

TRANSMITTAL NO. 4

- Scope of Work including these elements:
 - Specific Deliverables (list not inclusive)
 - Number of inspections to be completed
 - Hiring key personnel
 - Training
 - Grant Term Timeline of Key Events
 - Person(s) responsible

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.

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.

Individual Application Authorization Documents:

If **subject to a governing body (excluding Corporations)**, 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 for which the applicant is eligible.
2. Identify the time period, up to five years, during which the authorizations are valid.
 - a. Five years is encouraged; however, periods of less than five years are acceptable.
 - b. If a Resolution does not specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
3. Identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).
 - a. (Optional but encouraged) The Resolution should authorize the Signature Authority to delegate their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
4. Be signed or certified by the governing body.

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

Note: Submittal of a resolution for the Pilot Internship Grant is not subject to the Secondary Due Date limitation. No costs shall be incurred under the Pilot Internship program until a collaborating resolution is received and approved by CalRecycle.

Collaborative Application Authorizing Documents: Lead Collaborative Jurisdiction