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Department of Resources Recycling and Recovery (CalRecycle)

LOCAL CONSERVATION CORPS GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

28th Cycle (RLC28) – 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 [Grant Management System Web \(GMSWeb\) 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 Local Conservation Corps Grants pursuant to Section 14507.5 of the Public Resources Code.

The purpose of the grant is to fund beverage container recycling and litter abatement projects.

ELIGIBLE APPLICANTS

All Local Conservations Corps certified by the California Conservation Corps that were certified by the California Conservation Corps by March 1st of the previous fiscal year (FY 2012/13).

ELIGIBLE PROJECTS/PRODUCTS

All project(s) must have a major emphasis on beverage container recycling and/or litter abatement and must involve the collection of all CRV material types. Projects that are eligible for grant funds include, but are not limited to:

- Developing new projects to increase beverage container recycling volumes and consumer convenience.
- Enhancing or assisting existing projects that increase beverage container recycling.
- Increasing awareness for the “where, what and why” of beverage container recycling.
- Developing new or enhanced projects to increase beverage container recycling sustainability, litter reduction, or litter abatement.
- Operating a Certified Recycling Center

If inside a Convenience Zone:

- Ineligible for handling fees
- The area must be unserved/vacant for a minimum of 6 months
- Must not be within 2.5 miles from an existing certified recycling center.

If outside a Convenience Zone:

- Ineligible for handling fees
- The recycling center must not be within 5 miles of an existing certified recycling center.

AVAILABLE FUNDS

A total of \$15 million plus Cost of Living Adjustment (COLA) is available for this grant cycle, fiscal year (FY) 2013/14, subject to funding availability.

Individual corps funding is determined by an allocation methodology agreed upon by CalRecycle and California Association of Local Conservation Corps (CALCC).

The base funding allocation for each certified corps is \$1,162,119 for FY 2013/14. The total base allocation amount reflects seventy-five percent (75%) of the total funding available distributed equally to each certified corps. The remaining twenty-five percent (25%) will be distributed competitively based on two components:

1. Fifteen percent (15%) allocated based on the number of CRV beverage containers collected during FY 2011/12.
2. Ten percent (10%) allocated based on the container volume increase as compared to two years prior (FY 2010/11).

DR-6 volume reports will be used to calculate the number of CRV beverage containers collected. Any newly certified corps will receive \$500,000 the first year of eligibility, \$600,000 in the second year, \$700,000 in the third year, \$800,000 in the fourth year, and an equal share of the base funding in subsequent years.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs, and require compliance with the grant agreement. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. CalRecycle will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the draft final report.

GRANT TERM

The Grant Term begins on July 1, 2013 and ends on June 30, 2015.

Eligible grant program expenditures may start no earlier than the date indicated in the executed grant agreement. In all cases, eligible program costs must be incurred no later than June 30, 2015.

ELIGIBLE COSTS

All costs must be directly related to the grant project summary, included in the Work Plan of the Local Conservation Corps Grant Program as set forth in the approved projected Budget. Costs must be reasonable, cost-effective and recycling program related.

Eligible costs include, but are not limited to the following:

- Costs incurred during the “Grant Term” which starts July 1, 2013 and ends June 30, 2015
- Personnel-staff salaries, corpsmember wages, taxes & benefits (Not to exceed 35%)
- Purchase of recycling equipment, vehicles and materials
- Recycling-related education, training and staff development
- Operating Expenses (Utilities, communication/telephone, Facility and equipment maintenance charges, office supplies, travel*)
- Indirect Costs (not to exceed 20%) Allowable with pre-approved Federally Approved Indirect Cost Rate or Indirect Cost Plan Methodology (property taxes, admin costs, insurance, dues, memberships)

**Travel and per diem reimbursement is limited to a maximum of the State rate as described in the California State Administrative Manual. Please consult the Grant Manager for guidance. Personnel expenditures must be computed on the actual time spent on grant-related activities. For calculating total personnel expenses for each employee, the expenditures should be broken out by the classification(s) of the employee(s), the hourly wage, fringe benefits rate, and number of hours worked on grant-related activities. These records must be available for audit purposes.*

INELIGIBLE COSTS

Any costs not directly related to the implementation of the Local Conservation Corps Grant Program as set forth in the approved Budget are ineligible. Ineligible costs include, but are not limited to the following:

- Costs incurred prior to July 1, 2013 or after June 30, 2015
- Any costs that are not consistent with local, state, and federal statutes, ordinances and/or regulations
- Any food or beverages (supplied as part of meetings, workshops or parties)
- Depreciation (except where allowed as an indirect cost as part of a pre-approved Federally Approved Indirect Cost Rate.)
- ~~Any personnel costs incurred as a result of time an employee assigned to the Beverage Container Recycling Program does not actually work on the Beverage Container Recycling Program (e.g. use of accrued vacation, sick leave, etc.)~~
- Out-of-state travel, unless pre-approved in writing by the Grant Manager
- Any other costs not deemed reasonable or related to the purpose of the grant by the Grant Manager
- Penalty charges (late fees, parking and traffic tickets)

- Fundraising

If you have any questions on whether a cost is eligible or not should be directed to your grant manager.

TIMELINE FOR LOCAL CONSERVATION CORPS GRANTS, FY 2013/14

Date	Activity
May 28, 2013	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in GMSWeb by this date • Customer service will only be available until 5:00 p.m. on this date
July 1, 2013	Grant Term Begins
June 30, 2015	Grant End Date
June 30, 2015	Final Report & Final Payment Request Due

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 \(https://secure.calrecycle.ca.gov/WebPass/\)](https://secure.calrecycle.ca.gov/WebPass/).

After logging into [GMSWeb \(https://secure.calrecycle.ca.gov/Grants\)](https://secure.calrecycle.ca.gov/Grants), locate the Local Conservation Corps Grant Program (RLC28: FY 2013/14) and select "Application." Do not create a new application from the search page.

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about requirements for each tab is listed below.

Summary

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

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

The checklists are provided for the Applicant's convenience and are not intended to be all inclusive. It is the Applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant

The name of the organization that is legally responsible for grant administration has been selected. If you need to make changes to this record please send an email to grantassistance@calrecycle.ca.gov.

Detail

This tab contains several required elements of the application.

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount as instructed by the CalRecycle.
- Please provide the amount of Matching (Leveraged) Funds.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the "Ctrl" key while selecting the numbers.
- Project Summary: Please provide your project goals and a brief summary of how goals will be accomplished.
- Select Letter of Commitment. This letter must be signed by the Board of Directors endorsing the grant application package and must identify, by title, a person authorized to sign all grant documents including but not limited to applications, agreements, amendments, and requests for payment necessary to secure grant funds and implement the grant project.

Contacts

Review the list of contacts, if no changes are needed, move on to the next tab. Select the name to edit, delete an existing record or you may add a new contact. 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 and access the application.

Primary Contact	One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
Secondary Contact	A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
Signature Authority	The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable). <i>Please see Applicant's Documents section for more information about documentation for Signature Authorities.</i>
Consultant	A professional who provides advice in a particular area of expertise. 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

Complete the Budget document provided in GMSWeb. Transfer the Grand Total CalRecycle budgeted expenses from the document into the budget tab. The Budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the budget tab. Total budgeted amount must equal the grant award amount.

See Grant Cycle Overview section entitled "Eligible Costs" for further information.

Address/Site(s)

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

Documents

Application documents must be uploaded in 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. After the Application Certification document is uploaded, the Submit Application button will be enabled.

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

APPLICATION DEADLINE

Applications must be submitted in GMSWeb no later than **May 28, 2013**. Customer service will only be available until 5:00 p.m. on the application due date.

APPLICATION DOCUMENTS

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

CALRECYCLE DOCUMENTS

You can locate 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 your computer, and then upload it to the Documents tab. Below is a list of those documents.

Grant Summary

State the quantifiable goal(s) to be achieved by the end of the grant term and the specific actions to achieve the goal(s). Also identify the evaluation methods that will be used to track progress and measure outcomes by checking the appropriate box(es).

Work Plan

Provide a listing of major tasks required to achieve the goal(s). Include anticipated start and completion dates. Tasks should be listed in order by completion date. Tasks are the major steps you will take to accomplish your goal. Specific milestones have been identified for your convenience (i.e. progress reports, final report draft and final report, final invoice, grant end date).

Budget Detail

Complete all categories of the Budget template (Personnel, Equipment, Operating Costs and Indirect). Include a narrative explanation and justification for all equipment expenditures. Provide the total amount to be funded through leveraged funding (matching funds, in-kind services and recycling revenues). All costs should be reasonable and cost-effective. Be specific as to the types of equipment requested. Corps are encouraged to contact multiple vendors in order to submit a realistic estimate of cost.

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 the application are uploaded to the Documents tab of GMSWeb.

Advance Payment Request Documents

Government Code Section 11019 authorizes CalRecycle to make advance payments to corps if it is determined that a cash advance is essential for the effective implementation of the corps beverage container recycling program. CalRecycle may disburse up to 25 percent of the total grant amount as a cash advance. To apply for a cash advance, corps must submit the following:

1. Advance Payment Justification - signed written letter specifying the amount and the circumstances that necessitate an advance
2. Grant Payment Request (CalRecycle Form 87) with Advance box checked
3. Advance Payment Supporting Documents - proof of non-profit status (Form 501c), and supporting cash flow analysis for FY 2013/14.

Letter of Commitment Information

The document with the original signature must be maintained in Applicant/Grantee grant file. This letter must:

- authorize submittal of the Local Conservation Corps Grant Program application on behalf of applicant; and
- 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); and
- 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 Local Conservation Corps Grant Program; 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 (LOD) is required when the authorized Signature Authority delegates his/her authority to another person. The letter must be submitted prior to the Designee's exercise of his/her authority. If the Designee signs any document in the application, the letter must be submitted with the application.

The letter must:

- be on the Applicant's letterhead
- be dated after the date on the Letter of Commitment
- 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.
- 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 Letter of Commitment authorizing an application for the Local Conservation Corps Grant, I am the designated Signature Authority for **(Name of Applicant/Grantee)**. I am authorized 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. I hereby delegate this authority to the **(Job Title of Designee)**. This delegation is effective as long as the Resolution is in effect.

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

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

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.

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).

CONDITION SUBSEQUENT

After the Grant Agreement has been executed by both parties, the Grant will be subject to the following condition subsequent: The Grantee may not file for protection under Chapter 9 of the U.S. Bankruptcy Code or declare a fiscal emergency any time within the Grant Performance Period.

If you believe that either of these events is likely to occur in your jurisdiction during the Grant Performance Period, please consult your attorney.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

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

- Award letter
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
Note: See <http://www.calrecycle.ca.gov/BevContainer/Grants/LocalCCC/FY201314/> to download the Terms & Conditions.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
Note: See <http://www.calrecycle.ca.gov/BevContainer/Grants/LocalCCC/FY201314/> to download a draft of the Procedures & Requirements.

Note: See <http://www.calrecycle.ca.gov/BevContainer/Grants/LocalCCC/FY201314/> to download a draft of the Procedures & Requirements.

- Exhibit C – Application with revisions, if any, and any amendments*

* The Grant Summary, 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 on a quarterly basis. The Final Report is due June 30, 2015. Detailed reporting information is included in the 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 Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Report, the Final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements or failure to receive the Grant Manager's approval of these documents by June 30, 2015 may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures & Requirements – Exhibit B of the Grant Agreement.

CASH ADVANCE

Government Code Section 11019 authorizes CalRecycle to make advance payments to corps if it is determined that a cash advance is essential for the effective implementation of the corps beverage container recycling program. CalRecycle may disburse up to 25 percent of the total grant amount as a cash advance.

Advance payments require approval by the Department of Finance (DOF). A letter acknowledging the advance repayment terms will be sent to the corps for signature. Once DOF approves the request, CalRecycle's Accounting Office will process it.

Cash advances must be fully accounted for by the end of the grant term. After disbursing an advance, CalRecycle will deduct the advanced amount from subsequent invoices until the entire advance is reconciled.

GRANT AGREEMENT PROVISIONS

AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

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

1. Audit/Records Access: The Grantee agrees that CalRecycle, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting

documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant Term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

2. Waiver of Personal Jurisdiction: Should CalRecycle seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.