CalRecycle

June 2021
Department of Resources Recycling and Recovery

Farm and Ranch Solid Waste Cleanup and Abatement Grant Program Application Guidelines and Instructions

Fiscal Year 2021–22 (Cycles 73–75)

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program pursuant to Section 48100 of the Public Resources Code. The purpose of the grant is to clean up illegally dumped material on farm and/or ranch property. The definition of farm and ranch property is available in the Eligible Projects section of this resource document.

- This grant also provides reimbursement for sites that have been previously remediated. See the Previously Remediated Site section for more information.

- During the third (last) cycle of the given fiscal year, applicants have the option to submit their application under the "Pilot" (if funds remain). See the Pilot Program section for more information.

- If you are a private landowner, an Eligible Applicant will need to apply for the grant on your behalf. Refer to the Property Owner Request for Cleanup section for more information.

The grantee will have approximately two years to complete the project. The precise term of the grant depends on when the grant is awarded.

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's Grants Management System (GMS) (https://secure.calrecycle.ca.gov/Grants/SignIn.aspx?ReturnUrl=%2fGrants%2f). The applicant will need to sign in to GMS to complete and submit an application. For more information about using GMS and how to start an account, refer to the Application Instructions section.

Note: The following terms used in this document are defined below, unless the context clearly indicates otherwise:
- "Applicant" refers to either the legal name of the entity that is legally responsible for grant administration, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- "You" refers to a person who is completing the application on behalf of the Applicant.

Timeline (Cycles 73, 74, 75)

Date(s)	Activity
August 12, 2021 (Cycle 73) **November 11, 2021 (Cycle 74)** **February 10, 2022 (Cycle 75)**	**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.
September 9, 2021 (Cycle 73) **December 9, 2021 (Cycle 74)** **March 10, 2022 (Cycle 75)**	**Secondary Due Date** • Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application. • Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date.
October 2021 (Cycle 73) **January 2022 (Cycle 74)** **April 2022 (Cycle 75)**	**Grants Awarded** CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative).
October 11, 2023 (Cycle 75)	**Pilot Program Grantees Deadline** Deadline to submit the remainder of application documents for approval.
NTP through March 14, 2024	**Grant Term** Notice to Proceed (NTP) to this date.

For **milestones** that take place during the grant term, refer to the accompanying *Procedures and Requirements* resource document.

Eligible Applicants

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770–1782. If any applicants or participating entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity must certify on the Detail tab of the application 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 an applicant or participating entity 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.

Eligible applicants include:
- **Cities**
- **Counties**
- **Resource Conservations Districts**
- **Federally recognized Native American Tribes** [as defined in PRC Section 48100(d)(1)]

Private property owners are not eligible to apply directly; they must make a request for application submission to the city, county, resource conservation district, or Native American tribe (an eligible applicant) in which their property is located.
- The eligible applicant will review requests to apply for the grant. A formal review process is available; refer to the Local Agency Review of Property Owner's Request section for more information.
- If approved, the eligible applicant/"Local Agency" shall apply for the Grant on behalf of the property owner.

Note: For purposes of this application, "Applicant" and "Local Agency" mean cities, counties, resource conservation districts, and Native American tribes.

Responsibilities

Applicants are ultimately responsible for the preparation of the grant application, management of the cleanup project, and completion and submittal of all grant related documents. Either the Local Agency or property owner may initiate the grant. If the request is from a property owner in accordance with the Property Owner Request for Cleanup section, the Applicant must comply with the Local Agency's Review of Property Owner's Request section.

Eligible Projects

Sites must meet all of the following criteria to be eligible for funding.
1. The parcel where the site is located is zoned or authorized for agricultural/rangeland use, consistent with the definition of:

    Farm and Ranch Property as defined in Title 14 CCR Section 17991(d);
    A piece of property, publicly or privately owned, that is used for rangeland or agricultural activities such as, but not limited to, commercial livestock and crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture. Farm or ranch property need not have active sales or production, but shall be appropriately zoned, or otherwise authorized for agricultural activities.

Farm or ranch property includes appurtenant easements or right-of-ways such as, but not limited to, public roads and utilities.

2. The site is used, has been used, or could be used for agricultural/rangeland activities (reference property definition cited above for examples).
3. The intended future use of the site is consistent with the property definition cited above.
4. Neither the applicant, nor the property owner, nor any resident, invitee, licensee, lessee, or person the current property owner purchased or inherited from, by contract, agreement, or other arrangement, brought any of the subject solid waste onto the property.
5. The aforementioned parties did not direct, authorize, permit or otherwise provide consent to another to bring the solid waste onto the property. Moreover, 'unauthorized' disposal of solid waste and/or waste tires has occurred.
6. The responsible party either cannot be identified, located, or pay for timely and proper remediation.
7. The site is or was (for sites previously remediated) an illegal disposal site (i.e., not permitted/exempt from obtaining a solid waste facility permit, and is not a closed site as defined in Title 27 CCR Section 20164 [https://govt.westlaw.com/calregs/Document/IE6390BE05F6811DFBF66AC2936 A1B85A?viewType=FullText&originationContext=documenttoc&transitionType=C ategoryPageItem&contextData=(sc.Default)].
8. The site is in need of cleanup in order to abate a nuisance or public health and safety threat, and/or a threat to the environment.

Project Types
There are two project types:
1. Requesting funds for a site yet to be cleaned up ("standard")
2. Requesting funds for a "previously remediated site"

The "Pilot Program" is primarily used for sites that have yet to be cleaned up. Although the application requirements are basically the same for each project type, it is important to refer to the Application/Project Types section for a listing of what is specifically required for each.

Available Funds
a. $1,000,000 is available for fiscal year 2021–22, subject to funding availability.
b. $200,000 is the maximum available for each applicant per fiscal year.
   - Two or more departments or agencies within a specific city or county are eligible for a combined total of $200,000 per fiscal year.
   - An incorporated city, a resource conservation district and the county within which they are located are each eligible for up to $200,000 of grant funds each fiscal year.
c. Each site is limited to $50,000.
   - Sites are referred to as single cleanups or abatement projects, and usually entail a large concentration of illegally dumped material in a single area. There can be multiple piles on one area/site.
   - Multiple sites may be included in one application.

Additional Funding Requirements and Notes

a. Each site, included in the application, will be <u>fully remediated</u> with grant funds, or a combination of grant funds and in-kind funds/services.
b. Single sites requiring more than $50,000 for cleanup up are still eligible contingent upon the commitment to subsidize the remaining requirements through alternative funds, in-kind services, and/or additional resources such as volunteer work.
c. Grant funds are not available for the partial cleanup of an illegal disposal site.
d. No matching funds are required.
e. Grants are awarded based on eligibility and threat to public health and safety.
    *   Reference the [Grant Application Review Process](#) section for specific criteria.
f. CalRecycle reserves the right to award all, a portion of, or none of the Farm and Ranch Grant fund during any fiscal year.

Eligible and Ineligible Costs

Refer to the accompanying *Procedures and Requirements* resource document "Eligible Costs" and "Ineligible Costs" sections for detailed information.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, CalRecycle requires all applicants to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact on the [Detail tab](#) in the application. If applicants do not have an EPPP Policy in place prior to submitting their application must certify to the fact that a Policy will be adopted by the [secondary due date](#) on the [Detail tab](#) in the application.

Update: Applicants are no longer required to submit an EPPP Policy Notification Form upon policy adoption. However, please retain adoption information for your records. Contact the Grant Manager if you have questions.

Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies include:

*   Buildings and Grounds
    o   All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy and Environmental Design [Green Building Rating System](#) (https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version).
*   Continual Improvement
    o   Training is provided to new and existing employees.
    o   Organization regularly evaluates and/or improves implementation of EPPP policy.

Additional EPPP Policy resources include:

*   [Tools and Resources](#) (https://www.calrecycle.ca.gov/EPP/Resources/)
*   [Laws and Policies](#) (https://www.calrecycle.ca.gov/EPP/LawPolicy/)

- [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)

For additional information, visit the [EPPP Frequently Asked Questions webpage](https://www.calrecycle.ca.gov/Funding/EPPPQandA) (https://www.calrecycle.ca.gov/Funding/EPPPQandA).

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' to log in to the system. Those who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (https://secure.calrecycle.ca.gov/WebPass/).

To start an application:
1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (https://secure.calrecycle.ca.gov/Grants).
2. Select **Apply for a Grant** on the left.
   * All open grant cycles are displayed in a table.
3. Find "Farm and Ranch Solid Waste Cleanup and Abatement Grant Program: Fiscal Year 2021–22" and select **Start Application**.
   * A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
   * GMS will automatically add you as the Primary Contact for the new grant application, however you may update this later.
4. Click **Save**.

GMS Tabs - 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.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Farm and Ranch Grant Program.

Examples of disqualifications may include:
* Applicant does not meet the eligibility requirements.
* Project is not eligible.
* Applicant fails to use required CalRecycle documents or forms.
* Applicant uploads incomplete or blank documents to the Documents tab.
* Signature Authority fails to sign Application Certification or any document that requires a signature.
* The online application is incomplete or missing information.
* Applicant fails to adopt an EPPP Policy by the secondary due date.

Please note the Application/Project Types section when completing your application to determine if you are applying for a Standard, Previously Remediated Site, or Pilot Program application.

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 submit all required documents, based on the individual grant application/project, by the appropriate due date.

Applicant/Participant Tab
The applicant name is the legal name of the entity that is legally responsible for grant administration, if awarded.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
   - Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.

If the Participant Search List does not contain your Applicant/Participant name:

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution. Do not include the department or unit name. Do not enter your personal name.
   - List county names with the name first followed by the word "County," e.g., "Sacramento County."
   - List city names as "City of" followed by the city's name, e.g., "City of Sacramento."
3. Complete all required fields then click **Save**.

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

Detail Tab
Complete this tab as follows:
1. Enter a dollar amount in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount of $200,000 (a single site cannot exceed $50,000). Please round all amounts to the nearest whole dollar.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the 'Ctrl' key while selecting the numbers.
3. Enter the applicant's **Department Name**, e.g., "General Services." If the applicant does not have a department, enter the applicant's name.
4. Enter the grant payment mailing address.
5. Enter
   Project Summary/Statement of Use
   Describe the overall project, the eligible applicant's experience with illegal dumping, and overall eligibility by addressing letters A–E below (each site's detailed cleanup strategy to be described under the Site(s) Tab):
   A. Number of cleanup sites in the application.
   B. A brief statement as to the need and overall objective of the project(s).
   C. As the applicant, describe your experience with illegal dumping, if any.
      - Address the following questions (note the Illegal Dumping Resources Toolbox [https://www.calrecycle.ca.gov/illegaldump] as needed)
         i.   Is illegal dumping a continual problem in your area?

        ii.   What have you done to try to overcome the issue or what types of abatement measures have you used?

        iii.   Describe any illegal dumping prevention programs utilized (such as waste tire amnesty days, household hazardous waste cleanup events, free landfill disposal)

        iv.   Highlight any innovative programs you tried, to discourage illegal dumping.

D. Please confirm that the site(s) are eligible by providing a statement such as: "the responsible party cannot be identified, located, or pay for timely and proper remediation," if it is indeed true.

E. Mention any important partners/resources/funds such as:

- Local Conservation Corps [https://www.calrecycle.ca.gov/funding/localcc/AboutLCCs/]),
- Volunteer labor
- In-kind services
- Recycling [https://www.calrecycle.ca.gov/recycle]
- Compost/mulch [https://www.calrecycle.ca.gov/Organics/CompostMulch/]
- Revegetation planned
- Matching and/or other available funds
- Any funds used in the past to remediate problems at the site(s).

6. Select the appropriate option for the "Resolution or Letter of Commitment Requirement and optional Letter of Designation". Note the Timeline for the secondary due date.

7. Select the appropriate option for the "Environmentally Preferable Purchasing and Practices Policy" to certify you have an EPPP Policy in place, or that you will adopt one by the secondary due date. If needed, refer to the Environmentally Preferable Purchases and Practices Policy Requirement section for more information.

8. Select the appropriate answer for "Program Specific Questions".

- Are you a Federally Recognized Native American tribe? (remember that currently only federal tribes are eligible)
- Are you applying for the Pilot Program? (asked in Cycle 75 only)

Contacts Tab

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact may be granted access by checking the box on the top of the contact's detail screen. The contact will be able to log in to GMS using their own CalRecycle WebPass and access the application.

- **Primary Contact**. One person who the Signature Authority or their designee has authorized 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 (if applicable). See Applicant's Documents section for more information.
  - Include the Signature Authority's email address. If awarded, the Grant Agreement will be routed to the Signature Authority via email.

- **Secondary Contact**. A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant**. A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, 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
This tab designates how the overall funds of the grant will be spent and should reflect the 'Total' Budget Form at all times.

Unless applying under the Pilot, it is suggested to complete the Budget Form(s) first (before finalizing this tab):
1. Navigate to the Budget Form section in this document for instructions on how to create a 'Total' and individual 'Site' Budgets.
2. Once the 'Total' Budget is complete, transfer the amounts from the 'Total' Budget into the Budget Tab.
   - The "Budget Detail" section on this tab is optional. It is suggested to either type "see Budget Form" or list the line items in the 'Total' Budget.

Double-check the total in the Budget Tab matches the "Grant Funds Requested" field in the Detail Tab.

Site(s) Tab
Add an entry for each grant project/site. This tab tracks each project/site requested for cleanup and its accompanying abatement measures.
- Sites are referred to as a single cleanups or abatement projects, and usually entail a large concentration of illegally dumped material in a single area. There can be multiple piles on one area/site.
- One or multiple sites may be submitted per application.

1. **Name.** Use the property owners name, the street name, or a descriptive title to help identify the site.
2. **Site Type.** Choose the type that best fits the property usage. Refer to the Land Use/Zoning Designation section as needed.
3. **Address line 1.** List the physical street address for the site or the closest approximation.
4. **Address line 2.** List the Assessor's Parcel Number (APN) for the site. This number should match the APN # on the Site Characterization Form and Affidavit.
5. **Budget Amount.** The amount requested to cleanup that particular site. Remember, each site is limited to $50,000. See the Available Funds section for more information.
6. **Summary**

Abatement Plan
A.   Indicate whether the property is publicly or privately owned.
B.   Explain what measures will be put in place after cleanup to help prevent the property from being dumped on again. This may include increased

surveillance, fencing, gates, or physical barriers such as a ditch, boulders or k-rail, and/or any public education/outreach efforts/programs.
- Innovation is encouraged
   i.   Use the Illegal Dumping Resources Toolbox [https://www.calrecycle.ca.gov/illegaldump] as needed.
   ii. Reference the Eligible and Ineligible Costs detailed information in the accompanying *Procedures and Requirements* resource document for permissible expenses.
   iii. Make sure your strategy is reflected in the Work Plan and Budget, as applicable.

Note: More specific details about each site will be described in the Site Characterization Form.

Documents Tab

See the Application Documents section to determine what documentation must be uploaded in the Documents Tab.

Important: Please note the Application/Project Types section when completing your application to determine which documents are required to be uploaded/completed for the application. (Standard, Previously Remediated Site or Pilot Program)

Refer to the CalRecycle Documents section to locate documents.

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."
- If applying for multiple sites, please label the documents according to the name of the site.

The Application Certification document will be the last document uploaded before you submit the application (refer to the Application Certification section below for instructions on how to generate the document). Then, navigate to the Application Submittal and Deadline section to complete the application.

Application Documents

Electronic and Original Signatures
CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

Note: The e-Signature must be the Adobe Digital ID or through another certified digital signature program, and cannot be the "Fill and Sign" function within Adobe. Any documents using the "Fill and Sign" method, will be considered as incomplete and may be sent back to the applicant.

Once the document(s) have been signed by the Signature Authority, you must scan the wet signature, or upload the digitally signed document and save it to GMS. Retain the original document for potential CalRecycle audits (see "Audit Consideration" section of the accompanying *Procedures and Requirements* resource document for more information).

If you have questions, email grantassistance@calrecycle.ca.gov.

CalRecycle Documents
CalRecycle documents are on the Summary Tab in the "Application Documents" section in GMS, and many of them are available on the CalRecycle Grants Form webpage (https://www.calrecycle.ca.gov/Funding/Forms/#Farm). To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents Tab.

If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 341-6228, the designated Fiscal and Process Oversight Unit representative.

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, do not alter CalRecycle documents.

Below is a list of the documents:

1. Application Certification
This is the last document you will upload before you officially submit your application.

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification by using the "Print Application Certification" button found in the **Application Submission** section on the Summary Tab. Once the Application Certification is signed, upload it to the Documents Tab.
- Once finished, navigate to the Application Submission and Deadline section to complete your application.

2. Budget Form

In addition to completing the Budget Tab, a Budget Form is required. An example of a completed Budget Form is located below. The Budget Form should reflect the costs from the Work Plan Form.

    a. If applying for multiple 'sites', multiple Budget Forms are needed.
- Complete a Budget Form for each site. These are your 'Site' Budgets.
- All 'Site' Budgets combined/added will create the 'Total' Budget.
- Make sure everything (line items and costs) from the 'Site' Budgets are reflected in the 'Total' Budget.

    b. Remember, each 'site' is limited to $50,000 (in CalRecycle funding).
    c. Ensure all 'Site' Budgets add up to the same figure in the 'Total' Budget.
    d. For application simplicity, do not include cents. Round to the nearest dollar.
    e. Once the Budget Form(s) are complete, upload them to the Documents Tab.
    f. Ensure the Budget Tab reflects the amount on the 'Total' Budget.

Creating the Budget

    a. It is not necessary to use all budget categories, only the ones applicable to your project.
    b. To ensure grant completion, it is acceptable to include contingency (usually 15 percent [15%]), by budget category, to cover any unexpected increase in expenses. See "Contingency" in the example Budget Form below.
    c. CalRecycle may request further justification to demonstrate project(s) are cost effective (in relation to the location, type and quantity of waste).
    d. Always maximize the use of available funds/resources through cost savings (such as volunteer labor, in-kind services, recycling options, and Local Conservation Corps [https://www.calrecycle.ca.gov/funding/localcc] depending on the type of waste and site location).
- If applicable, indicate in-kind expenditures, etc. on the budget.
- It is optional to list the value of any subsidized services, although it could be requested. If listed, make sure to indicate which funds are being requested through CalRecycle.

    e. Upon completion of the grant, all costs will need to be verified, explained and/or justified with appropriate "Supporting Documentation". See the accompanying *Procedures and Requirements* resource document for specifics, as needed.
- Although not required, quotes and estimates may be requested. Without this documentation, the expense may be considered unreasonable and disallowed in whole or in part from the proposed budget.

Budget Categories
A. Administrative Costs

Administrative costs are often considered indirect costs, which are costs not capable of being assigned, or not readily itemized to a particular project or activity, but are considered necessary for grant performance and general business/organization operation. Examples include, but are not limited to, a portion of rent, utilities, telephone bill, costs of operating/maintaining facilities, accounting services, administrative salaries, and/or indirect supervisory roles. Charge direct supervision under "Personnel". As applicable, use Personnel Expenditure Summary form (CalRecycle 165) [https://www.calrecycle.ca.gov/Funding/Forms/] or an equivalent.

- Reference the "Administrative Costs" section in the accompanying *Procedures and Requirements* resource document detailing Generally Accepted Accounting Principles.

Administrative Costs should not exceed seven percent (7%) of the 'direct' costs for cleanup. In other words, the "Administrative Costs" category total should be no more than seven percent (7%) of the other categories' total. Use the below calculation.

B. Disposal/Recycling	$
C. Equipment	$
D. Materials	$
E. Personnel	$
Subtotal – Total Project Cost A. Administrative costs [not to exceed 7% of (B) + (C) + (D) + (E)]	$
Total (not to exceed $50,000) per site)	$

B. Disposal and Recycling
The cost of disposal and recycling of materials removed from the site. (The amount of material removed from the site(s) is reported using the Grant Report form (CalRecycle 248) [https://www.calrecycle.ca.gov/Funding/Forms/#Farm])

C. Equipment
The cost of equipment (used/rented/purchased) necessary to complete the project.

D. Materials
The cost of materials, including, but not limited to, gates, fencing, locks, cameras (fake), fuel/mileage, vegetative cover (compost/mulch), plants and public education/outreach (brochures or flyers). Refer to the Eligible and Ineligible Costs detailed information in the accompanying *Procedures and Requirements* resource document for additional requirements and cost limits.

E. Personnel
The cost of salaries and benefits for personnel whose activities 'directly' affect completion of the grant. Examples include, but are not limited to, labor/supervision performed, and time spent preparing and processing grant Payment Requests/Reports (CalRecycle grant requirements). Charge indirect costs under "Administrative Costs". Use Personnel Expenditure Summary form (CalRecycle 165) [https://www.calrecycle.ca.gov/funding/forms] or an equivalent.

Example Budget Form

Applicant Name:	Sunshine County RCD		Date:	4/29/2014
Site Name or "Total":	Total			

(A) Administrative Costs
As applicable, use the "Personnel Expenditure Summary" form or an equivalent:
(CalRecycle 165)

Position/Indirect Cost	Duties/Description	(Hours) rate x hours = $	Dollar Amount
Utilities	Portion of total cost	7 months	$ 300.00
Director	Oversite of grant activities	20 hours	$ 1,200.00
Rent	Portion of total cost	6 months	$ 1,612.00
Subtotal		*Note (B thru E) Subtotal below	$ 3,112.00

(B) Disposal/Recycle

Organization	Description	Quantity	Dollar Amount
Big Hammer Car Crushers	Crush and recycle vehicles	10 vehicles	$ 2,500.00
Elk Valley Landfill	Dispose of solid waste	100 tons	$ 6,000.00
Best Scrap Metal	60 yard roll-off containers	4 each	$ 3,000.00
Subtotal			$ 11,500.00

(C) Equipment

Organization	Description	Quantity	Dollar Amount
Contractor	Excavator and crane	10 days	$ 13,300.00
Sunshine Rentals	Water Truck	5 days	$ 2,000.00
	Contingency (15% suggested)		$ 2,295.00
Subtotal			$ 17,595.00

(D) Materials

Organization	Description	Quantity	Dollar Amount
SLB Ranch Supply	Fencing	300 ft	$ 3,000.00
County	No dumping signs	2	$ 600.00
Subtotal			$ 3,600.00

(E) Personnel
Use the "Personnel Expenditure Summary" form or an equivalent:
(CalRecycle 165)

Position/Contractor	Duties	Est. Hours rate x hours = $	Dollar Amount
Sunshine Valley Conservation Corps.	Manually removed solid waste	80 hours	$ 10,000.00
Project Coordinator	Prepare reports	40 hours	$ 1,600.00
Admin. Assistant	Assist with invoices, claims, payroll	20 hours	$ 600.00
Subtotal			$ 12,200.00

Subtotal (B) + (C) + (D) + (E) =			$ 44,895.00
	*(A) should not exceed 7% of (B thru E) subtotal =		$ 3,142.65
Grand Total			$ 48,007.00

Locate the Budget Form by referring to the CalRecycle Documents section.

3. Land Use/Zoning Designation

The land uses allowed on a parcel must be identified to determine if a site is eligible for funding.

a. The parcel must be zoned or authorized for agriculture/rangeland use consistent with the definition of Farm and Ranch Property as defined in Title 14 CCR Section 17991(d).

b. Land use/zoning designation can be found on the zoning document for the parcel from the county. The Assessor's Parcel Number (APN) is often needed in order to locate the required information. This information is assessable through the county's website and can be found by using the street address.
c. If available, contact the Planning Department for assistance.
d. An example of zoning documentation is available below.
e. Note that certain maps and parcel viewers may also have this information.

Example Land Use/Zoning Designations
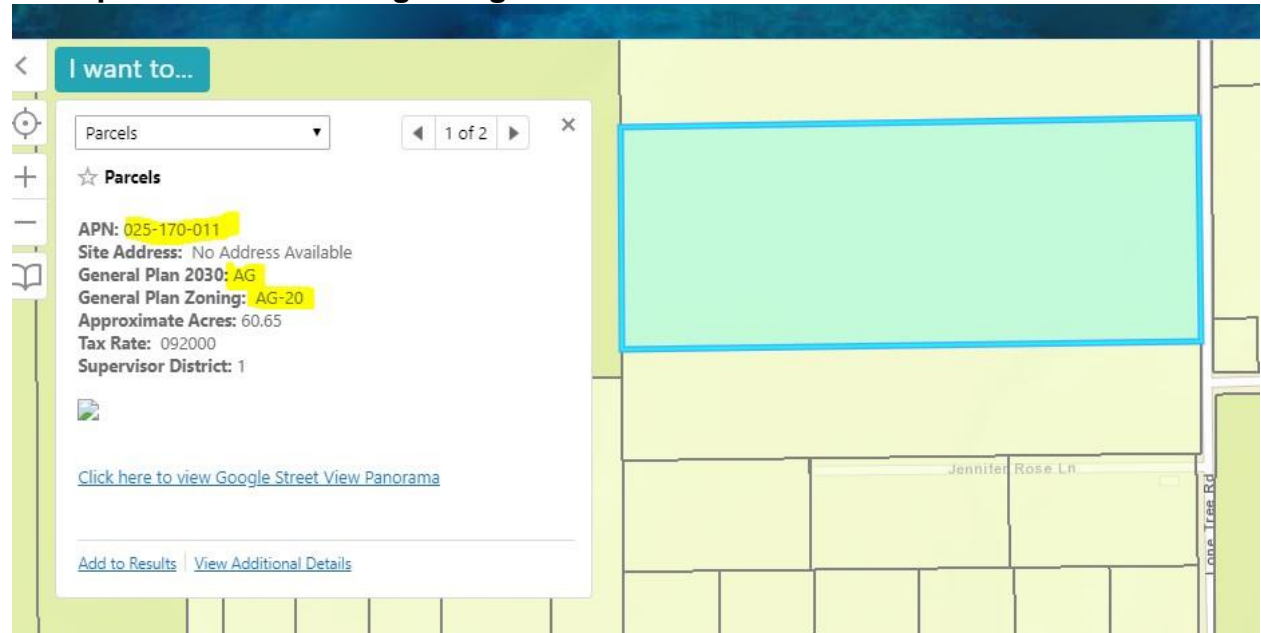
```
Zoning Document Example
San Joaquin County Regional Planning
Chapter 11, Mineral Resource (MR) Districts

Sections:
11.1  Purpose  The purpose of the MR districts is to provide for orderly development
      and protection of lands containing resources and to provide for the protection of
      encroachment of unrelated and incompatible land uses tending to have adverse
      on the development or use of these so designated lands.
11.2  Applicability  All lands contained within mineral resources district shall be subject
      to the regulations of this chapter as well as the provisions of the Chapters.
11.3  Uses permitted by Right  The following are allowed by right, without special use
      permit:

      A.  A single family detached dwelling;
      B.  Home occupations such as accountant, advisor, appraiser, architect;
      C.  Two unlighted signs in view of the public roadway, not exceeding twelve
          square feet of display area on any one sign, and not more than twenty-four
          square feet total display area, and not more than twelve feet above the
          ground, advertising **agricultural activities** on the premise;
      D.  **Raising and grazing of the livestock** and other domestic animals;
      E.  **Growing and harvesting** of trees, fruits vegetables, flowers, grains, and
          other crops;
      F.  Packing and processing of the **agricultural products** produced on the
          premise without changing nature of the products;
      G.  Sale on the premise of the products produced thereon; etc.

11.4  Uses Requiring Special Use Permit  The following uses are allowed only after
      obtaining a special use permit thereof from the planning commission:

      A.  Mining, quarrying, excavation, concentrating, exploring, drilling;
      B.  Construction and using rock crushing plants, aggregate washing, screening
          and drying facilities and equipment, and concrete batching plants;
      C.  Retail and wholesale distributing of materials produced on site;
      D.  Commercial slaughtering of animals; etc.

11.5  Development Standards  The following area and building provisions shall apply
      unless a variance is obtained from the planning commission.
```

4. Photographs
Photographs document the presence of waste to justify the need for grant funds.

Upload an adequate number of photos to represent the majority of the waste present on each project/site (at least three [3] photos for each project/site). Upload photos individually, or add them to a document first, then upload the document.
   a. Make sure the photo/document title identifies which project/site is being represented.
   b. Take photos from a recognizable location so the 'after' photos can match the same location as much as possible.

     c. Include both 'before' and 'after' photos if applying for a "previously remediated site".

5. Property Access Authorization and Non-Responsibility Affidavit (Affidavit)

This document grants legal access to the property for cleanup and verifies under penalty of perjury, that neither the current property owner, nor any other specifically identified individual(s) were responsible for the disposal of the solid waste proposed for cleanup.

    a. The land/property owner must complete, sign, and notarize the Affidavit.
- If the property owner is an entity, an authorized agent/representative must sign on behalf of the organization.

    b. If the eligible applicant is unable to reach the land/property owner or they are deceased, contact the Grant Manager. An alternative document may be substituted.

Locate the Affidavit by referring to the CalRecycle Documents section.

6. Site Characterization Form

In conjunction with the Detail Tab, Site(s) Tab, and Affidavit, this document helps staff assess each project/site. This form helps evaluate to what degree the circumstance threats public health and safety and/or the environment.

Complete this form for <u>each</u> site:

1. **Name of Site**: Refer to Site(s) Tab for naming convention.
2. **Parcel Number**: Assessor's Parcel Number (APN) (see Affidavit)
3. **Parcel Size**: (see Affidavit)
4. **Solid Waste Information System (SWIS) Number**: This is a number assigned by CalRecycle. The site may, or may not, have a SWIS Number.
5. **Location**: Street address (same one used in the Site(s) Tab). Additionally, if the site is difficult to find, provide further detail so it is easy to locate.
6. **Zoning**: Refer to the Land Use/Zoning Designation section. Examples include classifications such as Agricultural, Timberland Production, Rural-Residential, etc.
7. **Owned By**: Owner's name (see Affidavit)
8. **Owners Mailing Address**: (see Affidavit)
9. **General Description of Site (History/Background)**:
   A. Current Land Use
      i. Is the parcel upon which the illegal disposal site located 'active' farm or ranch property? In other words, is it currently being used for range land, livestock or crop production, aquaculture, floriculture, horticulture, silviculture, vermiculture, viticulture, other. Include the type of livestock, crop(s), and other activities on the property.
      ii. If the site is an inactive farm/ranch property, describe the past use of the property.
   B. Site History

- If not fully explained by the landowner on the [Affidavit](#), provide additional detail as to how the illegally disposed waste was discovered and how the waste came to be on the site.
  - C. Topography
    - Describe the terrain of the property; is the land upon which the waste is located flat, mountainous, have gently sloping hills, etc.
  - D. Accessibility of site as it pertains to the proposed cleanup. (Is the illegal disposal site accessible from a public road? By vehicle or on foot?)
  - E. Exact location of the waste on the parcel. Is the waste in a drainage ditch, edge of an alfalfa field, in a ravine, ten feet from a public road, etc.?
10. **Enforcement Action**: Has been taken? If yes, complete Table 1 and explain any enforcement actions, such as a code enforcement violation or citation issued in regards to the site(s) being proposed for cleanup.
11. **Owner Responsibility**: Describe any measures or actions taken by the property owner or Applicant to address the illegal dumping.
12. **Material/Waste Estimate**: Complete Table 2. These amounts are estimates used to compare with the final quantity of material removed.
13. **Land Use**: Answer Yes or No for these questions regarding 1000ft/1 mile, and, if applicable, provide an Environmentally Sensitive Area and/or Planned Improvements explanation.
14. **Soil Type**: Check appropriate soil types and related water inquires.

Locate the Site Characterization Form by referring to the [CalRecycle Documents](#) section.

7. Vicinity Map
Provide a map that will allow a person unfamiliar with the area to find the site(s).
   a. If needed, provide an additional map showing public roads and the location of structures, agricultural crops, and surface bodies of water in relation to the location of the waste on the property.
   b. This map can be hand drawn.
   c. If applicable, a [Land Use/Zoning Designation](#) map may be used.

8. Work Plan Form
This document is a detailed, chronological, and step-by-step list of the tasks necessary to remediate the nuisance or threat posed by the illegal disposal site. The [Budget Form](#)(s) should be consistent with activities in the Work Plan Form and vice versa.

This document may also be used as a timeline of the entire grant process from start until completion/closure. However, if using it as a timeline, remember you cannot incur costs for time spent completing the application. You can only incur costs after you have received your Notice to Proceed. See [Grant Term](#) section for specific details.

Creating the Work Plan
Refer to the [Eligible and Ineligible Costs](#) detailed information in the accompanying *Procedures and Requirements* resource document for permissible tasks. A separate Work Plan Form must be completed for each site. If sites are small, close in proximity, and have the same characteristics described on the [Site Characterization Form](#), one Work Plan Form may suffice.

Include the following information in your Work Plan:
   a. Estimated cleanup start date and completion date.
      • Generally, the grant term begins three months after the application deadline and lasts approximately two years.
   b. Collaborative organizations/property owner involvement.
   c. Any agencies/businesses contacted for permits, licenses, etc., such as the Regional Water Quality Control Board, Department of Toxic Substances Control, city or county planning department, etc.
   d. Startup steps (such as: clearing brush, creating a road, mobilizing equipment, researching "rights of way", conducting California Environmental Quality Act (CEQA), establishing the scope of work, etc.).
   e. 'After' photographs.
      • Taken from the same location as the 'before' photographs for reference.
   f. Estimated completion date for the Final Report and final Payment Request.
   g. Removal of solid waste, recyclables, etc.
   h. Transportation of tires by registered waste tire hauler to destination facility.
      • Refer to the accompanying *Procedures and Requirements* resource document "Waste Tire Hauler" section if needed.
   i. Grading and re-vegetation work to be performed (compost/mulch [https://www.calrecycle.ca.gov/Organics/CompostMulch/])
   j. Prevention measures to be installed, such as fencing and gates, and/or any public education/outreach efforts/programs.
      • The Work Plan Form should note the Abatement Plan mentioned under the Site(s) Tab.

Work Plan Example

Line	Task Description	Contractor or Staff	Timeframe
1	Pre-Work 1. Verify property lines, take photos, research applicable permits, rights of way. 2. Contact Mr. Lee and Contractor regarding start date.	River City Staff	December 2023
2	Site Prep and Logistics 1. Secure and deliver debris bins, excavator, materials, tools and on site recycling. 2. Install containment area for used oil and batteries.	Contractor ABC Recycling	February 2024
3	Solid Waste Removal 1. Remove tires and other debris with excavator. 2. Sort debris into appropriate bins.	World Tires Pomegranate Valley Corps	March-April 2024
4	Solid Waste Disposal and Recycling 1. Transport tires to West Coast Tire Recyclers, collect/file tire manifests for payment request. 2. Transport household hazardous waste to Inland Recycling. 3. Check weight limits and transportation of solid waste to Elk Valley Landfill.	World Tires Safe Haz Transport	May-June 2024
5	Site Restoration 1. Level and recontour. Add compost/mulch. 2. Plant vegetation. 3. Install fencing/signage. 4. Return equipment.	Beautiful Garden River City Staff Pomegranate Valley Corps	July 2024
6	Final Report and Photos 1. Take "after" photos same spot as "before" photos. 2. Gather receipts, waste report amounts, labor records. 3. Complete report and payment request. 4. Post completed project to social media/local news.	River City Staff Pomegranate Valley Corps	September 2024

Locate the Work Plan Form by referring to the CalRecycle Documents section.

Applicant's Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/templates of some of these documents, please refer to the Summary Tab. Retain the original hard copy documents for potential CalRecycle audits (see "Audit Consideration" section of the accompanying *Procedures and Requirements* resource document for more information).

9. Resolution
Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the Resolution is a required application document that must be uploaded no later than the secondary due date or CalRecycle will deem the application incomplete and disqualify the applicant.

For Resolution templates refer to the Resolution and Letter Examples (https://www.calrecycle.ca.gov/Funding/SampleDocs) webpage.

Draft Resolution
(optional)
CalRecycle staff are available to answer questions about the Resolution, or to review your draft Resolution to ensure it meets the requirements of the grant program.

If you would like CalRecycle to review your draft Resolution, please email the document in Word format to grantassistance@calrecycle.ca.gov. You may upload the Resolution to your GMS application as a Draft Resolution, but there is no guarantee that CalRecycle will review it prior to the secondary due date when Resolutions are due.

Many Farm and Ranch Solid Waste Cleanup and Abatement Grant applicants use the Individual Applicant Resolution type described below.

Individual Application Resolution Requirements:
- 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 time period, 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 specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
- 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 their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

Note: The Signature Authority must sign a Letter of Designation <u>prior</u> to the designee's exercise of their authority.

Letter of Designation
(optional)
CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person.

The approved Resolution must indicate the Signature Authority's ability to delegate or designate their authority. The applicant must upload the LOD <u>prior</u> to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:
- Be on the applicant's letterhead.
- Be signed by the Signature Authority.
- Include the job title of the designee and the scope of the designee's authority.
- Include the time 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, 2021, then the Letter of Designation may not be effective beyond December 31, 2021. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

For LOD templates refer to the Resolution and Letter Examples (https://www.calrecycle.ca.gov/Funding/SampleDocs) webpage.

Application/Project Types

Familiarize yourself with the different Projects Types, then follow the corresponding application requirements below.

Standard Application

To complete the standard application, do the following:

- Finish all components in the various Tabs (reference GMS Tabs - Application Contents and Instructions section)
- Upload these Application/Applicant's Documents in the Documents Tab:
  1. Application Certification (must be signed)
  2. Budget Form (one per site and a total budget)
  3. Land Use/Zoning Designation (usually one per site)
  4. Photographs (site specific)
  5. Property Access Authorization and Non-Responsibility Affidavit (usually one per site)
  6. Site Characterization Form (one per site)
  7. Vicinity Map (at least one per site)
  8. Work Plan Form (usually one per site)
- Submit the below now or by the secondary due date:
  9. Resolution
- Last step, click submit (reference Application Submittal and Deadline section)

Reference the accompanying *Procedures and Requirements* resource document while completing your application.

Previously Remediated Site Application

Sites that have been previously remediated (cleaned up prior) are eligible to receive reimbursement. The site must currently meet the Eligible Projects requirements. In order to receive reimbursement, proper "Cost and Payment Documentation" needs to be provided. Reference the "Supporting Documentation" section in the accompanying *Procedures and Requirements* resource document.

- The landowner must continue to own the property.
- Applicants cannot be reimbursed for time spent completing the application.
- Costs incurred prior to the date on the Notice to Proceed may be eligible for reimbursement.

To complete the Previously Remediated Site(s) application, do the following:

- Finish all components in the various Tabs (reference GMS Tabs - Application Contents and Instructions section)
- In addition to submitting the Standard Application items #1–9 above, the following must be uploaded in the Documents Tab:
  10. "Cost and Payment Documentation" for all items on each Budget Form (invoices, receipts, disposal/recycling documentation/manifests)
      o Reference the "Supporting Documentation" section in the accompanying *Procedures and Requirements* resource document.

- o Remember, wages paid to a landowner for time spent cleaning up his/her own property is an ineligible cost.
11. Grant Report form (CalRecycle 248)
   [https://www.calrecycle.ca.gov/Funding/Forms/#Farm]
   - o This should mirror the Site Characterization Form
12. Weight Tickets and Tire Manifests (optional)
   - o Reference the "Weight Tickets and Tire Manifests" section in the accompanying *Procedures and Requirements* resource document.
13. Description of the success of the project.
   - o Upload this as a separate document or include this description in the Site(s) Tab **Summary** section portion.
   - – 'After' photographs
     - o See application item #4 Photographs section in this document.
- Last step, click submit (reference Application Submittal and Deadline section)

Reference the accompanying *Procedures and Requirements* resource document while completing your application; note the "Previously Remediated Site Grantees" section for additional actions needed if awarded.

Pilot Program Application
The Pilot Program (Pilot) is only available in the third/last cycle of each fiscal year if funds remain. The application due date is February 10, 2022. The Pilot encourages more applicants to apply by extending due dates for several required application forms. All the same application documents are required for participation in the Pilot; however, the timeframe of when they are due is different from a standard application. After grant award, but prior to cleanup, the grantee is required to provide the remaining documentation by October 11, 2023.

The Pilot will allow an applicant to apply for funds for existing illegal disposal sites by submitting only a resolution and an estimate of expenses/sites, and completing appropriate GMS Tabs by the application due date.
- The Pilot is optional.
- If the grant program is oversubscribed, standard and previously remediated site applications will have priority. However, the more information the applicant can provide the better. Note the Grant Application Review Process section for specific criteria.

To complete the Pilot application, do the following:
- Finish all components in the various Tabs (reference GMS Tabs - Application Contents and Instructions section)
- Upload these Application/Applicant's Documents in the Documents Tab:
  1. Application Certification (must be signed)
- Submit the below now or by the secondary due date:
  9. Resolution
- Last step, click submit (reference Application Submittal and Deadline section)

Reference the accompanying *Procedures and Requirements* resource document while completing your application; note the "Pilot Program Grantees" section for additional actions needed if awarded.

Application Submittal and Deadline

The **Submit Application** button located in the Summary Tab will be enabled after all required documents have been uploaded.

Click the **Submit Application** button and the application status will change to **Submitted**. You can only submit the application once, however, you may upload the following documents until the secondary due date: Resolution and Letter of Designation.

You must submit your application no later than 11:59 p.m. on **August 12, 2021 (Cycle 73)**, **November 11, 2021 (Cycle 74)**, or **February 10, 2022 (Cycle 75)**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6228, the designated Fiscal and Process Oversight Unit representative.

Property Owner Request for Cleanup

Since private landowners are not eligible to apply for this grant themselves, they may request that a grant application be prepared on his/her behalf by a Local Agency/Eligible Applicant. The request shall include the following:

  a. A letter requesting that the Applicant apply for a grant on his/her behalf.
     - The letter must include the name, mailing address, email and telephone number of the property owner, and the approximate type and quantity of waste disposed on the property (use the Site Characterization Form as needed).
  b. A vicinity map showing the location of each site and access points to the parcel of each site being requested for cleanup under the grant.
  c. A signed and notarized Property Access Authorization and Non-Responsibility Affidavit from the property owner.
  d. Photographs of the site documenting the presence of the illegally disposed waste.

Local Agency's Review of Property Owner's Request

The Local Agency has 45 days from receipt of the property owner's request to review the request, conduct a site visit and provide a written determination that the owner's property is, or is not eligible for submission of a Farm and Ranch grant application.

Once the Local Agency determines that the property owner's request is accurate and complete, the Local Agency shall submit a grant application to CalRecycle within 60 days from the date of determination.

If the Local Agency determines that the site is not eligible for a grant, it shall provide the property owner with the reasons for disapproval within 45 days of the receipt of the request. The property owner may appeal this determination pursuant to Title 14 CCR Section 17994.3.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on March 14, 2024.

Refer to the accompanying *Procedures and Requirements* resource document "Grant Term" section for detailed information about requirements within the grant term.

Notice to Proceed (NTP)

Once the Grant Agreement has been signed by all parties, the grant manager will email the NTP to the grantee (reference the Grant Program Administration section for details).

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 will be considered for award.

In the event a cycle is oversubscribed, applications with illegal dumping sites(s) posing the greatest threat to public health and safety and/or public nuisance will be considered first.

- The Site Characterization Form primarily determines these factors.

Applications will be evaluated consistent with the Farm and Ranch Program 'Grant Criteria' described in California Code of Regulations, Title 14, Division 7, Chapter 4.5, § 17993.5 (https://govt.westlaw.com/calregs/Document/I6845D54A82384846BEAF1EC2F14C7AEA?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1).

For the third cycle (Cycle 75), if the requests for grant funds exceed the funds available, applications identifying specific sites and previously remediated sites will be considered before Pilot applications. This will allow all complete applications to be funded first. CalRecycle staff may contact applicants to provide clarity or request additional information.

This information is found in the Eligibility Criteria and Evaluation Process for the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program (FY 2021–22 and 2022–23) document (https://www2.calrecycle.ca.gov/PublicNotices/Details/4441).

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; CalRecycle tentatively schedules this for October 2021, January 2022, and April 2022. 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 must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.
2. The recommended grantee's Signature Authority (or their delegated signature authority) must sign and return the Grant Agreement to CalRecycle. CalRecycle must receive the signed Grant Agreement within 60 days of the date of the award email.

Failure to comply with either condition will void the grant award.

Grant Program Administration

Grant Agreement

The Grant Agreement binds the Grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. CalRecycle now sends the Grant Agreement Cover Sheet electronically to the signature authority to allow for a certified e-signature using Adobe Sign.

These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, we will email grantees the information below.

- **Award email**
- **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**
- **e-Signature Instructions for Awardees**
  - Contains instruction on how to sign the Grant Agreement Cover Sheet using Adobe Sign.

Note: The Grant Agreement Cover Sheet will arrive in a separate email via Adobe Sign. The Adobe Sign email is sent to the Signature Authority's email address as listed in the GMS application.

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on each payment request. Only a Final Report and final Payment Request are required. The Final Report is due on March 14, 2024. The accompanying *Procedures and Requirements* resource document contains detailed reporting information and deadlines.

Payment Request Process

Payment is made on a reimbursement basis for all grantees. Resource Conservation Districts may enroll in the "Invoiced Payment Method" which applies to all payment requests except the final Payment Request. Resource Conservation Districts can refer to the "Invoiced Payment Method" section in the accompanying *Procedures and Requirements* document for more information. CalRecycle will retain 10 percent (10%) of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation.

Public Records Requests

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

Upon request, the entire contents of the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the California Public Records Act Requests web page (https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/).

Confidentiality

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information
Title 14 of the California Code of Regulations (14 CCR), sections 17041-17046 (https://www.calrecycle.ca.gov/Laws/Regulations/Title14/), states that confidential or proprietary information shall include, but is not limited to:
- Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications or other documents submitted to [CalRecycle] which if released would result in harmful effects on the person's competitive position.
- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code.

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, "confidential or proprietary information" will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041-17046. However, the law does not treat documents marked as "confidential or proprietary information" (such as sales brochures, promotional literature and other general non-financial documents) as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?
If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as "confidential." If there was any question as to whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to

provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in section 14 CCR 17046.

What program procedures will keep information confidential?
Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.