



July 2015  
Department of Resources Recycling and Recovery

## LEGACY DISPOSAL SITE ABATEMENT PARTIAL GRANT PROGRAM

### APPLICATION GUIDELINES AND INSTRUCTIONS Fiscal Year 2015–16

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## 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 Legacy Disposal Site Abatement Partial Grant Program pursuant to Section 48020 of the Public Resources Code (PRC). Assembly Bill 2136 (enacted October 1993) required CalRecycle to initiate the Solid Waste Disposal and Co-disposal Site Cleanup Program (program) for cleanup of solid waste sites and solid waste at co-disposal sites where the responsible party either cannot be identified or is unwilling or unable to pay for timely remediation and where cleanup is needed to protect public health and safety and/or the environment. Under the program, local governments can finance a wide range of remediation projects.

Public entities bear a financial responsibility for maintaining public landfill sites in compliance with state regulations and standards. The purpose of the grant is to provide financial assistance in the form of reimbursement grants up to \$750,000 in matching funds for eligible costs to assist public entities requiring financial assistance, and committed to accelerating the pace of cleanup, restoring sites, and protecting public health and safety and the environment.

### TIMELINE

Date	Activity
July 21, 2015 September 17, 2015 December 17, 2015	<b>Question and Answer Period</b> <ul style="list-style-type: none"> <li>• Questions may be submitted from application release date to this date</li> <li>• Questions must be submitted by email</li> </ul>
July 28, 2015 September 24, 2015 December 29, 2015	<ul style="list-style-type: none"> <li>• All answers will be posted (tentative)</li> </ul>
August 6, 2015 November 5, 2015 February 4, 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>
September 3, 2015 December 3, 2015 March 3, 2016	<b>Secondary Due Date</b> <ul style="list-style-type: none"> <li>• If Resolution not submitted with the application: The approved Resolution must be uploaded in GMS by this date</li> <li>• If the applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application: An EPPP Policy must be adopted and an EPPP Notification document must be uploaded in GMS by this date</li> </ul>
October 2015 January 2016 April 2016	<b>Grants Awarded</b> CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
June 30, 2018	<b>Grant Term</b> Notice to Proceed to this date

## **ELIGIBLE APPLICANTS**

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Grants are available to public entities, including counties, cities, districts, and state agencies, for site cleanup needed to protect public health and safety or the environment. Applicants must provide adequate documentation of financial need for assistance and show evidence of ability to pay for their matching share of costs and costs that are ineligible and/or that exceed the maximum grant amount.

## **ELIGIBLE PROJECTS**

Eligible projects include the remediation of disposal sites closed in accordance with the local laws at the time of the closure and prior to implementation of the State's current permitting and/or closure requirements for landfills and disposal sites.

## **AVAILABLE FUNDS**

- A total of \$1,500,000 is available for this grant cycle, fiscal year 2015–16, subject to funding availability.
- \$ 750,000 is the maximum available for individual grant awards.

## **GRANT TERM**

The Grant Term begins on the date indicated in the Notice to Proceed (NTP). The Grant Term 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 the date indicated in the NTP. Eligible program costs must be incurred no later than **June 30, 2018**.

CalRecycle recommends reserving the period from **May 15, 2018** to **June 30, 2018** exclusively for the preparation of the Final Progress Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Progress Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

## **ELIGIBLE COSTS**

Eligible costs may be incurred only during the Grant Term, which starts when the grantee receives a NTP from CalRecycle and ends on **June 30, 2018**. (See Grant Term for additional information).

Eligible costs include, but are not limited to:

- Waste removal and disposal.
- Security measures such as fences, barriers, and warning signs.
- Site grading and drainage controls to minimize erosion.

- Slope and foundation stabilization.
- Excavation, consolidation, and capping of waste areas.
- Installation of landfill gas and leachate control systems.
- Field and laboratory testing.
- Health and safety measures required for eligible project work.

## **INELIGIBLE COSTS**

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the NTP letter or after **June 30, 2018**.
- Expenses for services rendered or goods purchased prior to the date indicated in the Notice to Proceed, or any expenses incurred after the end of the Grant Term.
- Overhead or indirect costs (unless pre-approved in writing by the Grant Manager, but in no event an amount in excess of ten (10) percent of the amount approved for reimbursement).
- Costs explicitly for the profit of the grantee.
- Bonus payments for early completion of grant project or any phase of the grant project.
- Any portion of a program currently covered or incurred under another CalRecycle contract, loan, grant or grant cycle.
- Overtime costs (except for local government staffing during specially scheduled evening or weekend events that have been pre-approved in writing by the CalRecycle Grant Manager when law or labor contracts REQUIRE overtime compensation or when such staffing and/or costs are pre-approved in writing by the Grant Manager).
- Cellular phones, personal digital assistants, personal electronic devices, pagers, and similar electronic and telecommunications devices.
- Programs that are not cost effective, as determined by the CalRecycle Grant Manager.
- Travel and per diem expenses (unless pre-approved in writing by the Grant Manager) (See Terms and Conditions - Exhibit A, subsection (e) under **Payment**).
- Any food or beverages (e.g. as part of meetings, workshops, training, events, etc.).
- Equipment or other materials that are not predominantly used to implement the approved project.
- Staff training that is not directly related to the implementation of the approved project.
- Interest charges or other payments on bonds or indebtedness required to finance the project.
- Any personnel costs incurred as a result of time an employee assigned to the project funded by the grant does not actually work on the project (e.g. use of accrued vacation, sick leave, etc.).
- Costs connected with contractor claims/liens against the grantee.
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations.
- Permit, inspection and use fees.
- Closure activities as defined by 27 CCR 9 20164.
- Ground water remediation.
- Operation and maintenance of monitoring systems.

- Post closure maintenance activities.
- Preparation of closure and/or post closure maintenance plans.
- Improvements to property for post closure land uses.
- Removal, abatement, and cleanup or otherwise handling of only hazardous substances as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9601(14)] not co-disposed with nonhazardous solid waste.
- Any other costs not deemed reasonable or related to the purpose of the grant by the CalRecycle Grant Manager.

Those costs not specifically listed as eligible or ineligible are deemed discretionary and may be considered by CalRecycle for approval. Any deviations from the approved budget and Work Plan will require the pre-approval in writing from the Grant Manager.

CalRecycle may consider costs incurred prior to the submittal and approval of the grant application as part of the match as a factor in CalRecycle's consideration of awarding a grant that provides greater than fifty (50) percent of the project costs. These costs may include expenditures for site investigations, permitting, and project design. However, CalRecycle will not reimburse cost for services rendered prior to grant term.

### **COST RECOVERY REQUIREMENTS**

PRC section 48023 directs CalRecycle to seek reimbursement for monies expended under the program to the extent possible. Expended funds may be recoverable by CalRecycle from the property owners and other responsible parties in a civil action brought by CalRecycle [PRC section 48023(c)] and/or by imposing a lien upon the real property owned by the property owners that is subject to the remedial action [PRC section 48023.5(a)]. Under the program cost recovery policy, CalRecycle may decide not to pursue cost recovery based on factors including, but not limited to:

- Publicly owned sites maintained for public benefit and use.
- The owner did not cause the disposal of waste.
- The owner will not gain a benefit due to condition of property.
- The value of property significantly less than cost of cleanup.
- Hardship to the property owner.
- No responsible party.

Applicants are advised that cost recovery must be addressed as part of the **Goals and Objectives** section of the Narrative Proposal document.

Applicants cleaning up public property for the public benefit where no responsible party can be identified may request a waiver of cost recovery. Examples of types of projects where CalRecycle elected to waive cost recovery include cleanup of sites on public rights-of-way, public parks, public lands, and other sites owned by public entities for the benefit of and use by the public.

Applicants not requesting a waiver must address cost recovery, either through their own mechanisms on behalf of CalRecycle, or by assisting CalRecycle in pursuing cost recovery through its own statutorily authorized mechanisms. See the cost recovery instructions in the Goals and Objectives Section of the application for additional information.

## **ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY REQUIREMENT**

Consistent with CalRecycle's core values, all applicants are required to develop, adopt, and implement an EPPP Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the application. Applicants that do not have an EPPP Policy must adopt one by the secondary due date or the application will be disqualified.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies, open the EPPP Information document located in the Resource Document section on the Summary Tab of the grant application.

## **QUESTION-AND-ANSWER PROCESS**

Questions regarding the application and its requirements must be in writing and emailed to [Steve.SantaCroce@calrecycle.ca.gov](mailto:Steve.SantaCroce@calrecycle.ca.gov). Questions must be received by the date identified in the Timeline for the specific cycle or they will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&A website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or reworded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

## 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/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find **Legacy Disposal Site Abatement Partial Grant Program** and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

### 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 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 Legacy Disposal Site Abatement Partial 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 jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.

- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit 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.”

For a list of eligible applicants, please see the Grant Cycle Overview section titled “Eligible Applicants.”

### **Detail Tab**

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$750,000. Please round all amounts to the nearest whole dollar.
- Enter the amount of **matching funds**.
- Enter the Assembly Districts and Senate Districts representing the project location. To select more than one district hold the “Ctrl” key while selecting the numbers.
- Enter the applicant’s department name, e.g. “General Services.” If the applicant does not have a department the applicant’s name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: Provide a brief description of the project in 3-5 sentences.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
- Select the appropriate answer for Program Questions.

### **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**

Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The Total must equal the Grant Funds Requested amount shown on the Detail tab.

- Clean-Up/Removal
- Construction/Application
- Disposal
- Planning/Design/Development/Fabrication

### **Site(s) Tab**

Add an entry for each grant project/site. Enter a site name, choose a site type from the drop down menu, and enter a county.

### **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, however you will be able to upload documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on the due date identified in the Timeline for the specific cycle. Customer service will be available until 4:00 p.m. on the application due date.

## 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 documents that are required as part of the application.

#### Narrative Proposal

The Narrative Proposal is a required application document and it is used to describe your proposed project. Applicants must score a minimum of 70 points out of 100 to be considered for funding. For a point breakdown, see the approved *Scoring Criteria for Solid Waste Disposal and Co-disposal Site Cleanup Grant Program, FY 2014/15 and 2015/16*. This document can be located on the Summary Tab, in the Resources Document section.

#### Site Characterization

This is a required application document. Complete one document for each site proposed for cleanup under the application. Provide CalRecycle Solid Waste Information System (SWIS) number (if applicable), location, parcel numbers, and acreage. Describe the method of disposal, types and estimated quantity of waste to be disposed, period of operation and owners/operators. Topography, proximity to populated areas, environmentally sensitive areas, and other important information should also be included. Attach a copy of the grant deed with legal description of the property on which the site is located. Attach site investigation reports and regulatory inspections, investigations, and enforcement orders. All relevant information is required for each site proposed for cleanup and for which grant funds are requested.

The information in the Site Characterization document and the accompanying information should:

- Summarize actions taken to characterize/cleanup site prior to submittal of application (e.g., site investigation reports, regulatory inspections, investigations, enforcement orders, etc.).
- Provide evidence that the sites pose a significant risk to public health and safety and/or the environment.
- Provide sufficient detail to substantiate that remedial actions proposed for funding are eligible work as defined in the program regulations.
- Provide documentation that responsible parties cannot be identified or located, are unable to pay for timely and proper remediation, or are unwilling to pay for timely and proper remediation.

#### Environmentally Preferable Purchasing and Practices Policy Notification

If you checked “No our organization does not have an EPPP Policy” on the Detail Tab of your application, your organization must adopt one by the secondary due date and upload the EPPP Notification or your application will be disqualified. **Do not upload a copy of your organization’s policy. Your policy does not replace the required EPPP Notification document.**

## APPLICANT'S DOCUMENTS

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

### Work Plan

Create your own Work Plan document and included a specific list of all procedures or tasks necessary to complete the project. Include major work items, field supervision, health and safety requirements, testing bonds, permits, etc. Each task must be itemized separately and listed as specifically eligible or ineligible for grant funds.

For more complicated and engineering types of projects, the proposed Work Plan must be prepared under the supervision of a registered civil engineer or other persons appropriately experienced and qualified, and it should contain the major elements of the proposed remediation. Include in the Work Plan each site proposed for cleanup.

Examples of Work Plan elements include, but are not limited to:

1. Site description and history. Discuss prior site/land uses, ownership, and previous site investigations and characterizations.
2. Proposed project goals and objectives, and proposed remediation. Also indicate if a Remediation Action Plan to evaluate remedial alternatives was prepared and approved for the site.
3. Regulatory approvals. Include a discussion of all the required regulatory agency approvals and permits and the status of these approvals and permits.
4. Site Access. Indicate the owner/responsible party has granted access to the site for remediation. Upload a copy of the consent form, signed by the owner/responsible party, granting access to the site for the purpose of remediation. If the owner/responsible party has not granted site access at time of application for grant funds, outline measures to be taken by the applicant to obtain site access.
5. Mobilization/logistical preparation.
6. Health and safety requirements.
7. Quantity estimates by site (e.g. tires, solid waste for disposal, metals for recycling, fencing, revegetation, earthwork, etc.).
8. Excavation, sorting, loading and halting of solid waste to disposal or recycling facilities.
9. Sampling and Analysis Plans, if applicable.
10. Construction management/quality control/quality assurance/inspection.
11. Work to be performed by participating organizations (e.g., County Vehicle Abatement Program, County Hazardous Materials Teams, etc.).
12. A project schedule from award of grant funds to project completion prior to the expiration of the Grant Term. The schedule should include major elements of the Work Plan, including obtaining necessary contracts, final inspection, and preparation of final project documents.
13. Documentation that the project complies with the California Environmental Quality Act (CEQA). This requires a properly executed Notice of Exemption, Negative Declaration, or Environmental Impact Report.

## **Budget**

Create your own Budget document and include total anticipated project costs broken down by each task outlined in the Work Plan and identify eligible and ineligible project costs. Include a list of funding sources required to complete the project. Show the value of the Applicant's efforts to achieve project cost savings through volunteer labor/equipment, in-kind services, reduced or waived tipping fees, and other savings. Be sure to identify separately the costs for which grant funds are requested and any participating costs by the applicant and/or others.

For each itemized task, show the estimated cost for labor, equipment, materials, contracts, consultants, and other costs (e.g., donated resources). Itemize work that is eligible and ineligible for grant funds. Include the cost of all activities directly related to implementing and completing the project, using the following guidelines.

Indirect costs of local government/state/federal entities and agencies (e.g., administrators, clerical, attorneys, local enforcement agency representatives, etc.) are generally ineligible costs and should not be included in the cost estimate unless supporting justification is attached to the application. If the justification is provided and approved, the indirect costs of local government/state/federal entities and agencies shall in no case exceed ten (10) percent of the total grant amount.

If an applicant proposes to utilize its own resources for the site cleanup activities and to be reimbursed with grant funds, allowable costs shall be determined in accordance with procedures in *State Department of Transportation Standard Specifications* Section 9-1.03, Force Account Payment, except that overhead and profit markups to direct cost of labor, materials, or equipment will not be allowed; or the applicant shall submit its proposed costs along with any justification for review and approval and personnel rate breakdown (i.e. actual salaries, benefits, overheads, etc.) must be provided.

The evaluation of this section will be based on the following:

- The documentation that the project is cost effective and maximizes the use of available funds through cost savings, such as use of volunteer labor, in-kind or matching services, and recycling options;
- Detail that expenses are reasonable with all Work Plan tasks itemized in the budget; and
- The Applicant's ability to adequately remediate the site with available funds including in-kind service match.

## **Additional Scoring Documents**

You may upload additional scoring documents needed for your application. These types of documents may include reports, investigations, drawings, specifications, photographs, and other material. The maximum file size is 35 MB. If your document is larger than 35 MB, it can be mailed. Mailed documents should be on 8-1/2" by 11" 100% recycled content paper and double sided. Furnish any engineering drawings preferably on 11" by 17" paper, but not on paper larger than 24" by 36".

## Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional lead applications. See the **Resolution and Letter Examples** link for more information.

### Individual Application Requirements:

1. 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.
2. 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 does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must 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(s).
4. **The Resolution must identify that it has matching funds for the requested project, plus funds to pay for all ineligible work and eligible work in excess of the grant awarded, and will have sufficient funds to operate and maintain the project site.**

(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.

## Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Legacy Disposal Site Abatement Grant Program 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).

## **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, 2016, then the Letter of Designation may not be effective beyond December 31, 2016). 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.

## **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. Grant applications will be evaluated and scored by a CalRecycle review panel based on the approved *Scoring Criteria for Solid Waste Disposal and Co-disposal Site Cleanup Grant Program, FY 2014/15 and 2015/16*. This document is located on the Summary Tab, in the Resources Document section.

All eligible proposals will be ranked according to the total number of points received. An application may receive a maximum of 100 possible points, with a 70-point minimum score required to be considered eligible for funding under the program. Concise applications with strong detail and justification will be given maximum points. Applications that are concise and include strong detail and justification have a better chance of receiving maximum points compared to applications lacking detail and justification. Applications receiving a passing score in each cycle will be recommended for funding. Grant recommendations will be in rank order according to applicant's score (highest passing score to lowest passing score) until funds are exhausted. When eligible grant requests among applicants with tie scores exceed funding availability, the tie shall be brought forward to the Director, or his or her designee, at the time the awards are considered. The Director, or his or her designee, shall make the determination on tie scores, as to which applicant, if any, shall receive an award or portion of an award, in a manner that is both fair and equitable.

### **GRANT AWARD PROCESS**

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee. See the Timeline for Grant Award for the tentative date of a specific cycle.. 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 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

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.

### REPORTING PROCESS

The Grant Manager may request a Progress Report at any time during the grant term. The Final Progress Report is due on **June 30, 2018**. Detailed reporting information is included in the Procedures and Requirements (Exhibit B) 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 Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten (10) percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress 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 (Exhibit B) 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 the Procedures and Requirements (Exhibit B) of the Grant Agreement.

All payments are reimbursed in arrears and based on verified actual costs and proof of payment as well as compliance with the grant agreement. Only expenses identified in the approved budget and Work Plan will be reimbursed. 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).

Advance payments will not be authorized. Expenses incurred prior to the NTP of the Grant Agreement and after the end of the Grant Term are not reimbursable. Ten (10) 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 (Exhibit B) or failure to receive the Grant Manager's approval of these documents by the date identified in the Timeline for the specific cycle may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).

Grantees will be allowed to submit Grant Payment Requests monthly to the Grant Manager for reimbursement via GMS. Grant Payment Requests must be sequentially numbered and uploaded to GMS with all supporting documents (e.g., receipts, cancelled checks, payroll stubs, etc.). All submitted documents must include annotations that specifically link the expenditure to the approved Work Plan.