June 2025
Department of Resources Recycling and Recovery

Beverage Container Redemption Innovation Application Guidelines and Instructions

Cycle 2 (RIG2), Fiscal Year 2023–24

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Beverage Container Redemption Innovation Grant Program pursuant to Senate Bill (SB) 101 (Chapter 12, Skinner, Budget Act of 2023). The purpose of the grant is to provide funding for reverse vending machines for Dealers to meet requirements of Public Resources Code 14578 (a)(1), commonly referred to as Option 1.

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). The applicant will need to sign in to GMS 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 grant 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.
- "Grantee" refers to an applicant after approval of grant award.

Timeline

July 15, 2025: Questions and Answers Period Due Date

- Applicants or interested parties may submit questions from the application release date to this date.
- Applicants or interested parties must submit questions by email.

July 22, 2025 (tentative): Questions and Answers Posted

- CalRecycle will post all answers to questions on the CalRecycle website that were submitted during the Question and Answer Period.

August 5, 2025: Application Due Date

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

September 4, 2025: Secondary Due Date

- Approved Resolution or Letter of Commitment and any other Applicant's Required Authorization Documents 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 Policy by this date.

November 2025 (tentative): Grants Awarded

- CalRecycle considers funding recommendations, and if approved, conditionally

awards grants during this month.

Notice to Proceed–April 1, 2027: Grant Term

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

Eligible Applicants

Private entities must be authorized to conduct business in the State of California, by either being registered and in good standing with the California Secretary of State as a business located in California, being registered as a foreign (out-of-state or out-of-country) business or processing a business license issued by a California city, county, or city and county. Any and all subsidiaries, divisions or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the program. The business must be qualified to do business in California and be in good standing with all applicable California state agencies. A business is considered an "affiliated business" if it has at least one owner with a forty (40) percent or greater interest in another applicant's business.

Private, nonprofit entities, in addition to being registered and in good standing with the California Secretary of State, must also be registered and in good standing with the California Department of Justice, and appear on their Registry of Charities and Fundraisers. If a nonprofit entity is excluded from registering with the Department of Justice, proof must be provided with the application.

Eligible applicants include:

Dealers. A retail establishment in an unserved convenience zone which offers the sale of beverages in beverage containers to consumers that is required to redeem in-store (Option 1) pursuant to Public Resources Code 14578 (a)(1). These entities are not required to be certified as a recycling center. All Dealers must submit an affidavit to CalRecycle that states they choose to redeem in-store prior to the issuance of the Notice to Proceed (NTP) email. Dealers must be registered through the Dealer Registration and Management System (DReaMS) prior to submission of the application.

Organizational types within the eligible applicants identified above include:

- **Nonprofit Organizations.** Nonprofit organizations (except private K–12 schools) registered with the federal government under 501(c)3, (c)6, or (c)10 of the Internal Revenue Code.
- **Private entities and for-profit businesses.**

Individual Application

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

Eligible Projects

All projects must be located within an unserved zone or no zone, at time of award.

Dealers may only apply for reverse vending machine (RVM) projects and are looking to satisfy their Option 1 requirement. An RVM is defined as a stationary reverse vending machine that pays customers for beverage containers placed in the machine at time of deposit.

Available Funds

- $21,000,000 is available for this grant cycle (fiscal year 2023–24), subject to funding availability.
- The minimum requested amount is $150,000. The maximum requested amount is $3,000,000.
- Funds remaining from the $21,000,000 allocation will be utilized by another Beverage Container Redemption Innovation Grant Cycle.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2027.

For detailed information about requirements within the grant term, refer to the Procedures and Requirements document.

Eligible and Ineligible Costs

Grantees may incur eligible costs only during the Grant Term. For detailed information about eligible and ineligible costs, refer to the Procedures and Requirements document.

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 must have an EPPP Policy in place prior to submitting their application and 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, they must certify to the fact that a Policy will be adopted by the secondary due date on the Detail tab in the application.

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

- Buildings and Grounds
    - 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
  - Training is provided to new and existing employees.
  - Organization regularly evaluates and/or improves implementation of EPPP policy.

Additional EPPP Policy resources may be found on the CalRecycle Environmentally Preferable Purchasing (EPP) webpage (https://calrecycle.ca.gov/EPP/).

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to BevContainerGrants@calrecycle.ca.gov. CalRecycle must receive the questions by July 15, 2025, or the questions will not be accepted.

Applicants or interested parties may access the Questions and Answers web page from the Notice of Funds Available web page or from the application. CalRecycle may group together similar or related questions and respond to them as one question and reword questions for clarity or to remove identifying information. CalRecycle may update the Questions and Answers web page intermittently during the Questions and Answers period and post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates, and it is the applicant's responsibility to check the Questions and Answers web page for the latest information.

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/).

Public Records Request Waiver

All records submitted to the department for work performed under the program and grant agreements, including, but not limited to, client lists, processing data, and any other information related to the project, shall be subject to release as public records. Notwithstanding Section 14554 of the Act, the department may release as public records any transaction data, volume data, customer counts, and redeemed beverage container data obtained from any of the project operators.

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/), 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. Grantee businesses agree to provide 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.

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/).

To start an application:

1. Log in to GMS (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 "Beverage Container Redemption Innovation Grant Program, RIG2 FY 2023–24" 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 Beverage Container Redemption Innovation 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.

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 particular 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 Non-Lead Participants.

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 or Letter of Commitment. 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 request below the minimum grant award amount of $150,000 and do not exceed the maximum grant award amount of $3,000,000. 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. This is the address CalRecycle sends payments.
5. **Project Summary/Statement of Use**: Provide a brief description of 4–5 sentences of the proposed project.
6. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
8. Select the appropriate answer for Program Questions.

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.

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.)
- **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
Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The total must equal the Grant Funds Requested amount shown on the Detail tab.

- Equipment (Only Option I operation)
    - Software – (Must have direct nexus to equipment)
    - Installation costs

Complete the budget tab provided in GMS and follow the steps below.

1. Enter the total of each budget category into the Budget tab of GMS.
    a. The total amounts entered in the Budget tab of GMS must equal the Grant Funds Requested amount shown in the Detail tab.

Site(s) Tab
Add an entry for each grant project/site. Complete the required information listed below:

- Name
- Site Type
- Address
- County
- Budget Amount

Documents Tab
See the Application Documents Section in the Summary tab for documents that must be uploaded in the Documents tab.

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

Document files cannot include special characters such as commas, dollar signs, asterisks, etc.

Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

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 **Application Submitted**. You can only submit the application once; however, you may upload the following documents until the secondary due date: Resolution, Letter of Commitment, Letter of Designation.

You must submit your application no later than 11:59 p.m. on August 5, 2025. 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) 324-1219, however, there is no guarantee CalRecycle will be able to provide support if there is an influx of inquiries.

Note: Applications that are not submitted by the due date will be deleted from GMS.

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. Application Certification
2. Bids, Quotes, Estimates, Equipment Details
3. Dealer Location(s)
4. Letter of Designation (if applicable)
5. Resolution/Letter of Commitment
6. Work Plan

CalRecycle Documents

CalRecycle documents are accessible through the Summary tab in the Application Documents section. 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) 324-1219.

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.

Application Certification

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.

1. Click “Print Application Certification” under the Application Submission section of the Summary tab.
    a. **Note:** You will not be able to click “Print Application Certification” until each tab of the application is completed and all required application documents have been uploaded.
2. Signature Authority signs the Application Certification using a certified e-signature or original wet signature.
3. Upload the signed Application Certification to the Documents tab.

Dealer Location(s)

Complete the Dealer Location(s) Proposal document in the Word template format. Utilizing a document form other than this official CalRecycle version, tampering, or circumventing imposed character limits, will subject the applicant to disqualification. Follow the applicable document instructions. Failure to submit the Dealer Location(s) Proposal document will subject the applicant to disqualification.

Work Plan
Complete the Work Plan document in the Word template format. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification. List the major activities, steps, or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays. Failure to submit the Work Plan document will subject the applicant to disqualification.

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 Considerations section of the Procedures and Requirements for more information.

Bids, Quotes, Estimates, Equipment Details
Budget documentation including but not limited to quotes, conditional use permit/application, estimates, bids, and equipment details, must be uploaded to GMS to support grant costs claimed in the Budget. Failure to submit bids, quotes, estimates, or equipment details for grant costs will subject the applicant to disqualification.

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 grant, accept grant awards, and/or name the person authorized to sign grant 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 Commitment, Letter of Authorization, Letter of Designation, and Letter of Support templates, refer to the Resolution and Letter Examples **(https://www.calrecycle.ca.gov/Funding/SampleDocs) web page**. CalRecycle staff are available to answer questions about these documents or to review your draft authorization documents to ensure they meet the requirements of the grant program. You may email your draft authorization documents to 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 secondary 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 Grant(s) or for all CalRecycle Grants.
2. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(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 is the grant term, and the maximum duration is five years from the date of adoption. If the Resolution expires during the application period or the grant 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.

If not subject to a governing body or if board approval is not required to legally bind the applicant,, applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the application secondary due date or CalRecycle will deem the application as incomplete and disqualify the applicant.

The LOC must:

1. Be on Applicant's official letterhead.
2. Authorize submittal of the application for the specific Grant Program and Cycle Code.
3. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional jobs.
4. Be valid for the duration of the specified Grant Cycle.
5. Be signed and dated by an individual authorized to contractually bind the applicant.

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 the Applicant's letterhead.

2. Reference the Authorizing Resolution by number (or date adopted if not numbered).
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 by the Signature Authority.

The designee's authority may not extend beyond the effective date of the approved Resolution or Letter of Commitment. For example, if the Resolution is effective until December 31, 2026, then the Letter of Designation may not be effective beyond December 31, 2026. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

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 GMS. 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.

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 and eligible applications will be awarded unless the cycle is oversubscribed. If the cycle is oversubscribed, CalRecycle will perform a random selection drawing to determine funding order. Eligible applicants will be funded in numeric order by their random selection number. CalRecycle staff will establish a B-List for funding, from which additional projects may be awarded if additional funding is allocated. For more information, see the Eligibility Criteria and Evaluation Process for the Redemption Innovation Grant Program (Beverage Container Recycling Fund, Fiscal Years 2022–23, 2023-24 and 2024-25) (https://www2.calrecycle.ca.gov/PublicNotices/Details/6715).

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 November 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 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 will send the Grant Agreement Cover Sheet electronically 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**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
  - To be signed by the grantee
- **Exhibit A: Terms and Conditions**
  - Contain CalRecycle's 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 and the Participant Grant Agreement Cover Sheet (if applicable) using Adobe Sign
- **Attachment I: Forms Guide**
  - For CalRecycle forms used throughout the Grant Performance Period see CalRecycle Grant Forms web page (https://calrecycle.ca.gov/forms) to download the forms.

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on a bi-annual basis. The Procedures and Requirements document contains detailed reporting information and deadlines.

Payment Request Process

CalRecycle will retain 10 percent of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation. The Procedures and Requirements document contains detailed payment information.