

City/County Payment Program Guidelines

Pursuant to Public Resources Code Section 14581(a)(4)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Recycling Resources and Recovery (CalRecycle) is distributing \$10,500,000 in fiscal year 2010/11 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

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

Eligible Participants

Incorporated cities and counties in California, as identified by the California Department of Finance, are eligible to receive funding under this program.

Allocation of Funds

Each city is eligible to receive a minimum of \$5,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater. Each county is eligible to receive a minimum of \$10,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater. The per capita amount is calculated, based upon the population, as of January 1, 2010, in the incorporated areas of a city, city and county, or the unincorporated area of a county, as stated in the Annual City/County Population and Housing Estimate Report submitted to the Governor by the California Department of Finance.

On-line Application Process/WebPass Information

Beginning with the Fiscal Year (FY) 2010/11 cycle, applicants will access the on-line application through the CalRecycle WebPass system. Cities and Counties may apply for funds by completing a Funding Request in the web based City/County Annual Payment and Reporting System (CAPRS). In order to access the CAPRS system, the applicant must have a

CalRecycle WebPass.

Existing Primary and Secondary contacts will receive an invitation, via email, to the CAPRS system.

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

However, if the applicant has not obtained a WebPass, one may be requested at the following link: [CalRecycle WebPass](#). Select "Create Account" and follow the instructions. After the request for access is received and reviewed, an e-mail will be sent to the applicant



granting access to the secure Web site for entry into CAPRS.

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

Contacts

For cities, the authorized official (city manager, city clerk or mayor) should be identified as the Primary Contact for the City/County Payment Program, and for counties, the current recycling coordinator should be identified. To make changes to the primary contact information, call CalRecycle at (916) 322-0613 and ask for the assigned Regional Representative. The Secondary Contact should be identified as the person responsible for overseeing the beverage container recycling program for cities. For counties, the county treasurer should be identified. Changes to the secondary contact information may be made directly on the electronic form. The Primary or Secondary Contact may designate themselves as the Funding Request Contact or assign someone else. The Funding Request Contact should be the person completing the application who is available to answer questions concerning the Funding Request. This may be the city or county recycling coordinator, lead agency or JPA. If the city or county would like to assign a person not currently identified as the primary or secondary contact to be the Funding Request contact, "click" on "User Management" on the left navigation menu in CAPRS and follow the instructions to set-up a new user. The new user will also need a WebPass.

Addresses

A Payment and a Physical address must be identified. The Payment address is the address where the payments will be mailed. 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 mailing address for counties. To make changes to the payment mailing address, call CalRecycle at (916) 322-0613 and ask for the assigned Regional Representative.

Eligible Activities for Expenditure of Funds

Pursuant to Section 14581(a)(4)(C) of the Public Resources Code, these funds **may not be used for activities unrelated to beverage container recycling or litter abatement**. Approved project activities are listed in the Activity Summary, by category, on the Funding Request. An "other" box is provided to allow additional activities to be listed. These are subject to approval by CalRecycle. Eligible activities for the use of these funds may include, but are not necessarily limited to:

- Support for new or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Public education promoting beverage container recycling.
- Litter prevention and cleanup.
- Cooperative regional efforts among two or more cities and counties.
- Other beverage container recycling programs.

Submitting the Application

After the application is completed and submitted, a summary of the Funding Request may be printed. An email containing the summary

will not be sent to the applicant (as done in the past). The applicant may return to the system at any time to view the status of the Funding Request or to reprint the summary.

Deadline to Submit

CalRecycle must receive the completed Funding Request no later than **May 31, 2011**.

Any Funding Requests submitted after the May 31, 2011 deadline date will not be accepted. (PRC Section 14581(a)(4)(E).

Payments

CalRecycle will approve Funding Requests and authorize the State Controller's Office to make payments to each city and county. The State Controller's Office has up to 30 days to process the payment. The warrant will identify the source of funds as "City/County PYMTS" and will arrive without a cover letter to the city or to the county treasurer. Pursuant to Section 14581(a)(4)(F) of the Public Resources Code, CalRecycle may withhold payment to any city, county or city and county that has prohibited the siting of a certified recycling center at a supermarket site, caused a certified recycling center at a supermarket site to close its business, or adopted a land use policy that restricts or prohibits the siting of a certified recycling center at a supermarket site within its jurisdiction since January 1, 2000.

Reporting and Recordkeeping

In accordance with Title 14, Division 2, Chapter 5, Section 2085 of the California Code of Regulations, each eligible participant receiving funds must maintain documentation for five years from the date of preparation. ***This year we will be asking a random sample of applicants to***

submit a report of expenditures for the City County Payment Program. Therefore, all entities should be prepared to submit a report of how the Fiscal Year 2010/11 City/County funds were spent. A template of the requested report will be sent to randomly identified cities or counties January 1, 2012.

How to Reach Us

Department of Resources Recycling and Recovery (CalRecycle)

Beverage Container Grants Unit
801 K Street, MS 17-01
Sacramento, CA 95814-3533
Telephone: (916) 322-0613
Fax: (916) 322-8758

Email:

citycounty@calrecycle.ca.gov

Additional Information and Other Resources

- CalRecycle Regional Representative contact information:
<http://www.calrecycle.ca.gov/BevContainer/Grants/Resources/RegionalAsst.pdf>
- Frequently Asked Questions and Historical Funding Information:
<http://www.calrecycle.ca.gov/BevContainer/Grants/CityCounty/default.htm>
- CalRecycle provides free English and Spanish recycling bin labels and other recycling promotional material. For more information visit:
[http://www.calrecycle.ca.gov/BevContainer/Grants/EmblemOrder.htm](http://www.calrecycle.ca.gov/BevContainer/Grants/Resources/EmblemOrder.htm)
- To order bin labels, use the order form at:
<http://www.calrecycle.ca.gov/BevContainer/Grants/EmblemOrder.htm>

