EXHIBIT B
PROCEDURES AND REQUIREMENTS

FOOD WASTE PREVENTION AND RESCUE GRANT PROGRAM
1st Cycle – Fiscal Year 2016–17
Revised March 2018

Copies of these Procedures and Requirements should be shared with BOTH the Finance Department AND the staff responsible for implementing the grant activities.

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INTRODUCTION

The Department of Resources Recycling and Recovery (CalRecycle) administers the Food Waste Prevention and Rescue Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, records and audit requirements.

This document is attached to, and incorporated by reference, into the Grant Agreement.

MILESTONES

Table 1. Milestones

Date	Activity
Notice to Proceed Date	**Grant Term Begins** on the date the Notice to Proceed is emailed.
June 15, 2018	Progress Report #1 Due General project update since application submittal and grant activities from Notice to Proceed to June 1, 2018
Sept. 17, 2018	Progress Report #2 Due Covering activities from June 2, 2018 to Sept. 1, 2018
Dec. 17, 2018	Progress Report #3 Due Covering activities from Sept. 2, 2018 to Dec. 1, 2018
March 15, 2019	Progress Report #4 Due Covering activities from Dec. 2, 2018 to March 1, 2019
June 17, 2019	Progress Report #5 Due Covering activities from March 2, 2019 to June 1, 2019
Sept. 16, 2019	Progress Report #6 Due Covering activities from June 2, 2019 to Sept. 1, 2019
Dec. 16, 2019	Progress Report #7 Due Covering activities from Sept. 2, 2019 to Dec. 1, 2019
April 1, 2020	Grant Term Ends. Final Report and final Payment Request Due. All costs must be incurred by this date.

GRANTS MANAGEMENT SYSTEM (GMS)

GMS is CalRecycle's web-based grant application and grant management system. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes or becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at CalRecycle's WebPass page (https://secure.calrecycle.ca.gov/WebPass/).

Accessing the grant

Grantees must log into GMS (https://secure.calrecycle.ca.gov/Grants) using their web pass. After login, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** button. The **Grant Management Module** includes the following sections:

- **Summary tab** – shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab** – requests reimbursement.
- **Reports tab** – uploads required reports.

- **Documents tab** – uploads other grant documents that are not considered supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.
- **Sites tab** – lists approved project sites.

Follow the instructions in GMS to work in the system. Use the information in the following sections to determine what reports, transactions, and supporting documents are required.

Contact Updates
Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the access check box marked. A contact may be listed but not granted access by not checking the box. Please note if a contact is granted access to a grant, they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

PRIOR TO COMMENCING WORK
Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

Reliable Contractor Declaration
Prior to authorizing any contractor(s) (or subcontractor(s)) to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor(s), signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [Section 17050 of Title 14](www.calrecycle.ca.gov/Laws/Regulations/Title14/ch1.htm#ch1a5) (www.calrecycle.ca.gov/Laws/Regulations/Title14/ch1.htm#ch1a5), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor(s) and the subcontractor(s), respectively.

If a (sub) contractor is placed on the [CalRecycle Unreliable Contractor List](#) after award of this grant, the grantee may be required to terminate that contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from [CalRecycle's form web page](www.calrecycle.ca.gov/Funding/Forms) (www.calrecycle.ca.gov/Funding/Forms).

A scanned copy of the signed Reliable Contractor Declaration form must be uploaded in GMS. To upload the form:
1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the section above titled Grants Management System.

Facilities on Non-Owned Property
A grantee that wants to establish facilities or expand existing facilities on property not owned by the grantee must prove a legally binding commitment. The application must clearly state the ownership or leasehold interests of the parties. A copy of any agreement between the grantee and private owner must have been uploaded in the application.

If a grantee is planning to lease buildings for any part of their submitted project, the lease must meet the requirements for developing a permanent facility on privately owned property (e.g., lease evidencing commitment to utilize facility for purpose set forth in the grant; commitment to utilize facility as described in the application for life of facility)

GRANT TERM
The Grant Term begins on the date of the Notice to Proceed email. Grant eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on April 1, 2020 and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on April 1, 2020. CalRecycle recommends reserving the period from March 1, 2020 to March 31, 2020 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

PROJECT REQUIREMENTS
Projects must be located in California and result in permanent, annual, and measurable:
1. Reductions in greenhouse gas (GHG) emissions attributed to the production, processing, packaging, distribution, and landfilling of California-generated food materials; **and**
2. Increases in quantity (tons) of California-generated food materials, newly diverted from landfill **and** prevented or rescued from disposal.

For the purpose of this program, "newly diverted" means the tons of materials that are currently being landfilled that will instead be diverted as a result of this project.

ELIGIBLE PROJECTS
- Food waste prevention projects that prevent food waste from being generated and becoming waste normally destined for landfills.
- Food rescue projects that result in rescued food being distributed to people, with any food waste residuals from the project being sent to composting or anaerobic digestion when available within the project service area.

ELIGIBLE COSTS
All grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget. To be eligible for reimbursement, costs must be incurred after receiving a Notice to Proceed and before the end of the Grant Term on April 1, 2020. All services must be provided and goods received during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods or services on a payment request.

Eligible costs include, but are not limited to:
- Refrigerators, freezers, and refrigeration systems

- Transportation such as refrigerated vehicles
- Storage and collection infrastructure such as food crates or bins
- Food preparation and cooking items such as ovens, ranges, etc.
- Salaries, public education, and/or outreach costs not exceeding:
    - Twenty-five percent of the applicant's requested grant amount for large tier projects.
    - Fifty percent of the applicant's requested grant amount for small tier projects.
- Software costs (Food waste online exchange, tracking, and source reduction platforms) not exceeding:
    - Ten percent of the applicant's requested grant amount for large tier projects.
    - Twenty-five percent of the applicant's requested grant amount for small tier projects.

INELIGIBLE COSTS

Any costs not specifically included in the approved Budget and not directly related to the Work Plan and the approved grant project are ineligible for reimbursement. Contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the Notice to Proceed letter or after April 1, 2020.
- Food waste dehydrators and liquefiers.
- The same activities or purposes already being funded through other agencies using California Climate Investment funds.
- Environmental review for project permitting, including the preparation of Environmental Impact Reports or related documents.
- Purchase of lease of land or buildings.
- Purchase of feedstock (food).
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

INDIRECT COSTS

Indirect costs can be claimed by the grantee. The following guidelines must be used when claiming these costs.

- Total indirect costs shall not exceed five percent of the total grant award. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. All indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.
- Direct costs charged directly to the grant shall not be included in the indirect cost formula. Supervision performed by managers and supervisors can be included in the indirect cost formula, and therefore, will not be a direct charge to the grant. On the other hand, if a manager or supervisor performs an activity that is directly related to the execution of the grant (not supervising staff working on the project), costs associated with this activity may be included as a direct charge. Such activity must be clearly supported by appropriate documentation and shall not be charged to the grant as an indirect cost.
- The grantee must maintain organized and accurate records that follow generally accepted accounting principles and leave an audit trail. The grantee must provide

access to all documents related to the grant program and fiscal operation of the grant program as deemed necessary by CalRecycle.

MODIFICATIONS
Any proposed revision(s) to the Work Plan and/or Budget must be submitted in writing and pre-approved in writing by the Grant Manager prior to grantee incurring the proposed expenditure. The approval document should be retained by the grantee for audit purposes. See Audit Record/Access section of the Terms and Conditions (Exhibit A).

ACKNOWLEDGEMENTS
The grantee shall acknowledge both California Climate Investments as a funding source and CalRecycle's administration of funds each time a project is funded, in whole or in part, by this Agreement are publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of California Climate Investment and CalRecycle's support must incorporate the appropriate logo. Sample acknowledgment language is below. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis.

Project Acknowledgement Requirements
The grantee must install a sign at the project site upon completion of the project, no later than April 1, 2020. Or the grantee may list on their website, for a minimum period of one year, an acknowledgement of CalRecycle's funding for the project(s).
The sign must include the following:
1. "Funded by a Grant from the Department of Resources Recycling and Recovery (CalRecycle) through California Climate Investments".
2. CalRecycle logo.
3. California Climate Investments logo.

　　Information regarding logos is below.
Publicity and Education
The following publicity-related materials and items require pre-approval from the Grant Manager prior to incurring the expense. Public service announcements require acknowledgements to CalRecycle that include publicity and education and outreach such as, but not limited to, the following:
- Brochures and pamphlets
- Fliers and posters
- All television, radio, video, and social media scripts
- Other outreach

All publicity and education materials must include the following:
1. "Funded by a grant from the Department of Resources Recycling and Recovery (CalRecycle) through California Climate Investments." Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line or if it would interfere with the message.
2. CalRecycle logo – as reflected on the CalRecycle website (www.calrecycle.ca.gov/Gallery): contact the CalRecycle Office of Public Affairs at opa@calrecycle.ca.gov.
3. California Climate Investments logo – as reflected on the California Climate Investments website (http://www.caclimateinvestments.ca.gov/logo-graphics-request/).

Sample acknowledgment language

[*Insert Grantee and project name here*] located in [*enter city*] is being funded in part by CalRecycle's [*enter CalRecycle grant program here*], a subset of California Climate Investments. CalRecycle funds paid for [*enter grant expenses here*] for the [*enter project type here*] facility in [*enter location here*]. California Climate Investments is a statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment – particularly in low income and disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. For more information, visit California Climate Investments.

RETENTION OF PUBLIC EDUCATION

For audit purposes, grantees are required to retain samples of all publicity and education materials for three years AFTER the close of the Grant Term, or a longer period if warranted, to resolve any issues with this grant. (See Audit/Records Access Section in Terms and Conditions (Exhibit A).)

REPORTING REQUIREMENTS

Progress Reports and a Final Report are required by this Agreement; however, the Grant Manager may request a Progress Report at any time during the Grant Term. See Table 1 in Milestones section for the due dates. Failure to submit the Final Report with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

All reports must be uploaded in GMS. For further instructions regarding GMS, including login directions, see the section above entitled, Grants Management System.
To upload a report:
1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
   - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
   - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed. Failure to comply with the specified reporting requirements may be considered a breach of this Agreement and may result in the termination of this Agreement or rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might

otherwise have been eligible for grant funding. Any problems or delays must be reported immediately to the Grant Manager.

Some reported project information will be publicly available on the California Air Resources Board (CARB) website, including the amount of funding that is being spent on projects that benefit disadvantaged communities and maps that show the locations of these communities.

PROGRESS REPORT

The grantee must submit a **Progress Report** by each specified date listed in the Milestones section. Each Progress Report should cover grant activities that occurred within the reporting quarter. The report should include the following:

1. **General Information**
   The Grant Number, Grantee's name, and reporting period. The following disclaimer must appear on the cover page of the report.
   > "The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

2. **Description**
   A description of work completed, arranged according to tasks and expenditure categories as shown in the Work Plan. Responses to the following questions should be included:
   - Did you accomplish all of the tasks and activities for this quarterly reporting period according to your work plan? If not, what was not accomplished, why and how will you complete the delayed tasks and activities to make up the lost time? If construction is an approved part of the project, include any permitting issues and local opposition.
   - What work that will be conducted during the subsequent quarterly reporting period? If necessary, discuss any adjustments that you may be requesting as a result of the evaluation process.
   - Are there any issues or challenges that may delay your project?
   - Provide status and names of food generator(s)/donor(s). Identify any new relationships with food generator(s)/donor(s) since application submittal or last progress report. Documentation about this relationship can include letter of support/intent, MOU, contract, or other verifiable documentation.

3. **Performance Data**
   Provide both qualitative and quantitative data from the previous quarterly reporting period in a format approved by your CalRecycle grant manager. The report must include how your project contributed to increased GHG reductions, tons diverted from landfills, and all benefits to disadvantaged communities. This will include a performance table, which CalRecycle will provide to enter quantitative data (see number four under Progress Report), and other supporting documentation described below. Reported outcomes must include all of the following:
   a) **California tons of newly diverted food waste from landfills**
      Grantees must report the tons diverted that occurred in the previous quarter as a result of the project. Grantees must only report tons prevented or rescued for human consumption which otherwise would have been disposed in landfills.

Food Waste Prevention Projects:
- Supporting documentation should include the analysis of food waste audits measured against a specified baseline of food operations. The analysis should clearly show the amount of food prevented from becoming waste as it relates to the baseline of food operations.
  - Food Waste Prevention projects should capture the reduction of food waste using food waste audit analyses and other metrics that demonstrate a reduction in food waste including, but not limited to, food waste prevention software and education and outreach campaigns that result in measurable reduction of food waste.
- Discuss whether the current annualized amount of food waste prevented is sufficient to achieve the tons per year goals cited in the grant application. If not, discuss the specific steps that the grantee will take to increase prevention to reach those levels and the dates by which these steps will occur.

Food Rescue Projects:
- Supporting documentation should include the name(s) of food donor(s), quantity (tons) of food received from each food donor, and name(s) of rescued food receiving organization(s) (i.e. food bank or feeding agency).
  - Projects should capture food rescue operation information in a Log that includes the listed supporting documentation above. The amount of food being rescued documented in the Log should match the Performance Table quarterly data.
- Discuss whether the current annualized amount of food rescued is sufficient to achieve the tons per year goal cited in the grant application. If not, discuss the specific steps that the grantee will take to increase rescued food to reach those levels and the dates by which these steps will occur.

b) **GHG Emission Reductions**

Grantees must report the GHG emission reductions that occurred in the previous quarter as a result of the project. The approved CARB quantification methodology referenced in the Grant Agreement must be used to calculate GHG emissions. **Note**: CalRecycle or CARB may make adjustments deemed necessary to correct GHG emission reductions calculations during the review and evaluation of submitted documents. Approved changes will be reflected in the grant agreement if awarded.

c) **Community Need**

Grantees report community needs that benefit the communities, which occurred in the previous quarter as a result of the project. If applicable, identify if a community need provides direct benefit to disadvantaged communities. To determine if the project is located within a disadvantaged community census tract or project is providing benefits to a disadvantaged community. Use the [Maps to Support the Disadvantaged Communities Investment Guidelines](https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/535investments.htm) (https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/535investments.htm).
- Jobs
  - Total number of jobs and the associated job classifications/trade.
  - Number of project work hours and time base for jobs provided.
  - Entry-level and median hourly wage or entry-level and median total compensation (hourly wage plus benefits) for each job classification/trade.
  - If applicable, a separate set of the above reporting for project hires from disadvantaged communities.

- Training
  - Total number of people that completed job training and the associated job training classification/trade.
  - The type of credentials earned (e.g., certifications, licenses, degrees).
  - If applicable, a separate set of the above reporting for training provided to disadvantaged community residents.
- Outreach
  - Total number and types of outreach.
  - Communities where outreach is conducted.
  - If applicable, a separate set of the above reporting for outreach conducted in disadvantaged communities including census track numbers.
- Diverting from a landfill located in a disadvantaged community, if applicable.
  - Name(s) of landfill(s) in disadvantaged community.

4. **Performance Table**

   CalRecycle will provide a table to enter quantitative data related to diverted tons, GHG emissions reductions, disadvantaged communities, and other grant performance data within the prior quarter. CalRecycle will develop a performance table for each grantee based on information submitted in the application and work with the grantee to customize the table to meet quantitative reporting needs. The performance table will be finalized towards the beginning of the grant term and will be submitted in conjunction with each progress report to track quantitative data. The quantitative data captured in the performance table is designed to support the qualitative claims being made in each progress report. (Required documents and reports are subject to change due to CARB's *Cap-and-Trade Auction Proceeds Funding Guidelines for Agencies that Administer California Climate Investments* or legislative requirements.)

5. **Pictures**

   Provide photographs showing the progress of the grant project during the previous quarter.

CalRecycle staff may schedule one or more site visits to verify any of the information submitted in the progress report. Grantee must agree to accommodate site visit requests within ten working days after the request is made.

FINAL REPORT
The Final Report is due **April 1, 2020.** This report should cover grant activities **from the Notice to Proceed** through **April 1, 2020.** The following items must be included:

1. The Grant Number, Grantee's name and Grant Term. The following disclaimer statement on the cover page:

   "The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

2. **Description**

   Description of activities that were started, continued, and completed during the entire Grant Term. Activities must be arranged by the categories shown in your approved Work Plan.
   - What aspects of the project worked well and why?

- What aspects of the project did not work well and why?
- What aspects of the project will be continued beyond the Grant Term?
- Describe how other funding sources have leveraged the project.

3. **Performance Data**
   Provide a cumulative total of all quarterly reports in a format approved by your CalRecycle grant manager. The report must include how your project contributed to GHG emission reductions, tons diverted from landfills, and all benefits to disadvantaged communities. This will include a performance table, which CalRecycle will provide to enter quantitative data. Reported outcomes must include all of the following:

   a. **Total GHG reductions, in MTCO2e**, achieved during the Grant Term, along with all supporting calculations. Report the annual GHG reductions in MTCO2e that occurred during the Grant Term. In addition, project what will occur each subsequent year through the project life until December 31, 2026, based on the actual projected tons of diverted material for that period in paragraph (b).

   b. **Total tons of food waste generated in California and newly diverted from landfill** during the Grant Term, along with all supporting documentation and calculations. Report the net annual tons of material that was diverted from landfill each year during the Grant Term. Net annual tons are newly diverted food rescued minus the weight of any residual materials that will be landfilled. In addition, project the annual tons that will be diverted from landfill each subsequent year through the project life until December 31, 2026.

   c. **Total estimated tons of food waste prevented in California and prevented from entering landfill** during the Grant Term, if applicable, along with all supporting documentation and calculations. Report the estimated annual tons of material that was prevented from being generated and landfilled each year during the Grant Term. In addition, project the estimated annual tons of food waste that will be prevented each subsequent year through the project life until December 31, 2026.

   d. **Community Need.** Describe and quantify benefits that your project provides to the community. Include economic and social indicators identified in the application. If applicable, would your project provide direct benefit to disadvantaged communities? Disadvantaged communities can be determined by using CalEnviroScreen 2.0.

4. **Performance Table**
   CalRecycle will provide a table within which to enter quantitative data related to diverted tons, GHG emission reductions, disadvantaged communities, and other grant performance data for the full Grant Term. (Required documents and reports are subject to change due to CARB's *Cap-and-Trade Auction Proceeds Funding Guidelines for Agencies that Administer California Climate Investments* or legislative requirements.)

5. **Pictures of Project Implementation or Improvement**
   Provide digital images of each stage of your project when submitting the Final Progress Report. The photographs should be in PDF, JPG, or PNG format.

GRANT PAYMENT INFORMATION
1. Payment to the grantee for eligible grant expenses is made on a reimbursement basis only and only for those materials and services specified in the approved grant application.
2. Reimbursement may be requested quarterly during the Grant Term. In conjunction with submission of the Progress Report and the Final Report.

3. The grantee must submit the required Progress Report/Final Report, and the Grant Manager must approve the report prior to, or concurrent with, submission of the Grant Payment Request.
4. The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the "Payment Request and Documentation" section.
5. Grant payments will only be made to the grantee. It is the grantee's responsibility to pay all contractors and subcontractors for purchased goods and services. For grant projects that include grant participants/partners, proof of payment from the grantee (lead participant) to the participant/partner must be submitted with payment requests.
6. Ten percent of each approved Grant Payment Request will be withheld and retained until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress and/or Final Report, have been satisfied.
7. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The grantee can typically expect payment approximately 45 days from the date a Grant Payment Request is approved by the Grant Manager.
8. The grantee must provide a Reliable Contractor Declaration (CalRecycle 168) (http://www.calrecycle.ca.gov/Funding/forms/) signed under penalty of perjury by the grantee's contractor(s) and subcontractor(s) in accordance with the "Reliable Contractor Declaration" provision of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to commencement of work. See "Reliable Contractor Declaration" provision in Terms and Conditions (Exhibit A) for more information.

PAYMENT REQUEST AND DOCUMENTATION

Failure to submit the final Payment Request with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

Payment requests must be submitted in GMS. For further instructions regarding GMS, including login directions, see the section above entitled, Grants Management System. To submit a Grant Payment Request:
1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
   - Choose **Reimburse** for the Transaction Type and enter the amount spent in each budget sub category.
   - When the transaction is complete, click the **Save** button.
   - After the transaction is saved, the **Upload Supporting Documentation** button will appear in the lower right corner.
3. Click the **Upload Supporting Documentation** button.
   - Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
   - Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
   - The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

Note: Once a transaction is saved, select the transaction number from the Payment Request tab to access it again. Please do not create multiple transactions for the same requested funds.

Supporting Documentation
a) A scanned copy of the **Grant Payment Request form** (CalRecycle 87). A designee may sign on behalf of the signature authority if authorized by a Resolution of Letter of Commitment and a Letter of Designation is uploaded in GMS.

> **Note**: A designee may sign on behalf of the grantee if a) authorized by the Resolution or Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.

b) **Expenditure Itemization Summary (EIS)** (CalRecycle 777-FW). All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee's approved Budget and Work Plan.
   * Each EIS must be accompanied by supporting documentation for each line item expense (see below). The grantee should retain the original documents.
   * The EIS must include the following certification.
     "I certify under penalty of perjury, under the laws of the State of California, that the above information is correct and that all funds received have been expended in accordance with the Grant Agreement."
   * The certification must be dated and signed by the person authorized in the grantee's Resolution or Letter of Commitment. An EIS received without the signed certification will not be approved.

c) **Cost and Payment Documentation.** Pertinent documentation must be submitted with the EIS to substantiate all expenses claimed on the EIS. For audit purposes, the grantee should retain this documentation for a minimum of three years after the end of the Grant Term (see Audit/Records Access in the Terms and Conditions (Exhibit A)). Acceptable cost and payment documentation must include at least one of each of the following.
   * **Invoices, Receipts, or Purchase orders.** Invoices, receipts or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
   * **Proof of Payment.** Proof of payment must be submitted for all expenses of $500 and higher. Grantees must keep copies of all proof of payment for all expenses on file. A grant manager may request proof of payment for any expensive before approving a payment request. Proof of payment may include:
       1. copy of cancelled check(s) that shows an endorsement from the banking institution
       2. invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials

3. accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
4. bank statement(s) along with a copy of the endorsed check or invoice showing the check number
5. copy of an electronic funds transfer confirmation
6. copy of a credit card statement(s)

- **Personnel Expenditure Summary.** A Personnel Expenditure Summary (CalRecycle 165 or grantee's version) should be submitted if salaries are included in the payment request. Document personnel expenditures based on actual time spent on grant activities and actual amounts paid to personnel (these forms are not required if you have an alternate time reporting method pre-approved by your grant manager).

Note: Progress Report/Final Report must be approved by the Grant Manager prior to or concurrent with submission of the Grant Payment Request. See the Reporting Requirements and Grant Payment Information sections for more information.

All forms listed above can be downloaded from the [CalRecycle Grant Forms website](http://www.calrecycle.ca.gov/Funding/Forms) (http://www.calrecycle.ca.gov/Funding/Forms).

ANNUAL SURVEY
Post-Grant Term Annual Surveys may be requested by CalRecycle or CARB to verify continuous progress of projects funded by the Food Waste Prevention and Rescue Grant Program. The grantee may be asked to complete and submit an Annual Survey for the Food Waste Prevention and Rescue Grant Program every year for three years after the end of Grant Term, based on the schedule below. You will be notified via email once the annual online survey is available.

Table 2. Annual Survey

Survey Due	Survey Period
June 30, 2021	End of Grant Term – June 30, 2021
June 30, 2022	July 1, 2021 – June 30, 2022
June 30, 2023	July 1, 2022 – June 30, 2023

AUDIT CONSIDERATIONS
The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after final payment date or Grant Term end date, whichever is later. A longer period of records retention may be stipulated in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the budget or work plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices and/or cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.