

2009/2010

City/County Payment Program Guidelines



Pursuant to Section 14581(a)(5)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Conservation (Department) is distributing \$10,500,000 in fiscal year 2009/2010 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

The goal of the Department'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 and unincorporated 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 the Department, on a per capita basis, whichever is greater.

Each county is eligible to receive a minimum of \$10,000 or an amount calculated by the Department, on a per capita basis, whichever is greater.

The per capita amount is calculated, based upon the population, as of January 1, 2008, 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

All eligible cities and counties will receive an electronic invitation that will provide a unique link directing them to the application process. The on-line application process requires the completion of two (2) forms:

- 1) City/County Profile Form
- 2) Funding Request Form (FRF)

STEP 1 - COMPLETE THE CITY/COUNTY PROFILE FORM

To access the profile form, click on the link provided in the electronic invitation and follow the instructions below.

Review Payment Mailing Address

This is the current address as indicated in the Department's database 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 mailing address for counties. To make changes to the payment mailing address, you must call the Statewide Technical Assistance and Resources Branch (*STAR Branch*) at (916) 322-0613 and ask for the assigned field representative.

Review Primary Contact

For cities, the authorized official (city manager, city clerk or mayor) should be identified as the primary contact, and for counties, the current recycling coordinator should be identified. To make changes to the primary contact information, call the STAR Branch at (916) 322-0613 and ask for the assigned field representative.

Review Secondary Contact

For cities, the person responsible for overseeing the beverage container recycling program should be identified as the secondary contact. For counties, the county treasurer should be identified. Changes to the secondary contact information may be made directly on the electronic form.

Establish Password

- Select a password (password must be 6 -15 characters long, have at least one uppercase character, one lowercase character and one number).
- Select a password question and complete the password answer.
- Write down the user name, password, password question and answer.
- Select **“Sign-up”** to submit the profile.

Review Profile Summary

- Once you select the **“Sign-up”** button, a profile summary will appear that will enable the user to verify the information.
- To make changes to the profile form, select the **“Back”** button on your browser. Once changes are made, the password and password question and answer will need to be re-entered. Select **“Sign-up”** again to accept the changes.

- Print a copy for your file.
- The Department will send an electronic notice verifying receipt of the profile. A link directing the applicant to the next step will be included in the notice.
- Select **“Click Here”** on the electronic notice to advance to Step 2.

STEP 2 - LOGIN TO FUNDING REQUEST FORM

Type in user name and password
(*Reminder: the user name is the city or county name with initial capitalization and no spaces*).
Select **“LOGIN”** to advance to Funding Request Form.
If you forget your password, select **“Forgot your password?”** and follow the screen instructions.

STEP 3 - COMPLETE THE FUNDING REQUEST FORM

Read and complete all sections in white.
Selecting **“Save”** at any time enables the user to exit and complete the FRF later.



Contact for Funding Request Form (person completing form)

- This may be the city or county recycling coordinator, lead agency or JPA.

Select **“NEXT”**.

Project Description

Provide a brief description of the project(s) you will implement.

Supermarket Site Restriction

Select either “yes” or “no” to indicate whether the city or county 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 and/or adopted a land use policy that restricts or prohibits the siting of a certified recycling center at a supermarket site within its jurisdiction. If yes, please provide an explanation in the box provided.

Select **“NEXT”**.

Project Activities

Select the appropriate box(es) identifying the beverage container recycling activity(ies) planned. Include estimated dollar amounts. The activities selected should be consistent with the project description. If changes to the dollar amounts are made, select the recalculate button to update the grand total. The grand total must equal the eligible amount. If **“Other”** is checked, a description is required in the text box provided.

Select **“NEXT”**.

Funding Request Form Summary

A summary of the FRF will be displayed. Review the summary to verify the information is correct. To make changes, select the “Previous” button. If changes are not required, proceed to the next step.

Select **“SAVE”**. To obtain a formatted copy of the Funding Request Form Summary, select “Print View” and print.

Select **“NEXT”**.

Disclaimer

Select **“Yes, I Accept”** or **“No, I Don’t Accept”**. If **“No, I Don’t Accept”** is selected, the FRF will not be submitted and the city or county will not receive funding for the 2009/2010 cycle.

Select **“SUBMIT”**. Once the FRF is submitted, you will not be able to access the form to make changes. To make a change, you must submit the request in writing (fax or e-mail) to the Department at the attention of your field representative.

Once the FRF is submitted, a message will appear stating the on-line process is complete and the user may exit the program. The Department will send an e-mail to confirm the FRF was received. Another e-mail notice will be sent when the FRF is approved.

Deadline to Submit

The Department must receive the completed FRF no later than **June 30, 2009**.

Any FRFs submitted after the June 30, 2009 deadline date will not be accepted.
(PRC Section 14581(a)(5)(E))

Eligible Activities for Expenditure of Funds

Pursuant to Section 14581(a)(5)(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 FRF. An “other” box has been provided to allow additional activities to be listed. These are subject to approval by the Department.

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.
- Product stewardship.
- Cooperative regional efforts among two or more cities and counties, or both.
- Other beverage container recycling sustainable programs.

Payments

The Department will approve FRFs and authorize the State Controller’s Office to make payments to each city and county. The Department will notify you when the State Controller’s Office is able to process your payment. The warrant will identify the source of funds as **“DOC/Recycling”** and will arrive without a cover letter to the **city** or to the **county treasurer**.

Pursuant to Section 14581(a)(5)(F) of the Public Resources Code, the Department may withhold payment to any city, 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.

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.

Notification Requirements

If changes to contact information or the FRF are necessary during the year, please contact the STAR Branch at **(916) 322-0613** or **1-800-RECYCLE** and the assigned field representative will assist you.

How to Reach Us

California Department of Conservation
Statewide Technical Assistance & Resources Branch
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Telephone: (916) 322-0613

Fax: (916) 322-8758

Email: citycounty@conservation.ca.gov

Regional field representative contact information is available on our website <http://www.conservation.ca.gov/dor/grants/Documents/FR.pdf>

Other Resources

The Department provides free English and Spanish recycling bin labels and other recycling promotional material. For more information visit <http://www.bottlesandcans.com/>

To order bin labels, use the order form at <http://www.conservation.ca.gov/DOR/grants/EmblemOrderForm.htm>

Additional Information

Frequently Asked Questions - <http://www.conservation.ca.gov/dor/grants/Documents/CCPPFAQs.pdf>

Historical City/County Funding - <http://www.conservation.ca.gov/dor/grants/Pages/cchistfund.aspx>

Notes