



December 2013

Department of Resources Recycling and Recovery (CalRecycle)

**USED OIL COMPETITIVE GRANT PROGRAM
APPLICATION GUIDELINES & INSTRUCTIONS
1st Cycle (UOC1) – Fiscal Year (FY) 2013/14**

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GRANT CYCLE OVERVIEW

This resource document provides applicants with a cycle overview, instructions about how to access and complete the application online, and information about grant administration. The online application can be accessed on the [Grant Management System Web \(GMSWeb\)](http://webpagewww.calrecycle.ca.gov/Grants/GMS/default.htm) webpagewww.calrecycle.ca.gov/Grants/GMS/default.htm

The Department of Resources Recycling and Recovery (CalRecycle) offers the Used Oil Competitive Grant Program (UOC) pursuant to section 48632 of the Public Resource Code. The purpose of the grant is to reduce the potential for illegal disposal by increasing used oil and filter collection, recycling opportunities, public education, source reduction and reuse of used oil, and the prevention of stormwater pollution from used oil.

TENTATIVE TIMELINE FOR USED OIL COMPETITIVE GRANT PROGRAM FY 2013/14

Date	Activity
December 23, 2013	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
January 7, 2014	<ul style="list-style-type: none"> • All answers will be posted (tentative)
January 28, 2014	<p>Application Due Date</p> <ul style="list-style-type: none"> • Applications must be submitted in GMSWeb by this date • Customer service will be available until 4:00 p.m. on this date
February 20, 2014	<p>Secondary Due Date</p> <p>If Resolution not submitted with the application Approved Resolution must be uploaded in GMSWeb by this date</p> <p>If Applicant does not have an Environmentally Preferable Purchases and Practices (EPPP) Policy at time of application EPPP Policy must be adopted and Notification must be uploaded in GMSWeb by this date</p>
April 2014	<p>Grants Awarded CalRecycle considers funding recommendations, and if approved, and conditionally awards grants during this month (tentative)</p>
April 15, 2016	<p>Grant Term Notice to Proceed to this date</p>
April 15, 2016	<p>Final Progress Report, Final Payment Request and Request for 10 percent withhold Deadline</p>

ELIGIBLE APPLICANTS

Only one application per qualifying entity will be accepted. Eligible applicants may submit an individual or regional application. One entity must be identified as the lead applicant to act on behalf of itself and its participating jurisdictions. The grants are available to:

- California local government agencies, cities, counties, or regional programs (two or more cities and/or counties).
- Nonprofit organizations (except private schools) registered with the federal government under 501(c)3, (c)4, (c)6, or (c)10 of the Internal Revenue Code.

If more than one application is submitted by an applicant, it will be the applicant's responsibility to decide which application should go forward. If the additional application(s) are not withdrawn, all applications from that entity will be disqualified, and that entity will be eliminated from any regional application of

which it is a part. Applicants with open CalRecycle grants must be in good standing and comply with grant reporting requirements before they can receive a UOC Grant.

ELIGIBLE PROJECTS

Eligible projects include:

- Implementing or expanding a used oil and filter collection program (including, but not limited to local facilities, marinas and curbside).
- Mitigation projects preventing used oil stormwater pollution (only available to those jurisdictions with approved stormwater management programs).
- Public education and outreach to inform the public of local used oil and filter recycling opportunities and ways to prevent stormwater pollution caused by used oil.

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional grant application. A regional grant application is one in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead jurisdiction must be designated to act on behalf of all participating jurisdictions (*see "Resolution Information" for specific instructions regarding authorization documentation*). The Regional Lead is the Grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Regional Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

AVAILABLE FUNDS

- A total of \$7,000,000 is available for this grant cycle, fiscal year (FY) 2013/14, subject to funding availability.
- \$250,000 is the maximum available for an individual grant awards.
- \$1,000,000 is the maximum available for a regional grant awards.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on April 15, 2016. **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 Notice to Proceed. Eligible program costs must be incurred no later than April 15, 2016.

CalRecycle recommends reserving the period from April 1, 2016 to April 15, 2016 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 Notice to Proceed from CalRecycle and ends on April 15, 2016 (*see "Grant Term" for additional information*).

Eligible costs include, but are not limited to:

- Used oil/filter public education and outreach.
- Implementation or expansion of a used oil/filter collection program.
- Mitigation projects preventing used oil stormwater pollution.

Stormwater mitigation is defined in Public Resources Code 48618.4 to include "...the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property.

Mitigation includes the installation of devices and implementation of practices that effectively prevent used oil and oil byproducts from causing stormwater pollution. Mitigation does not include the cleanup or restoration of polluted areas.”

A local government shall not receive a payment for education or mitigation projects relating to used oil stormwater pollution unless the local government certifies that it has a stormwater management program that is approved by the appropriate California regional water quality control board.

- Overhead/indirect costs up to ten percent of the total grant funds that have been reimbursed. For more detail on overhead/indirect costs, refer to *Exhibit B - Procedures and Requirements* for UOC1 Cycle FY 2013/14.

Eligible types of storm drain filters (inserts; debris screens) include, but are not limited to:

- A debris screen that covers the opening to the storm drain inlet: regular municipal street-sweeping must occur where debris screens are installed.
- A catch basin (street side) inlet insert that **does not** contain oil absorbent media.
- A catch basin inlet insert that **does** contain oil absorbent media plus a debris screen that covers the opening to the storm drain inlet: (the debris screen prevents debris and sediment from entering the storm drain and obstructing the oil absorbent media).
- A vertical drop-in parking lot inlet insert that **does** contain oil absorbent media (must be covered by a grate or debris screen).

Note: Periodic clean-out of catch basin inlet inserts and replacement of their oil-absorbent media are eligible for grant funding. However, street sweeping, parking lot cleaning, and clean-out of catch basin inlets without inserts are not eligible for grant funding.

INELIGIBLE COSTS

Any costs not specifically included in the approved Budget and not directly related to used oil/filter related activities and the approved grant projects are ineligible for reimbursement. Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed letter or after April 15, 2016.
- Cell phones, smart phones, pagers, cameras, personal computers, and other electronic devices unless such device(s): (1) are specifically needed for the grant project; (2) are not available within the Grantee’s existing inventory; and (3) will be used predominantly for the grant project, and not for other departmental uses.
- Costs related to computer applications or software.
- Costs that are not consistent with local, state, and federal guidelines and regulations.
- Costs to maintain an existing Household Hazardous Waste (HHW) program where used oil is not collected.
- Costs currently covered by another CalRecycle loan, grant, or contract, or covered by a grant or contract offered by another state agency.
- Purchase or lease of vehicle(s) by non-government entities.
- Developing or customizing school curricula.
- Enforcement activities.
- Equipment, materials, or supplies at HHW facilities or antifreeze, battery, oil, and, paint (ABOP) facilities not directly related to the collection of used oil and used oil filters.
- Expenses for audits of the Grantee’s entire organization, or portions thereof.
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations.
- Any food or beverages (e.g., as part of meetings, workshops or events).
- Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) 40-hour and 24-hour courses.

- Honoraria, stipends, prizes, royalties, etc.
- Management, handling, disposal, or treatment of radioactive, explosive, or medical wastes, and other extremely hazardous waste.
- Movie theater screen advertising.
- Out-of-state travel.
- Overtime costs/compensated time off (except for local government staffing during specially scheduled evening or weekend events when law or labor contract requires overtime compensation).
- Overhead/indirect costs in excess of the allowable percentage as defined in *Exhibit B - Procedures and Requirements* for UOC1 Cycle FY 2013/14.
- Personnel costs incurred while an employee assigned to the project funded by the grant does not work on the project (e.g., use of accrued time such as sick leave, vacation, etc.).
- Premiums or promotional items unless pre-approved in writing by the Grant Manager.
- Preparation of HHW Elements that are not related to used oil or used oil filters.
- Pre-paid expenditures for future goods or services delivered beyond the end of the Grant Term. (Exemption: The Grant Manager may consider approving products purchased in full before the end of the Grant Term but delivered after the end of Grant Term if the delay is caused solely by the supplier, and not by the Grantee. The Grantee must request an exemption in writing and receive written pre-approval from the Grant Manager).
- Profit or mark-up by the Grantee.
- Promotion of either brand-name product(s) or private businesses with grant funds.
- Public education costs not directly tied to used oil or used oil filter collection.
- Purchase or lease of land or buildings.
- Remediation (any cleanup or restoration of polluted areas).
- Transportation and disposal of non-oil HHW from any facility or event.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.

QUESTION-AND-ANSWER PROCESS

Questions regarding the UOC application and its requirements must be in writing and received by December 23, 2013 via email at: Grants@CalRecycle.ca.gov

Questions received by any other method or after December 23, 2013 will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As 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 re-worded 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 (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 the CalRecycle WebPass site (<https://secure.calrecycle.ca.gov/WebPass/>).

After logging into GMSWeb (<https://secure.calrecycle.ca.gov/Grants>), select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Used Oil Competitive UOC1: Fiscal Year 2013/2014 and select "Apply."

APPLICATION CONTENTS AND INSTRUCTIONS

Summary **Applicant/Participant** **Detail** **Contacts** **Budget** **Documents**

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 *Tab*

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 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 date.

Applicant/Participant *Tab*

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. See GMSWeb instructions for more information.
- For Regional Applications add the name of each eligible participating jurisdiction.

Detail *Tab*

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 depending on funding availability by applicant. Please round all amounts to the nearest whole dollar.
- If Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Assembly Districts and Senate Districts. 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: describe your project proposal.
- 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.

Contacts *Tab*

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 his/her own CalRecycle WebPass to 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. If the Applicant is awarded a grant, the consultant 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*

Enter a dollar amount in each applicable category by selecting the category name. In the Budget detail screen, enter the total budget amount and enter itemized costs in the Budget Detail section. The itemized costs should support expenditures for each activity identified in your Work Plan.

Admin Costs – Budget Category

In the Budget Detail section, type in the amount of Administration Costs and Overhead/Indirect Costs. Eligible costs are more fully explained in the Overhead/Indirect Cost section of the Procedures and Requirements.

Budget Category: Admin Costs	
* <input type="checkbox"/>	Budget Amount: <input style="width: 150px;" type="text" value="3000.00"/>
Budget Detail:	Administration Costs = \$2,000 Overhead/Indirect Costs = \$1,000

Documents *Tab*

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.”

After all the application documents are uploaded, print the Application Certification from the **Application Submission** section in the **Summary tab**. The Applicant must obtain a signature from the authorized Signature Authority, scan the document, upload it, and retain the original hard copy document.

See the section titled “Application Documents” for more information about document requirements.

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 in GMSWeb no later than January 28, 2014. Customer service will be available until 4:00 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 application.

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab in the Application Documents section. To access the document, you must click on the link, open it up, fill it out, save it to the computer, and then upload it to the Documents tab. Elements of each required document is explained below.

Narrative Proposal (50 Points)

The Narrative Proposal document is used to describe the details of your proposed project. The response size for each section is limited to 1,500 characters and cannot be expanded. Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from the program. The Narrative Proposal must score a minimum of 35 points of the possible 50 points to be considered for funding.

I. Project Eligibility

Select one or more of the eligible activities for your proposed project.

II. Project Proposal

Briefly describe the proposed project.

III. Need and Experience (25 points)

Need:

- Provide a thorough explanation of why the project is needed and describe the existing efforts/system (if any) and how the project will improve the existing system.
- Provide data supporting the project need.
- Describe efforts to research the project and explain the rationale for this proposed project as compared to other approaches for meeting the identified need and barriers.

Project Personnel:

- Demonstrate that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the proposed project.

Project Sustainability:

- Convincingly demonstrate how operation and maintenance costs of the project will be sustained beyond the term of the grant. Describe available funding sources, if any.

IV. Goals and Objectives (5 points)

Long term goals and objectives for your used oil project for the next five years:

- Identify goals and objectives that are measurable and realistic. (i.e. what will be accomplished by completing this grant project, how many people will be served, volume of used oil/filter collected, etc.).
- Explain how the goals and objectives address needs and overcome identified barriers.

V. Work Plan (10 points)

If further explanation is needed, provide additional details of the tasks and activities listed in the Work Plan document.

Work Plan Document: Complete the Work Plan document provided in the Summary tab under Application Documents section.

- Specific list of all grant eligible activities and tasks that will be undertaken to achieve your goals and complete the project. Also, identify personnel associated to each task.
- The Work Plan should effectively identify the tasks and activities required to achieve the goals/objectives in the proposed project narrative.
- Activities and tasks are logical and achievable within the grant term, and with available resources.
- Include an evaluation component to measure the results or success of the project and to determine whether the goals/objectives were accomplished.

VI. Budget (10 points)

Narrative Proposal: If needed, provide any additional budget detail justification that could not be included in the Budget Tab in GMSWeb.

Budget Tab:

- All items are reasonable and cost-effective. Line items are clearly described and a rationale was provided for the project costs.
- Costs are itemized into cost categories and are consistent with the activities included the Work Plan.
- All budget backup documentation including quotes, estimates, and equipment details are uploaded, clearly marked and support proposed budget costs.
- Includes cost savings from leveraging other funding, in-kind services, etc. Adequately describe source and amount of local funds, in-kind services, other grants, or other additional project funding (if any) to complete the proposed project.

Letters of Support (if applicable): Letters of support for the project demonstrate the need for the project and/or active involvement of all cooperating and participating governmental agencies, businesses and organizations needed to complete the proposed project - both during the grant term and after, in order to ensure continuation of the project. You should include Letters of Support from those that are affected by the proposed project or that are cited in the Work Plan for specific tasks. Letters of Support should address some of the following items:

- The organization's primary function and target population
- The tasks/activities the organization is responsible for
- Description of in-kind or other fiscal support

General Checklist of Business Permits, Licenses and Filings (CalRecycle 669)

The General Checklist of Business, Licenses and Permits (CalRecycle Form 669) is a required application form. It can be found on the Summary tab under Application Documents. Check the appropriate box on **each** line. It must be signed by the Signature Authority, scanned, and uploaded to the Documents tab along with copies of any documentation related to this form (i.e. permits, licenses and filings, letter describing what has been done to achieve full compliance). CalRecycle staff will use this information to determine how far along you are in your project.

Environmentally Preferable Purchases and Practices Policy Notification

Any Applicant that does not have an EPPP Policy in place when it submits its application must adopt one and upload the EPPP Notification to the Documents tab. CalRecycle must receive the EPPP Notification by the secondary due date or the application will be disqualified. **Do not upload a copy of the policy.**

EPPP Notification	
For applicants that adopt an EPPP Policy after the application is submitted. Upload the signed EPPP Notification to GMSWeb by February 20, 2014 or the application will be disqualified.	
Must check box	
<input type="checkbox"/>	Yes, our entire organization has an EPPP Policy.
<input type="checkbox"/>	Date Adopted: _____ By: (e.g., governing body name, executive officer, etc.) _____
Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and correct to the best of my knowledge.	
X	
Signature Authority - as authorized in Resolution or Letter of Commitment or Authorized Designee - as authorized in submitted Letter of Designation	Date
Print Name	Print Title

APPLICANT'S DOCUMENTS

The following provides information and examples of documents that you, as 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 Information

-for Individual 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 the Applicant needs additional time to obtain the Resolution, it must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified.

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.

Regional Applications:

- The Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle. (see example below)
- If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
- Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date. *Please see Letter of Authorization section.*

Resolution Example for Individual Applicants

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 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 Commitment Information

-for Applicants not subject to a governing body

Applicants that are not subject to a governing body, must upload, a letter on Applicant's letterhead, dated, and signed by a person with authority to contractually bind the Applicant. If the Applicant needs additional time to obtain the letter, it must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The document with the original signature must be maintained in Applicant/Grantee grant file. This letter must:

- Authorize submittal of the (name of this 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 Commitment Example

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

Date

I am (**Job Title**) of (**Name of Applicant**). I am authorized to contractually bind (**Name of Applicant**). Pursuant to this authority, I hereby 1) authorize the submittal of an application for the **Used Oil Competitive Grant Cycle 1**; 2) authorize (**Job Title**) as our Signature Authority to execute all grant documents necessary to secure grant funds and implement the approved grant project; documents include, but are not limited to, applications, agreements, amendments and requests for payment; and, 3) authorize our Signature Authority to delegate this authority. The following information more specifically identifies our Signature Authority:

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

Letter of Designation Information

- A Letter of Designation is required when the authorized Signature Authority delegates his/her authority to another person. The approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her 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.
- 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, 2014, then the Letter of Designation may be effective only until December 31, 2014).
- It must 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 **Used Oil Competitive Grant**, 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.

Letter of Authorization Information

A Letter of Authorization is a letter submitted by a jurisdiction (Regional Participant) to authorize another jurisdiction (Regional Lead) to apply for and to act on its behalf in the implementation and administration of the CalRecycle Grant/Program. If the Lead Applicant needs additional time to obtain the Letter(s) of Authorization, it must be uploaded no later than the secondary due date or the participating jurisdiction will be removed from the application.

The letter must be on the participating jurisdiction's official letterhead and dated within 12 months prior to the application deadline. The letter must authorize the submittal of the regional grant/program application, designate the Applicant as the Regional Lead, and be signed by an individual authorized to contractually bind the Applicant. The document with the original signature must be maintained in Applicant/Grantee grant file.

Letter of Authorization Example

Date

I am **(Job Title)** of **(Name of Regional Participant)**. I am authorized to contractually bind **(Name of Regional Participant)**. Pursuant to this authority, I hereby authorize **(Name of Regional Lead)** to submit a regional application and act as Lead Agency on behalf of **(Name of Regional Participant)**. The **(Name of Regional Lead)** is hereby authorized to execute all documents necessary to implement the grant under the **Used Oil Competitive Grant Cycle 1**.

Signature

Name & Job Title

Mailing Address

City, State, Zip

Regional Participant Resolution Example

Resolution of the **(Name of the Governing Body)** authorizing submittal of a regional grant application(s) for all CalRecycle grants for which **(Name of Regional Participant)** is eligible.

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 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 necessary procedures governing the application, awarding and management of its grants; and

WHEREAS, CalRecycle allows regional grant projects for certain grant programs; 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 **(Name of Regional Participant)** designates **(Name of Regional Lead)** to act as the Lead Agency and authorizes the submittal of applications on its behalf to CalRecycle for **(All Available Grants or Specify Grant Program)**. The **(Name of Regional Lead)** is hereby authorized and empowered to execute on behalf of **(Name of Regional Participant)** all grant related documents, including but not limited to, Applications, Payment Requests, Agreements and Amendments necessary to secure Grant Funds and to 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.*]

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 Used Oil Competitive Grant Program, UOC1 Cycle FY 2013/14*. The Scoring Criteria can be located in the Summary tab, in the Resource Documents section.

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 April 2014. 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 60 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 60 days from the date CalRecycle conditionally awarded the Grant.

Failure to comply with either requirement will nullify the grant award (i.e., the Applicant will not receive a grant).

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.
- 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*
- Attachment I–Forms Guide: CalRecycle forms to be used throughout the Grant Performance Period.

Note: See [CalRecycle Grant Forms Website \(http://www.calrecycle.ca.gov/Grants/Forms/\)](http://www.calrecycle.ca.gov/Grants/Forms/) to download the forms.

* The Work Plan and Budget are submitted with and are a part of the Grantee's Approved Grant Application, and are incorporated into the Grant Agreement by reference.

REPORTING PROCESS

Grantees are required to report on the progress of their Grant with one progress report and a Final Progress Report. The Grant Manager may request status information at any time during the term of the grant. The Final Progress Report is due on **April 15, 2016**. Detailed reporting information is included in Procedures & 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 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 & Requirements, or failure to receive the Grant Manager's approval of these documents by April 15, 2016, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.