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# CAA Timelines for Service Provider Activity

## 2025 Timeline of Activities

# Guidance for Using This Timeline

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## Funding Process:

- CAA has broken out the funding process timeline by Service Provider Type to help identify key action items that need to be completed before launch on July 1 as part of the RMA implementation
- Service Provider types include:
  - Local Governments (LGs) or their Designated Service Providers (DSPs)
  - Reload/Transfer Stations
  - Commingled Recycling Processing Facilities (CRPFs)

## Service Provider Portal:

- Includes requirements for ensuring access to the Service Provider portal as well as timelines for training and data entry

## Education & Outreach Material Availability

- Includes timeline for materials and portal availability



Have questions? We can help!

## General Questions:

[Oregoninfo@circularaction.org](mailto:Oregoninfo@circularaction.org)

## Contract Questions:

[Oregonfunding@circularaction.org](mailto:Oregonfunding@circularaction.org)

# Funding Process Timeline for Local Governments and their Designated Service Providers (DSPs)\*

Funding Process for LGs & DSPs	April	May	June
	Submit signed DEQ Funding Authorization Forms by 4/15	USCL Depot, Transport and Glass Addenda signed by June 2 to ensure no disruptions	
	Review Primary Funding agreements & addendums on <a href="https://circularaction.org/Oregon">circularaction.org/Oregon</a>		
	Email <a href="mailto:CAAfunding@millernash.com">CAAfunding@millernash.com</a> when ready to sign PFA and provide a list of the Addenda you wish to discuss		
	Sign PFA forms via DocuSign (Miller Nash will start this process) to enable access to SP Portal and to kick off engagement based on community priority		
	Priority C & D community engagement		Priority E&F community engagement begins
	Region One PRO Recycling Center at Depot engagement (Josephine, Jackson, Klamath, Lake Counties)		

\* If you are a Local Government that has designated a Service Provider, the responsibility for all designated tasks is that of the Service Provider.

# Funding Process Timeline for Local Governments and their Designated Service Providers (DSPs)\*

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## Most Relevant Addendum for Local Governments by June 2 to Avoid Interruptions:

- **USCL Depot Expansion Addendum:** Covers costs associated with adding additional materials to a depot for enhancing and/or managing a USCL depot point to comply with OTR or RMA requirements.
- **Transportation:** LGs must determine where USCL materials are sent after pickup, and which party needs to receive this funding stream by June 2. Typically, local transfer station or reload facilities that incur transportation costs would receive the funds. Transportation reimbursement only applies to locations that need to send the material more than 50 miles to a certified CRPF or REM. Proof of execution will fall to the local government and not the Service Provider or Reload facility if LGs do not grant full transportation authorization.
- **Glass:** \$77 per ton to support established depot or collection programs to be signed by LGs wishing to receive the funding directly for continued glass collection.
  - If the LG would like to authorize that funding to go to the service provider or providers, please email [Oregonfunding@circularaction.org](mailto:Oregonfunding@circularaction.org) and provide the name and contact information of the service provider(s) that should receive the incentive.
  - If your community is currently using recycling glass for alternative daily cover (ADC), please reach out to CAA at [Oregoninfo@circularaction.org](mailto:Oregoninfo@circularaction.org)

## Other Addenda of Interest for Local Governments:

- **Contamination Reduction:** \$3 per capita funding for contamination reduction. LGs may make their funding request after they have signed a PFA and once an approved list of reimbursable requests are established by DEQ.
- **System Expansion Funding:** Covers eligible funding an LG or its SP may need to build the infrastructure to collect USCL materials
- **Roll Cart Addendum:** Covers the cost of purchasing roll carts with 10% PCR when a price delta exists. Currently, no delta exists, but CAA will review this quarterly.

# Funding Process Timeline for Reload and Transfer Stations

Funding Process for Reload and Transfer Stations	April	May	June
	Submit signed DEQ Funding Authorization Forms by 4/15	USCL Depot, Transport and Glass Addenda signed by June 2 to ensure no disruptions	
	Review Primary Funding agreements & addenda on <a href="https://circularaction.org/Oregon">circularaction.org/Oregon</a>		
	Email <a href="mailto:CAAfunding@millernash.com">CAAfunding@millernash.com</a> when ready to sign PFA and provide a list of the Addenda you wish to discuss		
	Sign PFA forms via DocuSign (Miller Nash will start this process) to enable access to SP Portal and to kick off engagement based on community priority		
	Priority C & D community engagement		Priority E&F community engagement begins
	Region One PRO Recycling Center at Depot engagement (Josephine, Jackson, Klamath, Lake Counties)		

**Most Relevant Addendum for Reload/Transfer by June 2 to avoid interruptions:**

- **USCL Depot Expansion Addendum:** Covers costs associated with adding additional materials to a depot for enhancing and/or managing a USCL Collection at Depot point to comply with OTR or RMA requirements.
- **Transportation:** Locations that consolidate USCL materials and want to receive this funding stream starting July 1st, 2025 should contact your LG and confirm that they have authorized your location to receive funding. Typically, reload and transfer facilities would be authorized to perform this service and receive the funding. Transportation reimbursement only applies to locations that need to send the material more than 50 miles to a certified CRPF or REM.

**Other Addendums of interest for Reload/Transfer**

- **System Expansion Funding:** Covers eligible funding a LG or it's authorized SP may need in order to build the infrastructure to collect USCL materials

# Funding Process Timeline for CRPF

Funding Process for CRPF	April	May	June
			PCRF and CMF Addenda signed by July 1 to ensure no disruptions
	Review Primary Funding agreements. The PFA is available on <a href="https://circularaction.org/Oregon">circularaction.org/Oregon</a>		
	You will be notified once the CRPF addendum is ready.		
	Email <a href="mailto:CAAfunding@millernash.com">CAAfunding@millernash.com</a> when ready to sign PFA.		
	Sign PFA forms via DocuSign (Miller Nash will start this process when notified of your intentions) to enable access to SP Portal.		

**Most Relevant Addendum for CRPFs by July 1 to avoid interruptions: You will be notified when this addendum is available.**

- **PCRF:** Processor Commodity Risk Fee is required for eligible CRPF Facilities
- **CMF:** Contamination Management Fees are required for eligible CRPF Facilities
- These fees compensate CRPF facilities for receiving and sorting covered materials, disposing of contaminants and residue, managing material cost fluctuations and implementing facility improvements required to meet CRPF RMA requirements.

## Portal Training and Engagement: ALL SP's

Service Provider Portal Timeline	April	May	June
	Sign PFA forms via DocuSign to enable access to SP Portal and to kick off engagement based on community priority		CAA Hands- on Training at AOR Riverhouse 6/23 – 6/25
	CAA SP Portal Webinar #1 4/16	CAA SP Portal Webinar #2 5/14	
		SP Portal Data Templates released to partners with signed PFAS to pre-collect data required for entry in May	Portal onboarding begins

### SP Portal

- **Access to the Service Provider Portal will only be given to service providers and local governments with signed Primary Funding Agreements.** It is critical that all organizations that wish to receive funding from CAA sign a PFA agreement no later than June 2 in order to ensure access to our SP Portal and training materials

## Education and Outreach: ALL SP's

Education & Outreach Timeline	April	May	June
	April 4: Batch 1 materials available for download	May 16: E&O Portal Live  LGs/SPs can use the E&O Portal to find, customize and download E&O materials for use or to send to CAA for printing	June 2: Public-facing RecycleOn.org website goes live
			CAA team available to answer questions at AOR Riverhouse 6/23 – 6/25
		May 16: Batch 2 materials available for download	

### Education & Outreach

- Due to different rollout timelines, local governments and service providers should follow the RecycleOn Oregon Messaging Guide, found at RecycleOn.com, to plan for their specific E&O needs and timelines. Communities are encouraged to develop an E&O communications plan to meet their specific needs.