



March 2015

Department of Resources Recycling and Recovery

City/County Payment Program (CCPP)

Fiscal Year 2014–15 Guidelines

Revised September 1, 2015

Submittal of a City/County Payment Program Application constitutes acceptance of these Guidelines as the controlling requirements for receiving, spending, and accounting for CCPP funds and for annual reporting. The on-line funding request application and these Guidelines shall constitute the CCPP Agreement.

Pursuant to Public Resources Code Section 14581(a)(3)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Resources Recycling and Recovery (CalRecycle) is distributing \$10,500,000 in Fiscal Year (FY) 2014–15 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers - aluminum, glass, plastic and bi-metal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

Eligibility

Incorporated cities and counties in California, as identified by the California Department of Finance, are eligible to receive funding under the CCPP, unless otherwise determined by CalRecycle.

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 it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for their project, the award will be terminated and any disbursed CCPP funds shall be returned to CalRecycle.

New Requirement

Due to a recent audit by the California State Auditor, CalRecycle's own fiduciary responsibility, and to align this program with our other payment programs, this program now requires all participants to report on all expenditures. Beginning with Fiscal Year 2014–15 funding cycle, jurisdictions will have a 24 month term in which to expend funds. Reporting will require submitting back-up documentation, including proof of purchases, for all expenditures. Failure to meet this reporting due date may result in the denial of future funding and collection of unspent/unreported funds.

Funding

Each city is eligible to receive a minimum of \$5,000, or an amount calculated by CalRecycle, on a per capita basis, whichever is greater. Each county is eligible to receive a minimum of \$10,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater. The per capita amount is calculated, based upon the population as of January 1, 2014, in the incorporated areas of a city, city and county, or the unincorporated area of a county, as stated in the annual *Population and Housing Estimates for Cities, Counties and the State Report* submitted to the

governor by the California Department of Finance.

On-line Application Process

Cities and counties may apply for funds by completing a Funding Request in the web-based City/County Annual Payment and Reporting System (CAPRS). To access CAPRS, the applicant must have a CalRecycle WebPass.

WebPass

Those who have previously obtained a WebPass for this program or another CalRecycle program (i.e., Local Government Information Center (LoGIC), E-Waste, OPPO, etc.) do not need to obtain a new WebPass.

If the applicant does not have a WebPass, one may be requested at [CalRecycle WebPass \(https://secure.calrecycle.ca.gov/WebPass/\)](https://secure.calrecycle.ca.gov/WebPass/). Select "Create Account" and follow the instructions. After the request for access is received and reviewed, an e-mail will be sent to the applicant granting access to the secure CAPRS website.

WebPass accounts are created for individuals, not organizations, and are tied to the applicant's specific email address. If the applicant's email address changes or becomes inactive, a new WebPass account is needed to access CAPRS. All individuals must create their own password. Passwords should not be shared within the organization. Access cannot be granted to the on-line application unless the applicant is designated as a contact in CAPRS.

Contacts

The CCPP Contact may be the city or county recycling coordinator, lead agency or Joint Powers Authority. One staff person may serve as more than one contact. If the city or county would like to assign a person not currently identified as either the Primary or Secondary Contact to be the Funding Request Contact, "click" on "User Management" on the left navigation menu in CAPRS and follow the instructions to set-up a new user. The new user will also need a WebPass. If you need to update your Primary Contact, please contact your CalRecycle Regional Representative.

When assigning contacts for the CCPP, the guidelines listed below should be followed.

For a City:

- Primary – City Manager
- Secondary – Staff person overseeing the CCPP projects
- Funding Request – Staff person to complete the online Funding Request

For a County:

- Primary – County Treasurer
- Secondary – Staff person overseeing the CCPP projects
- Funding Request – Staff person to complete the online Funding Request

Addresses

A payment and a physical address are required. CCPP payments will be mailed to the payment address. To comply with the requirements of Chapter 8400 of the State Administrative Manual (Warrants Payable to Counties), the county treasurer's address will be identified as the payment address for counties. If one address is used for more than one payment type, only enter the address once, and check the appropriate address types.

For a City:

- Physical Address – This is the address CalRecycle will send any hard copy correspondence to
- Payment Address – Address where payments should be mailed

For a County:

- Physical Address – This is the address CalRecycle will send any hard copy correspondence to
- Payment Address – The address of the County Treasurer’s Office

Expenditures

Pursuant to Section 14581(a)(3)(C) of the Public Resources Code (PRC), these funds **shall not be used for activities unrelated to beverage container recycling or litter reduction**. Approved activities are listed in the “Activities” tab, by category, on the Funding Request. An “other” box is provided to allow additional activities to be listed. These are subject to approval by CalRecycle.

Note: All jurisdictions will now be required to report on all CCPP funding received (beginning with FY 2014–15 cycle funds) in order to receive further payment from this program. We have now limited the term in which to expend funds to 24 months from the date of payment.

Eligible activities include, but are not limited to:

- Supporting new or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Public education promoting beverage container recycling.
- Litter prevention and cleanup where the waste stream includes beverage containers that will be recycled.
- Cooperative regional efforts among two or more cities and counties.
- Other beverage container recycling programs.
- Supporting AB 341 [Mandatory Commercial Recycling](http://www.calrecycle.ca.gov/Recycle/Commercial/) (<http://www.calrecycle.ca.gov/Recycle/Commercial/>) requirements. Click on the link for additional information and definitions of “businesses” and “multi-family residential dwellings” as they relate to this regulation.
 - Infrastructure for businesses to recycle beverage containers.
 - Support for new or existing beverage container recycling programs for multi-family residential dwellings.
 - Public education and outreach (that includes a beverage container recycling component).

NOTES ON EXPENDITURES**Bins/Litter Reduction**

Please distinguish between litter reduction projects and waste management projects. “Trash only” receptacles are not considered litter reduction and are an ineligible expenditure. The purchase of multi-recycling bins (to include beverage container recycling), permanently attached together, is an eligible expense and may be funded. Litter reduction projects must include beverage containers as part of the waste stream, and they must be recycled.

Advertising/Promotion

If you plan to spend CCPP funds on advertising/promotion, submit the artwork, brochure, radio script, flyer, poster or advertisement to the assigned CalRecycle Regional Representative for your jurisdiction for approval prior to going to print/production. CalRecycle Regional Representatives are listed on the Funding Request page in CAPRS.

Recycled Content Products

If you are purchasing recycled content products, please ensure the recycled content includes beverage container materials. The intent of the program is to promote beverage container recycling.

California Recycling Recovery Association (CRRRA) Conference

If you anticipate attending the CRRRA annual conference, or other conference related to beverage container recycling, please limit the expenditures to registration and travel for no more than two (2) staff. Please contact your CalRecycle Regional Representative before making travel plans in order to ensure that the trip is eligible for reimbursement. Travel Reimbursements information can be found at [California Department of Human Resources](http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>)

Personnel Hours

If you are charging personnel hours, ensure they are auditable by hours. CCPP funding will only pay for direct time toward increasing beverage container recycling.

Litter Clean-Up Event

If you are sponsoring a litter cleanup event, in which beverage containers are part of the waste stream and are being recycled, city/county payment funds may be used to pay for charges related to the cleanup. This may include supplies (i.e., bags, liners, grabbers, gloves), personnel, and safety items (i.e., water, vests, goggles). However, giveaways, incentives, food and/or promotional T-shirts are ineligible expenditures.

Promotional Items/SWAG (Stuff We All Get)

In accordance with the governor's directive, [promotional items are ineligible expenses](http://www.calrecycle.ca.gov/Funding/SWAG/default.htm) (<http://www.calrecycle.ca.gov/Funding/SWAG/default.htm>) under CalRecycle's grant and direct payment programs.

Records Retention and Audit Considerations

Recipients are responsible and accountable for all CCPP funds; therefore, it is essential that adequate documentation and a clear paper/audit trail are maintained. Recipient's accounting of CCPP funds must be maintained in a manner that provides clear separate tracking of CCPP funds and related transactions for fiscal program management and audit purposes.

CalRecycle, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of CCPP funds; and shall have the right to interview staff relevant to the audit.

Examples of documentation subject to audit include:

- Contracts and change orders
- Travel logs
- Paid warrants
- Expenditure ledgers

- Payroll register entries
- Timesheets
- Invoices, receipts, canceled checks
- Samples/pictures of items and materials developed with CCPP funds

All such records shall be maintained for possible audit for a minimum of three (3) years after the CCPP term end date, or until completion of any action and resolution of all issues, which may arise as a result of any litigation, dispute, or audit, whichever is later.

Annual Reporting

Annual Reporting is now a requirement for ongoing eligibility for the CCPP. You will have 24 months from the date of payment to expend this funding. Recipients must meet CalRecycle's online reporting requirements. The Annual Report for this Cycle will be due 24 months after the payment has been made. Failure to meet this reporting due date may result in the denial of future funding and/or collection of unspent/unreported funds.

All expenditures will be reported through the CAPRS system. **Supporting documents for all expenditures will be required.** Failure to properly spend or account for CCPP funds may result in requiring reimbursement from and/or forfeiture of funds, as well as, denial of future CCPP funding.

Semi-Annual Reporting

If your jurisdiction indicated that it was participating in mediation mandated by AB506, filed for bankruptcy or declared fiscal emergency, CalRecycle will request you submit a Semi-Annual Report. This report will track your progress as you expend your funds. You will still be required to submit an Annual Report.

Unspent Funds

Unspent funds at the end of the CCPP term must be reimbursed by check to CalRecycle within 45 days of that date. Notify your CalRecycle Regional Representative if you will be sending in a check. The check will be labeled as "City County Payment Program Unspent Funds for FY (insert applicable fiscal year)" and mailed to: CalRecycle, Accounting, P.O. Box 4025, Sacramento, CA 95812-4025. If there are questions or other issues related to expenditures, work with your CalRecycle Regional Representative to resolve these issues. A recipient may be considered ineligible for future funding if they have any unpaid funds due to CalRecycle.

Funding Request Due Date

Funding Requests must be submitted no later than **June 23, 2015**. The system will not allow any Funding Requests to be submitted after the deadline. (PRC section 14581(a)(3)(E)).

Payments

CalRecycle will approve Funding Requests and authorize the State Controller's Office to make payments to each city and county. The warrant will arrive without a cover letter to the city or to the county treasurer. Pursuant to Section 14581(a)(3)(F) of the PRC, CalRecycle may withhold payment to any city, county, or city and county that has prohibited the siting of a certified recycling center at a supermarket site, caused a certified recycling center at a supermarket site to close its business, or adopted a land use policy that restricts or prohibits the siting of a certified recycling center at a supermarket site within its jurisdiction since January 1, 2000.

Indemnity

Recipient agrees to indemnify, defend and save harmless the state, CalRecycle, its officers, agents, and employees from any and all claims and/or losses accruing or resulting from the performance of the CCPP.

Expenditure Changes

To request changes to CCPP expenditures/activities once a Funding Request has been submitted, contact your CalRecycle Regional Representative for prior approval. Your Funding Request activities should match your expenditures report.

How to Reach Us

Your CalRecycle Regional Representative's contact information is listed on your Funding Request page. This is the best contact for any questions related to the CCPP.

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