



August 2024

Department of Resources Recycling and Recovery

# **Beverage Container Recycling City/County Payment Program Application Guidelines and Instructions Fiscal Year 2024–25**

# Cycle Overview

**Submittal of a Beverage Container Recycling City/County Payment Program (Program) Application constitutes acceptance of these Guidelines as the controlling requirements for receiving, spending, and accounting of funds and for reporting. The online Funding Request Application and the Guidelines shall constitute the agreement.**

The Department of Resources Recycling and Recovery (CalRecycle) offers the Beverage Container Recycling City County Payment Program pursuant to [Public Resources Code \(PRC\) Section 14581 \(a\)\(3\)\(A\) of the California Beverage Container Recycling and Litter Reduction Act](https://leginfo.ca.gov/pub/07_01_2013_0145_01_0000_014581_00_0000_01.html) ([https://leginfo.ca.gov/pub/07\\_01\\_2013\\_0145\\_01\\_0000\\_014581\\_00\\_0000\\_01.html](https://leginfo.ca.gov/pub/07_01_2013_0145_01_0000_014581_00_0000_01.html)). CalRecycle is distributing \$10,500,000 in fiscal year (FY) 2024–25 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

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

These guidelines describe the application and administrative processes to implement the Program. Recipients are responsible for and accountable for ensuring that expenditures are appropriate, and that recipients maintain proper internal supporting documentation. To ensure full compliance with the processes and requirements, recipients must adhere to these Guidelines and the provisions set out in [PRC 14581](https://leginfo.ca.gov/pub/07_01_2013_0145_01_0000_014581_00_0000_01.html) ([https://leginfo.ca.gov/pub/07\\_01\\_2013\\_0145\\_01\\_0000\\_014581\\_00\\_0000\\_01.html](https://leginfo.ca.gov/pub/07_01_2013_0145_01_0000_014581_00_0000_01.html)) et al.

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 [City/County Annual Payment and Reporting System \(CAPRS\)](https://secure.calrecycle.ca.gov/CAPRS/SignIn.aspx?ReturnUrl=%2fCAPRS%2f) (<https://secure.calrecycle.ca.gov/CAPRS/SignIn.aspx?ReturnUrl=%2fCAPRS%2f>). The applicant will need to sign in to CAPRS to complete and submit an application.

**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 and any entity that will receive and control program funded equipment, 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**

### **August 20, 2024: Funding Request Open Date**

### **November 19, 2024: Funding Request Due Date**

- Applicants must submit Funding Requests in CAPRS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

### **February 2025 (tentative): Payment Awards and Beginning of Term (Request for Approval Date)**

- CalRecycle considers funding recommendations, and if approved, conditionally awards projects during this month.
- Program Expenditures may start no earlier than the date of the award.

### **April-May 2025 (tentative): Payments Distributed**

### **January 5, 2027: Term End Date**

### **February 2, 2027: Reporting Due Date**

## **Eligible Applicants**

Eligible applicants include cities, counties, or cities and counties in California, as identified by the California Department of Finance, 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 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 Program, the project will be terminated and any disbursed Program funds shall be returned to CalRecycle.

## **Individual Application**

An Individual Application is one in which a single eligible entity will be responsible for project implementation. The applicant in an Individual Application will be responsible for the performance of the Program and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property that is purchased with Program funds.

## **Regional Application**

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together for the purpose of project implementation. A Regional Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the applicant, and if awarded, will be the entity responsible for the performance of the Program and all required documentation. CalRecycle will direct all

official correspondence and payments to the Lead Participant. If a jurisdiction is a Non-Lead Participant in a Regional Application, it may not apply individually.

## Eligible Projects/Activities

Eligible projects/activities include but are not limited to:

- 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 or both.
- Supporting AB 341 Mandatory Commercial Recycling (MCR) requirements. For additional information on MCR and definitions of “businesses” and multi-family residential dwellings” as they relate to this regulation, see [Mandatory Commercial Recycling](https://www.calrecycle.ca.gov/Recycle/Commercial/) (https://www.calrecycle.ca.gov/Recycle/Commercial/).
  - 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.

## Available Funds

- \$10,500,000 is available for fiscal year 2024–25, subject to funding availability.
- Each city is eligible to receive \$5,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater.
- Each county is eligible to receive \$10,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater.

The calculation is based on the population in the incorporated areas of a city, or a city and county, or the unincorporated area of a county as of January 1, 2024 (Department of Finance E-1 Population Estimates for Cities, Counties, and the State with Annual Percent Change – January 1, 2023, and 2024. Sacramento, California, May 2024.)

## Term

The Term begins from the date of the award and ends on January 5, 2027. Eligible costs must be incurred no later than January 5, 2027.

Recipients are notified by email when the awards are approved and will be provided with the listing on the awarded amount.

## Eligible and Ineligible Costs

All eligible expenditures are subject to proportionate cost/rate to beverage container recycling activities (i.e., a flyer containing equal parts E-Waste, Oil, Household Hazardous Waste, and Beverage Container Recycling would be funded at a 25 percent proportionate cost rate). Multi-bin, co-mingled, and single stream systems may also require a proportionate cost rate to be applied to the expenditure. The funding level for beverage container portions for activities will be approved on a case-by-case basis by a CalRecycle Regional Representative.

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

**Water Refill Stations.** Purchase of water refill stations, including installation, replacement of current infrastructure, plumbing, maintenance, additional attachments or modifications, or related educational and outreach activities/materials promoting water refill stations. The intent is to reduce the number of single-use beverage containers from entering the waste stream. Refillable water bottles (e.g., water cooler services, canteen water bottles, etc.), are ineligible.

**Advertising/Promotion.** If you plan to spend Program funds on advertising/promotion, submit the artwork, brochure, radio script, flyer, or poster 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.

**Education/Outreach.** Education and outreach activities and materials are subject to proportionate cost/rate. Recipients must provide supporting documentation to the CalRecycle Regional Representative for approval. For example, a recycling guide costs \$5,000. The guide includes material topics such as oil, electronic waste, sharps, organics, cardboard, and beverage container recycling. The beverage container recycling portion is 1 of 4 pages of the entire guide. Therefore, staff would approve 25 percent (or \$1,250) as an eligible expenditure.

**Acknowledgment.** Recipients are not required to acknowledge CalRecycle's support when activities or projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, articles, seminars, or other type of promotional material.

**California Resource Recovery Association Conference.** If you anticipate attending the California Resource Recovery Association 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 to ensure that the trip is eligible for reimbursement. Travel expenses must follow the criteria for state travel expenses. The most current information related to travel expenses reimbursable by the state can be found at the [California Department of Human Resources](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) webpage (<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>).

**Personnel Hours.** If you are charging personnel hours, ensure the supporting documentation includes actual hours worked and rate of pay. Program funding will only pay for direct time toward activities related to 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, Program funds may be used to pay for charges related to the clean-up. This may include supplies (i.e., bags,

liners, grabbers, and gloves), personnel, and safety items (i.e., water, vests, and goggles). However, giveaways, incentives, food and/or promotional T-shirts are ineligible expenditures.

**Promotional Items/Stuff We All Get.** In accordance with the governor's directive, promotional items are ineligible expenses under CalRecycle's grant/direct payment programs. More information can be found on [Promotional Items/SWAG \(Stuff We All Get\)](https://archive.gov.ca.gov/archive/gov39/2011/02/18/news16911/index.html) (<https://archive.gov.ca.gov/archive/gov39/2011/02/18/news16911/index.html>).

### **Ineligible Activities/Items.**

Any activity or item unrelated to beverage container recycling or litter reduction to include, but not limited to:

- Recycled Content Products.
- Pet/BioBag Waste Bags.
- Monetary/Gift Card Rewards for Recycling Activities/Challenges
- Membership in Associations.
- Out-of-State Conferences.
- Trash-Only Containers.
- Refillable Water Bottles.
- Water Drop-Off Services.
- Activities solely related to used oil, E-waste, household hazardous waste, organics, compost, cardboard recycling, and waste.
- Items or services whose cost is covered by another CalRecycle Grant.
- Any costs for construction projects by charter cities prohibited by Labor Code Section 1782.

Jurisdictions may incur eligible costs only during the Expenditure Period.

## **Public Records Requests**

CalRecycle's policy is 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/) (<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 7920.000 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/) (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 procedures does CalRecycle have in place to ensure that confidential information is kept confidential?**

Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

# Application Instructions

## Application Access

The application is available for cities and counties to apply for Program funds by completing a Funding Request in CalRecycle's web-based City/County Annual Payment and Reporting System (CAPRS). Access to CAPRS 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. First time users of CAPRS must contact the [CalRecycle Regional Representative](https://www2.calrecycle.ca.gov/BevContainer/Grants/CityCountyContacts/) (<https://www2.calrecycle.ca.gov/BevContainer/Grants/CityCountyContacts/>) and request access to CAPRS. After the request is received and approved, a WebPass invitation will be sent along with an email granting access to CAPRS.
2. Returning users can immediately log into CAPRS.

**Note:** WebPass accounts are created for individuals, not organizations, and are tied to the individual's specific email address. If the individual'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.

The components of the Funding Request are divided into tabs. To fill out a Funding Request, click on each tab and complete the sections in each tab as required. General instructions are on the top of each page. A complete Funding Request application includes a Funding Request Certification signed by the applicant's signature authority and a valid Resolution. Additional documents may be required. See the Application Documents section.

Funding Requests must be submitted no later than 11:59 pm on November 19, 2024. The system will not allow any Funding Requests to be submitted after the deadline (PRC section 14581 (a)(3)(E)). Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantsassistance@calrecycle.ca.gov](mailto:grantsassistance@calrecycle.ca.gov) or calling (916) 324-4481.

## Funding Request Contents and Instructions

### Funding Request Tab

This tab provides a summary of the funding status, eligible Program funds, due dates, program requirements, checklist, contacts, addresses, documents, region information, and link to this document, the Beverage Container Recycling City/County Payment Program Guidelines. It is the applicant's responsibility to ensure that all required documents, based on the individual or regional application, are submitted by the appropriate due date.

To begin, click the Edit button. Start with the Funding Request Type and use the drop down to select either Individual or Regional.

**Note:** If the applicant selected Regional as the Funding Request Type, a new tab titled Participating Jurisdictions will be added to the row of tabs. This is where the participating jurisdictions are selected, and their authorizing documents are uploaded.

### **Contacts Tab**

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. The contact will be able to log in to CAPRS using their own CalRecycle WebPass and access the Funding Request. Contacts will automatically populate based on your previous year's Funding Request, when applicable. You must verify that the contacts are still the same; otherwise, you can add, edit or delete contacts before you submit the Funding Request.

**Note:** CalRecycle requires a valid email address for the Signature Authority in order to route the Grant Agreement, if awarded.

- **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, or Letter of Commitment (if applicable).
- **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.)

### **Addresses Tab**

A payment and a physical address are required. 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 address type, only enter the address once, and check the boxes next to the appropriate address types.

### **Activities Tab**

Pursuant to PRC section 14581 (a)(3)(C), 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, in the Funding Request. The Other field is provided to allow additional activities to be listed. These are subject to approval by CalRecycle.

Eligible activities include, but are not necessarily limited to:

- 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, or both.

- Supporting AB 31 Mandatory Commercial Recycling (MCR) requirements. For additional information on MCR and definitions of “businesses” and “multi-family residential dwellings” as they relate to this regulation, see [Mandatory Commercial Recycling](https://www.calrecycle.ca.gov/Recycle/Commercial/) (https://www.calrecycle.ca.gov/Recycle/Commercial/).
  - Infrastructure for businesses to recycle beverage containers.
  - Support for new or existing beverage container recycling programs for residential dwellings.
  - Public education and outreach that include a beverage container recycling component.

### **Documents Tab**

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

### **Application Submittal and Deadline**

The **Submit Funding Request to CalRecycle** button located on the Funding Request tab will be enabled after all required documents have been uploaded.

Click the **Submit Funding Request to CalRecycle** button and the application status will change to **Submitted**. You can only submit the application once.

You must submit your application no later than 11:59 p.m. on November 19, 2024. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling (916) 324-4481, however, there is no guarantee CalRecycle will be able to provide support if there is an influx of inquiries.

**Note:** Funding Requests that are not submitted by the due date will be deleted from CAPRS.

# Application Documents

Below is a list of all documents required for a complete application. Instructions on how to obtain all documents are described below.

1. Funding Request Certification
2. Resolution/Letter of Authorization

## CalRecycle Documents

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](mailto:grantassistance@calrecycle.ca.gov) or call (916) 324-4481.

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.

**Note:** Do not include special characters in file names. Doing so may result in automatic disqualification of your application.

## Funding Request Certification

The Funding Request Certification is a required application document that must be generated from CAPRS.

After you have completed each tab of the application and uploaded the required documents, generate the Funding Request Certification from the Funding Request tab.

1. Click “Print Funding Request” under the Funding Request tab.
  - a. **Note:** You will not be able to click “Print Funding Request” until each tab of the application is completed, and all required application documents have been uploaded.
2. Signature Authority signs Funding Request Certification.
3. Upload the signed Funding Request Certification to the Documents tab.

## Applicant’s Required Authorization Documents

Below is a list of required authorizing documents by application type that the applicant is responsible for preparing and uploading to their application.

Authorizing documents are documents which are written by the applicant. The documents give the applicant permission to apply for a payment program, accept payment program awards, and/or name the person authorized to sign payment program documents on the applicant’s behalf. Below are the requirements for each type of authorizing document. Read each one carefully to determine which document(s) fits your application and applicant type.

**Note:** For Resolution, Letter of Authorization, and Letter of Designation templates, refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. 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. You may email your draft Resolution to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

### **Individual Application Authorization Documents**

**If subject to a governing body and board approval is required to legally bind the applicant**, the applicant must submit a Resolution no later than the Funding Request due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of an application for one or more specifically named CalRecycle payment programs or for all CalRecycle payment programs.
2. Identify the job titles of the Signature Authorities authorized to sign all payment program related documents necessary to implement the approved project(s) and close out the cycle(s). The Resolution may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
  - a. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
3. Identify the time period during which the authorizations are valid. The minimum duration one year, and the maximum duration is five years from the date of adoption. If the Resolution expires during the application period or the payment program term, CalRecycle will require a new valid Resolution.
4. Be certified by the governing body.

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

### **Regional Application Authorization Documents**

#### **Regional Lead Participant**

The Lead Participant must submit a Resolution no later than the Funding Request due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of a Regional application on behalf of itself as Lead Participant and all Non-Lead Participants for a specifically named CalRecycle Payment Program.
2. Include a provision allowing a Signature Authority to determine and submit a list of Non-Lead Participants in accordance with CalRecycle requirements.
3. Identify the job titles of the Signature Authorities authorized to sign all payment program related documents necessary to implement the approved project(s) and close-out the cycle(s). The Resolution may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
  - a. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
4. Identify the time period during which the authorizations are valid. The minimum duration is one year, and the maximum duration is five years from the date of

adoption. If the Resolution expires during the application period or the payment program term, CalRecycle will require a new valid resolution.

- i. A Resolution that is valid for more than one year must contain either:
  - a. a list of all potential jurisdictions that may serve as Non-Lead Participants, or
  - b. a provision that the Signature Authority may alter the list of Non-Lead Participants for each Program cycle.
5. Be signed or certified by the governing body.

### **Regional Non-Lead Participant**

The Non-Lead Participant must submit a Letter of Authorization or Resolution no later than the Funding Request due date or CalRecycle will remove the Non-Lead Participant(s) from the application.

The Letter of Authorization must:

1. Be on the Non-Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Regional Application and act as Lead Participant on behalf of the Non-Lead Participant.
3. Authorize the Lead Participant to execute all documents necessary to implement the project.
4. Specify the Payment Program Name and Fiscal Year.
5. Be valid for the duration of the specified Payment Program Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Non-Lead Participant.

The Resolution must:

1. Authorize the Lead Participant to submit a Regional application as Lead Participant on behalf of the Non-Lead Participant.
2. Specify the Grant Program Name and Cycle Number.
3. Authorize the Lead Participant to execute all documents necessary to secure funds and implement the approved project(s).
4. Be valid for the duration of the specified Grant Cycle.
5. Be certified by the governing body.

### **Letter of Designation**

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 applicant must upload the LOD **prior** 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:

1. Be on Applicant's letterhead.

2. Reference the Authorizing Resolution by number.
3. Include the job title of the designee and the scope of the designee's authority.
4. Include the time period during which the designee may exercise the authority.
5. Be signed and dated by the Signature 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, 2025, then the Letter of Designation may not be effective beyond December 31, 2025.

## Electronic and Original Signatures

CalRecycle requires certified e-Signature or original wet signature on documents or forms that certify legally binding information.

**Note:** E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program) and cannot be completed using the “Fill and Sign” function within Adobe. Any document using the “Fill and Sign” function is considered incomplete and may be sent back to the applicant.

Once the document(s) have been signed by the Signature Authority, upload the digitally signed document, or scan the wet signature and save it to CAPRS. Retain the original document for potential CalRecycle audits. See Audit Considerations Section of the Procedures and Requirements document for more information.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## Funding Request Review and Award Process

### Funding Request 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.

### Funding 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 February 2025. 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 payment program funds under one or more cycles.

### Award Conditions

When awarded, this grant will be subject to two conditions:

1. The recommended jurisdiction must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, by the RFA Award date.
2. The recommended jurisdiction’s Signature Authority (or their delegated signature authority) must sign and return the Funding Request Certification to CalRecycle. CalRecycle must receive the signed Funding Request Certification by the Funding Request due date.

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

# Program Administration

## Reporting Process

Expenditure reporting is a requirement for ongoing eligibility for the Program. Recipients must spend the Program funds by January 5, 2027 with a reporting due date of February 2, 2027. Recipients must meet CalRecycle's online reporting requirements. Recipients may submit an Expenditure Report once all Program funds have been spent but no later than February 2, 2027. Failure to meet this reporting due date may result in the denial of future Beverage Container City/County Payment Program funding and/or collection of unspent/unreported Beverage Container Recycling City/County Payment Program funds.

Report all expenditures through CAPRS. Supporting documentation and proof of payment for all expenditures will be required. Failure to account for funds or ineligible expenditures may result in requiring reimbursement from or forfeiture of Beverage Container Recycling City/County Payment Program funds.

**Note:** The final date to submit an Expenditure Report and/or repayment to CalRecycle for unreconciled City/County Payment Program funds, is March 2, 2027. Failure to meet this deadline may result in recipients being denied future Beverage Container Recycling City/County Payment Program funding or other CalRecycle funding opportunities.

## Semi-Annual Reporting for AB 506

If your jurisdiction indicated that it was participating in mediation mandated by AB 506, 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 Program funds. You will be required to submit an Expenditure Report.

## Unspent Funds

Unspent Program funds at the end of the 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 need to be labeled as City County Payment Program Unspent Funds for FY 2024–25 and mailed to:

CalRecycle, Accounting  
P.O. Box 4025  
Sacramento, CA 95812-4025

If there are questions or concerns related to expenditures, contact your [CalRecycle Regional Representative](#) (<https://www2.calrecycle.ca.gov/BevContainer/Grants/CityCountyContacts/>).

Note: Program funds due to CalRecycle but left unpaid may result in a recipient not being eligible for future funding.

## **Payment Request Process**

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. Payments must be placed into an interest-bearing account. Tracking and reporting of interest earned (if any) on the payment is not required. All interest accrued and received from the Program shall be used for eligible expenses related to the performance of this Agreement. Pursuant to PRC section 14581(a)(3)(F), CalRecycle may withhold payment to any city, county, or a 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 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.

## **Expenditure Payments**

Expenditures must be incurred no earlier than the date of the award and no later than January 5, 2027. Proof of payment for expenditures incurred must occur and be submitted no later than February 2, 2027.

## **Records Retention and Audit Consideration**

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

CalRecycle, the Department of Finance, the California State Auditor, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of Program funds; and shall have the right to interview staff relevant to the audit. Examples of supporting documentation subject to audit include:

- Expenditure ledgers.
- Paid warrants.
- Travel logs.
- Payroll register entries.
- Time sheets.
- Contracts or change orders.
- Samples/pictures of items and materials developed with Program funds.
- Invoices, receipts, cancelled checks.

Supporting documentation must clearly identify all eligible expenditures related to beverage container recycling and litter cleanup activities. All such records shall be maintained for possible audit for a minimum of three (3) years after the Program 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.

## **Termination for Cause**

In the event the recipient fails to comply with the requirements of these Guidelines at the time and in the manner herein provided, CalRecycle may terminate the Agreement.

Recipients are encouraged to discuss any problems they may have in complying with these Guidelines with their CalRecycle Regional Representative to determine if CalRecycle can be of assistance.

## **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 Program.

## **Compliance**

Recipient shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits.

## **How to Reach Us**

Your CalRecycle Regional Representative's contact information is in CAPRS on your Funding Request page. This is the best contact for any questions about the Program.

Department of Resources Recycling and Recovery  
Grant and Payment Unit 5  
1001 I Street, MS 9A  
Sacramento, CA 95814  
Email: [City County Payment Program](mailto:citycounty@calrecycle.ca.gov) (citycounty@calrecycle.ca.gov)