Recovery (CalRecycle) offers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program pursuant to Public Resources Code (PRC), § 48100 et seq. The purpose of the grant is to clean up illegal disposal sites on farm and ranch property.

“Farm and/or Ranch property,” as defined in Title 14 California Code of Regulations (CCR), Natural Resources, Division 7 § 17991(d), means a piece of property, publicly or privately owned, that is used for rangeland or agricultural activities such as, but not limited to commercial livestock and crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture. Farm or ranch property need not have active sales or production, but shall be appropriately zoned, or otherwise authorized for agricultural activities. Farm or ranch property includes appurtenant easements or right-of-ways such as, but not limited to, public roads and utilities.

ELIGIBLE APPLICANTS

Eligible applicants include cities, counties, resource conservation districts and Native American tribes as defined in PRC § 48100(d)(1). For purposes of this application, “Applicant” and “Local Agency” mean cities, counties, resource conservation districts and Native American tribes.

Private property owners are not eligible to apply directly; they must make a request for application submission to the city, county, resource conservation district or Native American tribe in which their property is located. Such requests will be reviewed and considered by their respective Local Agency as set forth below in the “**Local Agency Review of Property Owner’s Request**” section, and if approved, the Local Agency shall apply for the Grant on behalf of the property owner.

Applicants are responsible for the preparation of the grant application, management of the cleanup project and completion and submittal of all grant related documents. An application may be initiated by a Local Agency or requested by the property owner. If the request is from a property owner in accordance with section “**Property Owner Request for Cleanup**” below, the Applicant must comply with section “**Local Agency’s Review of Property Owners Request**.”

ELIGIBLE PROJECTS/PRODUCTS

A site may be eligible for funding if **all** of the following criteria are met:

- The parcel where the site is located is zoned, or otherwise authorized, for agricultural use;
- Unauthorized solid waste disposal has occurred on the site; The site is in need of cleanup in order to abate a nuisance or public health and safety threat and/or threat to the environment; neither the applicant, nor the property owner, nor any resident, invitee, licensee, lessee, or person the current property owner purchased or inherited from, by contract, agreement, or other arrangement, brought any of the subject solid waste onto the property. Nor did any of the above, direct, authorize, permit or otherwise provide consent to another to bring the solid waste onto the property.
- The site is used, has been used, or could be used for rangeland or agricultural activities, including, but not limited to, commercial livestock, crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture, see above **Grant Cycle Overview** for additional information;
- The site is an illegal disposal site (i.e., not permitted and not exempt from obtaining a solid waste facility permit and is not a closed site);

- The responsible party either cannot be identified, located, or pay for timely and proper remediation; and
- The current use, or intended future use, of the site is consistent with the definition of Farm and Ranch Property as defined in Title 14 CCR§ 17991(d) cited above.

The property owner must sign and notarize the **Property Access Authorization and Non-Responsibility Affidavit** found in the Resource Documents Section of the Summary tab in GMSWeb.

The applicant must demonstrate that each site will be fully remediated with grant funds or a combination of grant funds and in-kind funds/services. Grant funds are not available for the partial cleanup of an illegal disposal site.

Once a grant is awarded, the grantee will have approximately two years to complete the project. The precise term of the grant depends on when the grant is awarded.

Property owner request for cleanup

A farm or ranch property owner may request that a grant application be prepared on his/her behalf by a Local Agency. The request should include the following:

- 1) A letter requesting that the Applicant apply for a grant on his/her behalf. The letter shall include the name, mailing address and telephone number of the property owner and the approximate type and quantity of waste disposed on the property;
- 2) A vicinity map showing the location of each site and access points to the parcel of each site being requested for cleanup under the grant;
- 3) A signed and notarized **Property Access Authorization and Non-Responsibility Affidavit** from the property owner; and
- 4) Photographs of the site documenting the presence of the illegally disposed waste.

Local agency's review of property owners request

The Local Agency has 45 days from receipt of the property owner's request to review the request, conduct a site visit and provide a written determination that the owner's property is, or is not eligible for submission of a Farm and Ranch grant application.

Once the Local Agency determines that the property owner's request is accurate and complete, the Local Agency shall submit a grant application to CalRecycle within 60 days from the date of determination.

If the Local Agency determines that the site is *not* eligible for a grant, it shall provide the property owner with the reasons for disapproval within 45 days of the receipt of the request. The property owner may appeal this determination pursuant to Title 14 CCR § 17994.3.

Reimbursement of prior cleanups

Reimbursement of eligible costs previously incurred by a current farm or ranch property owner for the cleanup or abatement of an illegal disposal site which he/she continues to own may be allowed if verification and documentation of those costs are provided, the site is an eligible site as described in **Eligible Projects** above, and the costs incurred were specifically for grant eligible cleanup or abatement work.

In addition to the information requested in the **Property Owner Request for Cleanup** section above, the property owner shall provide to the Local Agency the following:

- 1) A description of the tasks undertaken to remediate the site.
- 2) The types and quantities of wastes recycled and disposed.

- 3) The total amount of material removed.
- 4) ‘Before’ photographs of the illegally disposed waste and ‘after’ photographs taken from the same location with the same landmarks (e.g., trees, buildings, etc.) proving the waste has been removed.
- 5) The costs and receipts associated with each task in remediating the site, including, but not limited to:
 - a. Disposal (including disposal receipts from the landfill or transfer station and *both* the pickup and delivery manifests for used and waste tires);
 - b. Recycling;
 - c. Equipment; and,
 - d. Labor.
- 6) Description of the success of the project.

AVAILABLE FUNDS

- A total of approximately \$1,000,000 is available for this grant program, for fiscal year (FY) 2012/13, subject to funding availability.
- The grants are awarded based on eligibility and are limited to \$50,000 per single cleanup or abatement project or parcel with a limit of \$200,000 per fiscal year for each eligible Applicant. No matching funds are required.
- For single sites requiring in excess of the \$50,000 per site limit for cleanup costs, an Applicant may apply for the full \$50,000 provided there is a commitment from the Applicant or property owner to provide in-kind services and/or funds to meet the cleanup costs beyond the available funding limit.
- An incorporated city, a resource conservation district and the county within which they are located are each eligible for up to \$200,000 of grant funds each fiscal year. Two or more departments or agencies within a specific city or county are eligible for a combined total of \$200,000 per fiscal year.
- CalRecycle reserves the right to award all, a portion of, or none of the Farm and Ranch Grant fund during any fiscal year.

GRANT PERFORMANCE PERIOD

Eligible costs may be incurred only during the Grant Performance Period, which starts on the date Grantee receives its Notice to Proceed (NTP) from CalRecycle and ends on the last day of the grant term, March 2, 2015. The Notice to Proceed is issued after the Grantee and CalRecycle have both executed the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager’s approval of the Payment Request, and the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices).

TEN PERCENT RETENTION

Ten percent (10%) 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 & Requirements or failure to receive the Grant Manager’s approval of these documents may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

PAYMENT METHOD: REIMBURSEMENT

Payment is made on a reimbursement basis for all grantees, except enrolled Resource Conservation Districts (RDCs). To obtain reimbursement, the Grantee pays the approved costs and then files a Grant Payment Request Form (CalRecycle 87) with the appropriate supporting documentation and a Progress/Final Report. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package. Advance funds are not available under this grant.

PAYMENT METHOD: FOR ENROLLED RESOURCE CONSERVATION DISTRICTS

Resource Conservation Districts may apply for an alternate payment method, called the *Invoiced Payment Method*. Except for the Final Payment Request, the Invoiced Payment Method allows the enrolled RCD to submit Payment Requests for incurred, but unpaid eligible costs. Upon approval and processing of the Payment Request by the Grant Manager, the RCD will receive grant funds for approved costs less a ten percent (10%) retention (see **Ten Percent Retention** above). Upon receipt of grant funds, the enrolled RCD is required to pay in full all costs owing, including those covered by the ten percent retention, prior to submitting the next Payment Request.

The Final Payment Request cannot be processed as an Invoiced Payment; it is for reimbursement only. All costs claimed in the Final Payment Request must be paid for and the goods and services received prior to submitting the Final Payment Request. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

Caution: the enrolled RCD is responsible for all costs incurred. In the event an incurred cost is not eligible for payment under this Grant, it is the RCD's responsibility to satisfy the obligation.

To apply for the Invoiced Payment Method, the Resource Conservation District must submit, with the signed Grant Agreement, a letter, signed by the authorized signature authority, requesting the Invoiced Payment Method. If approved, the RCD is "enrolled".

ELIGIBLE COSTS

Eligible costs may be incurred only after the Grantee receives a "Notice to Proceed" from CalRecycle and ends on March 2, 2015.

Eligible costs for new and prior clean-ups (unless indicated otherwise) include, but are not limited to:

- Waste removal, disposal and related actions;
- Recycling, including used oil, automotive batteries and tires;
- Drainage control and grading improvement;
- Slope and foundation stabilization;
- Excavation;
- Revegetation incidental to cleanup;
- Site security, including gates and fencing, up to 15% of the grant funds expended (not including administrative costs);
- Public education to help prevent reoccurrence of the illegal disposal, if included with any of the above eligible remedial actions, incidental to cleanup;
- Equipment rental and fuel;
- Removal of Chlorofluorocarbons (CFC's) from appliances;
- Mileage of up to 55.5 cents per mile (or the current rate in the State Administrative Manual), mileage available only for cleanup related activities; and
- Administrative/Indirect/Overhead costs not to exceed seven percent (7%) of the approved total cleanup costs expended.

Grant funds are available only for eligible expenses directly related to the cleanup and abatement project as described in Applicant's Work Plan and Budget as approved by CalRecycle.

INELIGIBLE COSTS

Ineligible costs for new and prior clean-ups include, but are not limited to:

- For new cleanup sites, costs incurred prior to or after the “Grant Performance Period” as defined on page 4;
- For prior cleanup sites, costs incurred after the “Grant Performance Period” as defined on page 4;
- Any costs incurred for conditions for which the property owner(s), any resident, invitee, licensee, lessee, or person the property owner(s) inherited from was responsible;
- Any personnel or administrative costs related to the preparation of the grant application;
- Costs currently covered by another CalRecycle funded loan, grant or contract;
- Wages paid to a landowner for time spent cleaning up his/her own property;
- Any expense not deemed reasonable by the Grant Manager and/or not directly related to the implementation of the proposed cleanup;
- Transportation costs of used/waste tires hauled by an unregistered tire hauler;
- Closure activities, as defined in Section 20164 of Title 27, Division 2 of the California Code of Regulations;
- Ground water remediation;
- Surface water or vadose zone monitoring systems;
- Removal, abatement cleanup or otherwise handling of hazardous substances [as defined in 42 U.S.C. Section 9601 (14)];
- Extinguishing of underground fires;
- Operation and maintenance of any part of a leachate system;
- Purchase or leasing of land;
- Profit or mark-up by the Grantee;
- Cell phones, pagers, personal electronic assistance devices, and similar electronic and telecommunications devices, etc.;
- Overtime costs (except for extreme situations that have been pre-approved in writing by the Grant Manager);
- Any personnel costs not directly related to salaries and/or benefits;
- Any personnel costs for activities that are not directly related to the approved grant project; and
- Any personnel costs incurred as a result of any employee assigned to the grant cleanup project for time not actually worked on the project (e.g., use of accrued sick leave, vacation).

Detailed cost information is included in Exhibit B – Procedures & Requirements of the Grant Agreement. See <http://www.calrecycle.ca.gov/IEA/GrantsLoans/FarmRanch/FY201213/default.htm> to download a draft of the Procedures & Requirements.

TIMELINE FOR FARM AND RANCH GRANT PROGRAM

Dates	Activity and Details
September 1 January 1 April 1	<p>Application Due Date Applications must be submitted in GMSWeb by this date. Customer service will only be available until 5:00 p.m. on the Application Due Dates.</p>
October 1 February 1 May 1	<p>Resolution - Secondary Due Date If the Resolution is not submitted with the application: The approved resolution must be uploaded in GMSWeb by these dates, respective to the application due date. <i>*dates are respective to the application due date</i></p>
November March June	<p>Grants Awarded CalRecycle considers funding recommendations, and if approved, awards grants. (Tentative dates)</p>
Notice to Proceed – March 2, 2015	<p>Grant Performance Period Grantee may incur costs from the date of the Notice to Proceed to March 2, 2015.</p>
March 2, 2015	<p>Deadline Final Report, Final Payment Request and Request for 10 percent withhold.</p>

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMSWeb). Access to GMSWeb 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 <https://secure.calrecycle.ca.gov/WebPass/>.

After logging into GMSWeb at <https://secure.calrecycle.ca.gov/Grants/>, select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Farm and Ranch Solid Waste Cleanup and Abatement Grant Program and select "Apply."

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application 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 on the top of each tab and detailed information about requirements for each tab is listed below.

Summary

This tab provides a summary of the application, directions, and resources. In addition, it contains several checklists to assist Applicants with completing the application:

- Application Checklist
- Required Document(s) By Application Due Date
- Other Supporting Document(s) as applicable for your Application/Project
- Required Document(s) By Secondary Due Date

The checklists are provided for the Applicant's convenience and are not intended to be all inclusive. 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

The Applicant's name is entered in this tab. The Applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded.

- Department or unit names are not included in the Applicant name.
- County names must be listed with the name first followed by the word "County", e.g., "Sacramento County".
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento".
- Every application must have a Lead Applicant even if it is an individual application with no participating jurisdictions. Setting the Lead Applicant is a separate step in the application process. See GMSWeb instructions for more information.

For a list of eligible applicants, please see the Grant Cycle Overview section entitled "Eligible Applicants".

Detail

This tab contains several required elements of the application.

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$200,000 for the fiscal year. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, so skip the Matching Funds field.

- Enter the Assembly District and Senate District. Only one Assembly District and Senate District can be selected for each application. If the Applicant’s jurisdiction covers more than one district, select the district of the Applicant’s headquarters office.
- Project Summary/Statement of Use: provide a brief description of the proposed cleanup project, including:
 - current land use (what activities are happening on the property; is it active or inactive farm land, forestland, etc.);
 - whether the property is publically or privately owned;
 - number of illegal disposal sites included in the application, and
 - a description of the illegal dumping prevention programs in the jurisdiction (such as waste tire amnesty days, household hazardous waste cleanup events, free landfill disposal) and whether the afflicted landowner(s) has/have utilized these programs/opportunities
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.

Contacts

The application must include 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 GMSWeb using their 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.
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)
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). <i>Please see Applicant’s Documents section for more information about documentation for Signature Authorities.</i>
Consultant	A professional who provides advice in a particular area of expertise. The consultants may manage the grant for the Applicant, if awarded, or only conduct specific activities based on a written agreement between the Applicant and the consultant outlining work to be performed. (Not required)

Budget

Complete the budget document provided in GMSWeb. Enter a dollar amount in each applicable budget category by transferring the total of each budget category from the document into the budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the budget tab. Total budgeted amount must equal the Grant Funds Requested amount.

See Grant Cycle Overview section for “Eligible Costs” information.

Address/Site(s)

All applications must contain a payment address. Enter the **department name only** (do not include the Applicant name in this field). Choose Payment Address as the Address/Site Type and enter the complete mailing address. The budget amount or summary fields are not required for the payment address entry.

Add an entry for each grant project/site.

- **Name:** Provide a name for the site. It is customary to use the property owners name or the street name, such as Smith Illegal Disposal Site or Lambert Road Illegal Disposal Site.
- **Address/Site Type:** Choose the type that best fits the property usage
- **Address line 1:** List the physical street address for the site
- **Address line 2:** List the Assessor's Parcel Number (APN) for the site
- **Budget Amount:** The amount of grant funds requested to clean up the site
- **Summary:** Briefly describe the site. Include parcel size in acres, current use-what is the land being used for: is it active or inactive farm land, forestland, etc. Explain if the property is publically or privately owned.

See Grant Cycle Overview section for "Eligible Projects" information.

Documents

Application documents must be uploaded to the Documents tab to complete the application. When uploading a document, enter a unique 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,"

See the "Application Documents" section for more information about document requirements.

APPLICATION DEADLINE

Applications must be submitted in GMSWeb no later than September 1, 2012, January 1, 2013, or April 1, 2013. Customer service will only be available until 5:00 p.m. on the application due date.

APPLICATION DOCUMENTS

Each Applicant must upload certain documents in addition to filling out the application. The application is not complete until all required documents have been uploaded to the Documents tab of the GMSWeb application.

CALRECYCLE DOCUMENTS

You can locate copies of the CalRecycle documents on the Summary tab, in the Resource Documents section. To access the document, you must 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 and examples of some of those documents.

WORK PLAN

The Work Plan should be a detailed, chronological, step-by-step list of the tasks necessary to remediate the nuisance or threat posed by the illegal disposal site. A separate Work Plan must be completed for each site unless a series of small sites are close in proximity and have the same characteristics as described on the Site Characterization. The Work Plan must match the tasks identified in the Budget.

The Work Plan must include, but not be limited to:

- Date the cleanup is estimated to begin and be completed. Generally, the grant term will begin three months after the application deadline and last approximately two years.
- “Before” photographs.
- Explanation of the involvement of cooperating organizations and property owners. Include agencies/businesses to be contacted for permits, licenses, etc., such as the Regional Water Quality Control Board, Department of Toxic Substances Control, city or county planning department, etc.
- Startup steps, such as: clearing brush, creating a road, equipment mobilization, obtaining permits, researching “rights of way,” conducting California Environmental Quality Act (CEQA), the scope of work, etc.
- “After” photographs taken from the same location as the “before” photographs for reference.
- Estimated completion date for the Final Report and Payment Request.

The following must be included in the Work Plan, as applicable:

- Removal of solid waste and recyclables.
- Transportation of tires by registered waste tire hauler to destination facility
- Grading and re-vegetation work to be performed.
- Prevention measures to be installed, such as fencing, gates and signs.

Work Plan (Example)

TASK DESCRIPTION	CONTRACTOR OR STAFF	TIMEFRAME (month/year-month/year)
Pre-Work <ol style="list-style-type: none"> 1. Verify property lines; take photos, research applicable permits, rights of way 2. Contact Mr. Lee, CCC, and Davis Construction regarding start date 	County Staff	March 1
Site Prep and Logistics <ol style="list-style-type: none"> 3. Install fencing and gates, set up staging area 4. Secure and deliver debris bins, excavator, materials and tools on site recycling 5. Install containment area for used oil and batteries 6. Install debris catchments at bases of gullies to catch dislodged materials 	Contractor ABC Recycling ABC Recycling Contractor	April 15 - 30
Solid Waste Removal <ol style="list-style-type: none"> 1. Remove tires and other debris with excavator 2. Sort debris into appropriate bins 3. Cut tree limbs, where necessary, and treat with <i>Tree Seal</i> 	Joe's Tire Hauling CCC Joe Bob's Tree Service	May 1 - 10
Solid Waste Disposal and Recycling <ol style="list-style-type: none"> 1. Transport tires to West Coast Tire Recyclers, collect/file tire manifests for payment request 2. Transport household hazardous waste to Inland Recycling 3. Transportation of solid waste to Elk Valley Landfill 	Joe's Tire Hauling Safe Haz Transport CCC	May 11
Site Restoration <ol style="list-style-type: none"> 1. Re-contour gullies at both sides to natural grade, install hay bale check-dams, mulch all disturbed soil 2. Plant vegetation 	Contractor County Staff	May 15 – 25
Pictures <ol style="list-style-type: none"> 1. Take photos of remediated site 	County Staff	May 26
Report <ol style="list-style-type: none"> 1. Prepare Final Report and Payment Request 	County Staff	June 1

BUDGET

Provide the total dollar amount by budget category (see Budget Categories below) with a subtotal for each. A site is limited to \$50,000 in grant funds.

If more than one site is proposed for cleanup, provide:

- a separate budget for each site, and
- a summary with the collective total of each Budget Category for all sites, and confirm that the sum of the budgets for all sites equals the amount requested on the grant application.

Demonstrate that the project is cost effective in relation to the location, type and quantity of wastes and that it maximizes the use of available funds through cost savings, such as volunteer labor, in-kind services and recycling options. If an expenditure is to be paid for in-kind, it can be indicated on the budget, but should not be included in the total amount requested for reimbursement.

Include quotes and estimates for all work identified in the Work Plan. Without this documentation, the expense may be considered unreasonable and disallowed in whole or in part from the proposed budget.

It is acceptable to include a contingency, by budget category, to cover an unexpected increase in expenses. Omit cents and double-check your calculations for accuracy.

Budget Categories

Your budget must be arranged using the following categories:

It is not necessary to use all of the budget categories, only the categories applicable to your project.

a. Disposal and Recycling

Include a total dollar amount of all costs for the disposal and recycling of wastes removed from the site.

b. Equipment

Provide a total dollar amount of funds necessary for all equipment to be used/rented to complete the project.

c. Materials

Include the cost of all materials, including, but not limited to, gates, fencing, fuel, including miles to be driven, vegetative cover and public education information such as brochures or flyers. The total amount of grant funds to be spent on fencing and gates must be at or below 15% of the cleanup costs minus administrative costs.

d. Personnel

Provide a total of salaries and benefits for personnel whose activities are directly related to the cleanup project proposed in the application; including, but not limited to, actual work performed at the cleanup site and time spent processing grant Payment Requests and preparing reports required for the grant. If there are indirect costs within a salary, make sure they are not charged again under administrative costs.

e. Administrative Costs

Includes, but are not limited to, indirect and overhead costs that cannot be readily allocated to a specific grant project, but are necessary to the grantees performance of the grant and the general business operation.

Seven percent (7%) of the total approved cleanup costs expended may be spent on administrative costs.

Note: If, at the end of the grant term, the total cost of the cleanup is less than the amount in the approved budget, the administrative costs will be reduced to reflect 7% of the amount expended. . All administrative costs must be explained/justified and verifiable with supporting documentation. To calculate the maximum amount of administrative costs allowed under the grant, add up all approved expenditures from the other budget categories and multiply this total by seven percent. See below:

1. Disposal/Recycling	\$ _____
2. Equipment	\$ _____
3. Materials	\$ _____
4. Personnel	\$ _____
<hr/>	
Subtotal-Total Project Cost	\$ _____
5. Administrative costs [Not to exceed 7% of (1) + (2) + (3) + (4)]	\$ _____
Total (Not to exceed \$50,000 per site)	\$ _____

Budget Example
Lee Illegal Disposal Site – Site 1

Description And Budget Category	Cost (Unit & Category)	Duration (# Of Hours/Days)	Total Cost	Staff Or Contractor
Disposal/Recycling Dispose of Municipal Solid Waste Crush & Recycle Vehicles Contingency	100 tons 10 vehicles			Elk Valley Landfill U-Pull-It Car Crushers
SUB-TOTALS			\$7,500	
Materials Barrier Fencing	50 yds			B & R Ranch Supply
SUB-TOTALS			\$1,250	
Equipment Excavator and crane Water Truck		15 days 10 days		Davis Construction, Inc. A-1 Rentals
SUB-TOTALS			\$25,500	
Personnel Manually remove solid waste Project coordinator-prepare reports				California Conservation Corp San Joaquin County
SUB-TOTALS			\$740.88	
SUB-TOTAL BEFORE ADMIN			\$34,990.88	
Administrative Cost (max of 7% of cleanup costs expended and approved <\$2,449.36>) Director- Direct oversight of grant activities Rent (portion of total cost) Utilities (portion of total cost)		8 hours x 3 days 4 months 4 months	\$576 \$1412 \$120	San Joaquin County
SUB-TOTALS			\$2,108	
GRAND TOTAL			\$37,098	

Site Characterization Instructions

Provide an assessment of each site including the degree of threat to public health and safety and/or the environment. A separate document must be completed for each site. The document should include:

- Name of Site: It is customary to use the property owner's last name, or the name of the street; Smith Illegal Disposal Site or Davis Road Illegal Disposal Site.
- Parcel Number: The Assessor's Parcel Number.
- SWIS Number: This is a Solid Waste Information System number assigned by CalRecycle. The site may, or may not, have a SWIS Number.
- Location: In addition to the street address, describe the location of the illegal disposal site in relation to the nearest cross street(s) and include the name and compass direction of the closest town or city; for example at the end of Glenn Road, 5 miles north of Brawley or 1735 Summer Lane, south of Clover Road, Santa Cruz.
- Zoning: As described on the accompanying planning document from the county. Title will be something like Agricultural, Timberland Production, Rural-Residential, etc.
- Owned by: List the owner's name.
- Owners Mailing Address: List the owner's mailing address.
- General Description of Site (History/Background): For each site thoroughly describe:
 - a) Current Land Use and Parcel Size
 - Is the parcel upon which the illegal disposal site located *active* farm or ranch property? In other words, is it currently being used for range land, livestock or crop production, aquaculture, floriculture, horticulture, silviculture, vermiculture, viticulture, other. Include the type of livestock, crop(s), and other activities on the property.
 - Is the site *inactive* farm/ranch property? Describe the past use of the property.
 - State the acreage of the parcel the illegal disposal site is on.
 - b) Site History – Describe how the illegally disposed waste was discovered and how the waste came to be on the site.
 - c) Topography – Describe the terrain of the property; is the land upon which the waste is located flat, mountainous, have gently sloping hills, etc.
 - d) Accessibility of site as it pertains to the proposed cleanup.
 - e) Exact location of the waste on the parcel. Is the waste in a drainage ditch, edge of an alfalfa field, in a ravine, ten feet from a public road, etc.
- Enforcement Status: Explain any enforcement actions, such as a code enforcement violation or citation issued in regards to the site(s) being proposed for cleanup.
- Owner Responsibility: Describe any measures or actions taken by the property owner or Applicant to address the illegal dumping.
- Site Assessment: Estimate the types of waste present by completing the table. Provide the quantity (number, gallons, tons, etc.) for each waste type.
- Land Use: Complete the table regarding land uses near the illegal disposal site. Provide explanations for any improvements or changes in land use that are planned or if the waste is located on or near an environmentally sensitive area.

Property Access Authorization and Non-Responsibility Affidavit

This document grants legal access to the property for cleanup and all related purposes and requires the property owner, or legally authorized agent of the property owner, to sign under penalty of perjury, that neither the current property owner, nor any other specifically identified individual(s) were responsible for the disposal of the solid waste proposed for cleanup. The document must be completed, including an explanation in the property owner's own words of how he/she became aware of the waste.

APPLICANT'S DOCUMENTS

The following presents information and examples of documents that the Applicant must provide. It is the Applicant's responsibility to ensure that the documents necessary to complete its application are uploaded to the Documents tab of GMSWeb.

RESOLUTION, LETTER OF COMMITMENT, LETTER OF DESIGNATION, AND LETTER OF AUTHORIZATION INFORMATION AND EXAMPLES

Resolution Information

-for Applicants subject to a governing body, e.g., City Council, Board of Directors

A copy of the authorizing Resolution is a required application document. However, if Applicant needs additional time to obtain the Resolution, it must be uploaded no later than the secondary due date of October 1, 2012, February 1, 2013, or May 1, 2013, (depending on the cycle in which the applicant is applying for) or the application will be deemed incomplete and will be disqualified for that cycle.

Applicants that are subject to a governing body must submit a Resolution that specifically authorizes certain grant-related matters. The following identifies the required Resolution provisions.

- The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the Applicant is eligible.
- The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution submitted to CalRecycle does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
- The Resolution must identify the job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

Resolution Example

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the application.

RESOLUTION OF THE **(Name Of The Governing Body)** APPROVING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH **(Name Of Applicant)** IS ELIGIBLE

The following “Whereas” provisions are applicable to all CalRecycle grants; however, they are not required.

WHEREAS, Public Resources Code Sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), to administer various Grant Programs (grants) in furtherance of the state of California’s (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an Applicant’s governing body to declare by Resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to CalRecycle for (choose one of the following options) 1) (names(s) of specific grants) or 2) all grants for which **(Name of Applicant)** is eligible. [Note: this provision is either/or; do not include both options]; and

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for (choose one of the following options) 1) five (5) years from the date of adoption of this Resolution or 2) for a period less than five years (**insert Time Period: from Month, Day, Year through Month, Day, Year**). [Note: this provision is either/or; do not include both options].

Letter of Designation

- *A Letter of Designation (LOD) is required when the authorized Signature Authority delegates his/her authority to another person.* The approved Resolution must authorize the Signature Authority to delegate this authority. The letter must be submitted prior to the Designee’s exercise of his/her authority. If the Designee signs any document in the application, the letter must be submitted with the application. The letter must:

- be on the Applicant’s letterhead
- be dated after the effective date of the approved Resolution
- 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, 2013, then the LOD may be effective only until December 31, 2013)
- be signed by the Signature Authority.

Letter of Designation Example

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the application.

Date

Pursuant to the Resolution authorizing an application for a **Farm and Ranch Solid Waste Cleanup and Abatement Grant Program**, I am the designated Signature Authority for **(Name of Applicant/Grantee)**. I am authorized by the Resolution to execute on behalf of **(Name of Applicant/Grantee)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project for this grant. The Resolution also authorizes me to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**. This delegation is effective as long as the Resolution is in effect.

The current **(Job Title)** is identified below:

Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number

Photographs

- Photographs document the presence of waste to justify the need for grant funds. Photos should be taken from a recognizable location to be utilized again for the *after* photos.
- A grant application for a site previously remediated, will be considered ineligible without *before* photos.
- Before and after photos (if applying for a previously remediated site) should be uploaded to GMSWeb along with the grant application.

Vicinity Maps

- Provide a map that will allow a person unfamiliar with the area to find the site(s).
- Provide an additional map showing public roads and the location of structures, agricultural crops and surface bodies of water in relation to the location of the waste on the property. This map can be hand drawn.

Land Use/Zoning Designation

The land uses allowed on a parcel must be identified to determine if a site is eligible for funding. This information can be found on the zoning document for the parcel from the county. The County will need the Assessor's Parcel Number (APN) in order to locate the required information. The allowable land uses must include rangeland or agricultural activities as included in the definition of *Farm and Ranch Property* found on page 2 of these instructions.

(Zoning Document Example)
San Joaquin County Regional Planning
Chapter 11, Mineral Resource (MR) Districts

Sections:

- 11.1 Purpose The purpose of the MR districts is to provide for orderly development and protection of lands containing resources and to provide for the protection of encroachment of unrelated and incompatible land uses tending to have adverse on the development or use of these so designated lands.
- 11.2 Applicability All lands contained within mineral resources district (MR) shall be subject to the regulations of this chapter as well as the provisions of the Chapters.
- 11.3 Uses permitted by Right The following are allowed by right, without special use permit:
- A. A single family detached dwelling
 - B. Home occupations such as accountant, advisor, appraiser, architect
 - C. Two unlighted signs in view of the public roadway, not exceeding twelve square feet of display area on any one sign, and not more than twenty-four square feet total display area, and not more than twelve feet above the ground, advertising **agricultural activities** on the premise;
 - D. **Raising and grazing of the livestock** and other domestic animals;
 - E. **Growing and harvesting** of trees, fruits vegetables, flowers, grains, and other crops;
 - F. Packing and processing of the **agricultural products** produced on the premise without changing nature of the products;
 - G. Sale on the premise of the products produced thereon; etc.
- 11.4 Uses Requiring Special Use Permit The following uses are allowed only after obtaining a special use permit thereof from the planning commission:
- A. Mining, quarrying, excavation, concentrating, exploring, drilling;
 - B. Construction and using rock crushing plants, aggregate washing, screening and drying facilities and equipment, and concrete batching plants;
 - C. Retail and wholesale distributing of materials produced on site;
 - D. Commercial slaughtering of animals; etc.
- 11.5 Development Standards The following area and building provisions shall apply unless a variance is obtained from the planning commission:

This is an abridged example of property that has been “otherwise designated for agricultural use.” Other designations such as silviculture, horticulture, aquiculture, floriculture, vermiculture, and viticulture are considered agriculture.

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. CalRecycle staff may contact applicants to provide clarity or request additional information. Incomplete applications can be revised by the Applicant and resubmitted for the next application period. Only complete applications can be considered for award.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle Staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for November 2012, March 2013, and June 2013 (depending on the cycle in which the applicant is submitting for). 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 to not award any grant funds under one or more cycles.

GRANT AWARDS 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 90 days from the date of mailing by CalRecycle; and
- 2) the recommended Grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 90 days from the date CalRecycle conditionally awarded the Grant.

Failure to comply with either requirement will disqualify Applicant from receiving the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the Grant awards, Grantees will be emailed the following:

- Award Letter
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants. *Note: See <http://www.calrecycle.ca.gov/IEA/GrantsLoans/FarmRanch/FY201213/default.htm> to download the Terms & Conditions.*
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements. *Note: See <http://www.calrecycle.ca.gov/IEA/GrantsLoans/FarmRanch/FY201213/default.htm> to download a draft of the Procedures & Requirements.*
- Exhibit C – Application with revisions, if any, and any amendments
- Exhibit D – Application Guidelines and Instructions

REPORTING PROCESS

Grantees are required to report on the progress of their Grant with each payment request. The Final Report is due on March 2, 2015. Detailed reporting information is included in Exhibit B – Procedures & Requirements of the Grant Agreement.

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 claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) 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 & Requirements or failure to receive the Grant Manager's approval of these documents by March 2, 2015, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

GRANT AGREEMENT PROVISIONS

AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

As with all Grant Agreement provisions, the following provisions are non-negotiable. Submittal of an application constitutes acceptance of the provisions.

1. **Audit/Records Access:** The Grantee agrees that CalRecycle, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant Term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.
2. **Waiver of Personal Jurisdiction:** Should CalRecycle seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.