January 2015
Department of Resources Recycling and Recovery

USED OIL COMPETITIVE GRANT PROGRAM

APPLICATION GUIDELINES & INSTRUCTIONS

2nd Cycle (UOC2) – 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 Web (GMS) webpage (http://www.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 Resources 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.

TIMELINE FOR USED OIL COMPETITIVE GRANT PROGRAM, FY 2015–16

Date	Activity
February 3, 2015	**Question and Answer Period** • Questions may be submitted from application release date to this date • Questions must be submitted by email
February 10, 2015	• All answers will be posted (tentative) by this date
February 26, 2015	**Application Due Date** • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
March 26, 2015	**Secondary Due Date** **If Resolution not submitted with the application:** • Approved Resolution must be uploaded in GMS by this date **If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application:** • EPPP Policy must be adopted and Notification must be **uploaded in GMS** by this date
July 17, 2015	**Grants Awarded** CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
April 20, 2018	**Grant Term** Notice to Proceed to this date
April 20, 2018	**Final Progress Report, Final Payment Request and Request for ten percent withhold Deadline**

ELIGIBLE APPLICANTS

Eligible Applicants for this cycle include the following entities:

- California cities and counties.
- California joint powers authorities (JPA) and special districts, responsible for solid waste management, sanitation, or stormwater management.
- Nonprofit organizations (not including private schools) registered with the federal government under 501(c)3, (c)4, (c)6, or (c)10 of the Internal Revenue Code, and with the support of the local jurisdiction.
- Regional programs (consisting of two or more eligible entities).

Eligible applicants may apply individually or as a participant in a regional application that involves more than one eligible entity. One entity must be identified as the lead applicant to act on behalf of itself and its participating applicants. An applicant may not submit multiple applications.

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 UOC2 Grant.

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.

REGIONAL APPLICATION REQUIREMENTS

Two or more eligible entities may join together in a regional grant application for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all participating jurisdictions. The Regional Lead Participant is the applicant 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 Participant. If an applicant is a participant in a regional application, it may not also apply individually.

JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over solid waste management, sanitation, or stormwater management, and it must list all member entities and contain the signature of all members.

ELIGIBLE PROJECTS/PRODUCTS

All applicants must include one or more of the focus areas in their application to be eligible for this cycle:

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

AVAILABLE FUNDS

- A total of $2,000,000 is available for this grant cycle, fiscal year (FY) 2015–16, subject to funding availability.
- $100,000 is the maximum available for individual grant awards.
- $250,000 is the maximum available for regional grant awards.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on April 20, 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 Notice to Proceed. Eligible program costs must be incurred no later than April 20, 2018.

CalRecycle recommends reserving the period from April 1, 2018 to April 20, 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 Notice to Proceed from CalRecycle and ends on April 20, 2018 *(see "Grant Term" for additional information).*

Eligible costs are limited to the following:

- Used oil/filter public education and outreach.
- Implementation or expansion of a used oil/filter collection program.
- Mitigation projects preventing used oil stormwater pollution.
- Certain costs associated with indirect costs as indicated in the Indirect Cost section of the Procedures and Requirements.

Stormwater mitigation is defined in Public Resources Code 48618.4 as "…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.

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 contains oil absorbent media.
- A catch basin inlet insert that contains 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 contains 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

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed or after April 20, 2018.
- Cell phones, smart phones, cameras, personal computers, tablets, 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 exclusively for the grant project, and not for other departmental uses.
- Costs related to computer applications or software.
- Costs related to smart device (phone/tablet) app development and maintenance
- Purchase or lease of vehicle(s) by non-government entities.
- Developing or customizing school curricula.
- Any food or beverages (e.g., as part of meetings, workshops or events).
- Honoraria, stipends, prizes, royalties, etc.
- Indirect costs in excess of the allowable percentage as defined in the Procedures and Requirements (Exhibit B).
- Pre-paid expenditures for future goods or services delivered beyond the end of the Grant Term.
- Remediation (any cleanup or restoration of polluted areas).
- Developing or expanding a permanent facility to add a used oil/filter collection component on non-government owned property.
- Equipment or services, personnel costs, and public education and outreach not related to the project.
- Purchase or lease of land.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Promotion of either brand-name product(s) or private businesses with grant funds.
- Fine or penalties due to violation of federal, state, or local laws, ordinances, or regulations.

- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES (EPPP) 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 Grants@CalRecycle.ca.gov. Questions must be received by February 3, 2015 or they 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 (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/).

When you are ready to start an application, log into GMS (https://secure.calrecycle.ca.gov/Grants), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find Used Oil Competitive Grant UOC2 FY 2015–16 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 UOC2 grant cycle. 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 radial 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 Regional Applications or Joint Powers Authority Applications:

- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radial button.

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 $100,000 for a single applicant or $250,000 for a regional applicant. Please round all amounts to the nearest whole dollar.
- 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 proposed project.
- 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 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 itemized budget detail information. The Total must equal the Grant Funds Requested amount shown on the Detail tab. The itemized costs should support expenditures for each activity identified in Work Plan. Round all amounts to the nearest whole dollar.

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 February 26, 2015. 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 the documents.

Narrative Proposal

The Narrative Proposal is used to describe the details of your proposed project. The response size for each section is limited to 2,500 characters and cannot be expanded. Utilizing a document form other than the official CalRecycle version, changing document format, tampering with the CalRecycle version or otherwise circumventing imposed character limits will subject the applicant to disqualification from this grant cycle.

Each section of this form **must** have a response. Ensure your narrative responses are concise, detailed, and most importantly, address each of the criteria. After you complete this document, use the "save as" command and save the file in the following format: **NP_Applicant-Name_UOC2.pdf** then upload it within the Documents Tab.

Work Plan

The Work Plan document **must** list the major activities, steps or tasks necessary to implement and complete your project. Provide a logical timeframe in chronological order for all proposed grant activities.

Utilizing a document form other than the official CalRecycle version, changing document format or tampering with the CalRecycle version will subject the applicant to disqualification from this grant cycle.

General Checklist of Business Permits, Licenses and Filings

The General Checklist of Business Permits, Licenses and Filings (CalRecycle Form 669) is a required application document. 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 the process of your project.

Environmentally Preferable Purchasing and Practices Policy Notification (EPPP)

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 to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

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).

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

Regional Lead Application Requirements:

1. The Regional 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.
2. 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).
3. 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.

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 UOC2 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, 2014, then the Letter of Designation may not be effective beyond December 31, 2014). 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.

Letter of Authorization
A Letter of Authorization is used for grants that allow for Regional applications. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Regional Lead Participant must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Regional Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the Regional Lead to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

Letter(s) of Support
Letters of Support are required for nonprofit applicants only. The applicant must obtain letters from one or more local jurisdictions acknowledging the project. Letters must be uploaded from all local jurisdictions affected by the project. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must be on letterhead, dated, and signed by an individual authorized to represent the jurisdiction.

Joint Powers Agreement

Joint Powers Authorities (JPA) must upload a copy of its joint powers agreement giving it authority to conduct the project, listing all member entities, and containing the signature of all members. Letters of Authorization are not required for JPA applicants.

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 the Used Oil Competitive Grant Program, UOC2 Cycle FY 2015–16. The Scoring Criteria can be found in the Summary tab in the Resources Documents section.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or his/her designee; this is tentatively scheduled for July 2015. 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.
- Attachment I–Forms Guide: CalRecycle forms to be used throughout the Grant Term.
  Note: See CalRecycle Grant Forms Website (http://www.calrecycle.ca.gov/Funding/Forms/) to download the forms.

REPORTING PROCESS

Grantees are required to report the progress of their grant on the progress report due dates. For UOC2, progress reports are due on April 20, 2016 and April 20, 2017. The Final Progress Report and Final Payment Request are due on April 20, 2018. Detailed reporting information is included in the Procedures & Requirements (Exhibit B).

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 20, 2018, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements (Exhibit B).