# Exhibit B

# Procedures and Requirements

## Organics Grant Program, 4th Cycle (ORG4)
## Fiscal Years 2018–19 and 2019–20

**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 Organics Grant Program is administered through the Department of Resources Recycling and Recovery (CalRecycle). 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, and records and audit requirements.

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

# Milestones

**Table 1. Milestones**

| Date | Milestones |
|---|---|
| **Notice to Proceed Date** | **Grant Term Begins** on the date the Notice to Proceed is emailed. |
| **June 15, 2020** | **Progress Report 1 Due**<br>Covering activities from Notice to Proceed to May 31, 2020 |
| **September 15, 2020** | **Progress Report 2 Due**<br>Covering activities from June 1, 2020 to August 31, 2020 |
| **December 15, 2020** | **Progress Report 3 Due**<br>Covering activities from September 1, 2020 to November 30, 2020 |
| **March 15, 2021** | **Progress Report 4 Due**<br>Covering activities from December 1, 2020 to February 29, 2021 |
| **March – June 2021** | **Critical Project Review**<br>Covering activities from Notice to Proceed to March 1, 2021 |
| **June 15, 2021** | **Progress Report 5 Due**<br>Covering activities from March 1, 2021 to May 31, 2021 |
| **September 15, 2021** | **Progress Report 6 Due**<br>Covering activities from June 1, 2021 to August 31, 2021 |
| **December 15, 2021** | **Progress Report 7 Due**<br>Covering activities from September 1, 2021 to November 30, 2021 |
| **March 15, 2022** | **Draft Final Report Due** |
| **April 1, 2022** | **Grant Term End. Final Report and final Payment Request due.**<br>All costs must be incurred by this date. |

# Questions

Commencing execution of the Grant Agreement, all communication regarding your grant should be directed to your assigned Grant Manager. To find the email address and telephone number of your Grant Manager, follow the instructions below to “access the grant.” Your assigned Grant Manager is listed at the top of the screen.

# 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 if it 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 WebPass. After login, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. 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 Progress Report or Payment Request. 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 that if a contact is granted access to a grant, they will be able to edit contacts, upload Progress Reports, submit Payment Requests, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email your 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 a contractor(s) (or subcontractor) 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 (https://www.calrecycle.ca.gov/Laws/Regulations/Title14/), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor(s) or subcontractor(s).
If a (sub) contractor is placed on the CalRecycle Unreliable Contractor List (https://www.calrecycle.ca.gov/Funding/Unreliability/) 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 (https://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, long-term 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., a long-term lease evidencing a commitment to utilize the facility for the purpose set forth in the grant; a commitment to utilize the facility as described in the application for the life of the facility).

# Grant Term

The Grant Term begins on the date of the Notice to Proceed (NTP) email. Grant-eligible program expenditures may start no earlier than the date indicated in the NTP. The Grant Term ends on April 1, 2022 and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on April 1, 2022. CalRecycle recommends reserving the period from March 1, 2022 to March 31, 2022 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 compared to existing practice of landfilling of California-generated green or food materials; **and**
2. Increases in quantity (tons) of California-generated green materials or food materials, newly diverted from landfill disposal or alternative daily cover (ADC) use, **and** composted or digested.

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

## California Environmental Quality Act Compliance

Applicants shall complete all California Environmental Quality Act (CEQA) requirements for their project within three (3) months of the notice of award. The NTP will not be issued to the Grantee until CalRecycle has received notice of completion of all CEQA requirements from the lead agency. Failure to complete CEQA or failure to notify CalRecycle of such completion within the three-month timeframe may result in a termination of the award.

## 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 the NTP email and before the end of the Grant Term on April 1, 2022. 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 in a Payment Request.

### 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 (management not directly working on the grant project) are examples of

indirect costs. All indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.

- Personnel costs associated with supervision performed by managers and supervisors are considered indirect costs. However, 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

## 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 NTP email, or after April 1, 2022.
- The purchase of retrofitting of vehicles or containers for collection of feedstock.
- Collection/delivery/purchase of organic (i.e., green materials, food materials or ADC) feedstock.
- Food dehydrators and liquefiers unless the dehydrated or liquefied material is subsequently digested or composted. These projects must result in increased tons of California-generated food materials diverted from landfills.
- Combined costs for permitting, public education/outreach, indirect costs, and salaries not related to construction or installation exceeding five percent of the total amount requested.
- Design and engineering costs exceeding five percent of total amount requested.
- The same activities or purposes already being funded through other agencies using California Climate Investment (CCI) funds.
- Costs currently covered by another CalRecycle loan, grant, or contract, or covered by a grant or contract offered by another state agency.
- Environmental review for project permitting, including the preparation of Environmental Impact Reports or related documents.
- Purchase, rent, or lease of land or buildings.
- Purchase of buildings that are not associated with the processing of materials.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Purchases of offsets or allowances.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.
- Costs associated with the purchase of equipment and supplies that will not be under the direct control of a grantee.
- Costs associated with food waste prevention/rescue partnerships.

## 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. Proposed revisions must be clearly marked on the Work Plan and/or Budget and must be accompanied by a summary of proposed changes/modifications, including the justification(s) for the proposed changes. Costs based on the proposed revisions may not be incurred without Grant Manager approval. If approved, the Grant Manager will upload the final revised Work Plan and/or Budget to GMS. Proposed revisions may be submitted in conjunction with a Progress Report but cannot be submitted as part of the Progress Report. The approval document(s) 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 CCI as the funding source and CalRecycle's administration of funds each time projects 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 CCI and CalRecycle's support must incorporate the appropriate logos. Initials or abbreviations for CCI and CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan.

All publicity and educational materials must include the following:

- "Funded by a grant from the Department of Resources Recycling and Recovery (CalRecycle) through California Climate Investments (CCI)." 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.
- CalRecycle logo – as reflected on the CalRecycle website (https://www.calrecycle.ca.gov/gallery): contact the CalRecycle Office of Public Affairs at opa@calrecycle.ca.gov.
- CCI logo – as reflected on the California Climate Investments website (http://www.caclimateinvestments.ca.gov/logo-graphics-request/): info@caclimateinvestments.ca.gov or CIpress@arb.ca.gov.

Sample acknowledgement language:

[Insert grantee and project name here] located in [enter city] is being funded in part by CalRecycle's Organics Grant Program, 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 AB 1550 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 (http://www.caclimateinvestments.ca.gov/).

## 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

Quarterly Progress Reports and a Final Report are required by this Agreement; however, your Grant Manager may request a Progress Report at any time during the Grant Term. 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(s) 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 AB 1550 communities and maps that show the locations of these communities.

### Coordination with California Air Resources Board

As part of project selection, monitoring, and ongoing reporting, CalRecycle will consult with the CARB to ensure that the GHG emission reductions quantification methodologies are as consistent as possible with methodologies used in other AB 32 program areas.

**Progress Reports**

The grantee must submit a **Progress Report each quarter by the due date assigned in the Milestones**. Each Progress Report should cover grant activities that occurred within that 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 which were scheduled to be completed in this quarterly reporting period according to the 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? Include any permitting issues and local opposition.
   - A brief description of work that will be conducted during the subsequent quarterly reporting period. If necessary, discuss any adjustments to the Work Plan that you may be requesting as a result of the evaluation process.
   - Document any issues or challenges that will prevent the project from meeting the goals in the Work Plan.
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 emission reductions, tons diverted from landfills, and all benefits to AB 1550 communities. This will include a Performance Table which CalRecycle will provide to enter quantitative data. Reported outcomes must include all of the following:
   - **California tons of organic waste material newly diverted from landfills**
     Grantees must report the tons diverted that occurred in the previous quarter as a result of the project.
     - Provide documentation that the project is utilizing feedstock generated in California which was previously disposed in landfills. This includes contracts, franchise agreements, or other verifiable documentation.
       - This documentation must demonstrate reduced tonnages of disposal that are a direct result of increased feedstocks for the project. Documentation may include weight receipts from certified scales, reports from haulers indicating feedstock tonnage and sources, pictures of incoming feedstock, and/or landfill receipts.
       - Discuss whether the current annualized throughput is sufficient to achieve the tons per year goals cited in the grant

application. If not, discuss the specific steps which the grantee will take to increase throughput to those levels and the dates by which these steps will occur.
    - The gross tons of organic materials processed for the quarter, using feedstock described above.
    - The total tons of residual material (contaminants separated from the delivered feedstock) sent to the landfill or not used in the manufacturing of the finished product.
    - The quantity of products produced, (e.g., tons of compost, standard cubic foot of biogas, gallons of biodiesel).
    - The quantity of ancillary products produced and their fate.
        - If the project is anaerobic digestion, report on the tons and/or gallons of solid and/or liquid digestate produced, and its use. If digestate is sent to composting, provide weight receipts indicating where and how much digestate was composted.
        - If the project is composting, and mulch, biomass fuel, or ADC is also being produced, provide weight tickets or other proof indicating where and how many tons of these products were sold.
- **AB 1550 Community Benefits**
  Grantees must report benefits to communities that occurred in the previous quarter as a result of the project. Identify any progress on new jobs created.
    - Jobs
        - Total number of jobs and the associated job classification/trade.
        - Number of project work hours for each job provided.
        - Entry-level and median hourly wage or entry-level and median total compensation (hourly wage plus benefits) for each job classification/trade.
        - Description of the quality of the jobs provided and the metrics used to identify quality.
    - Jobs provided to priority populations, if applicable
        - Number of jobs provided to priority populations and the associated job classification/trade.
        - Number of project work hours for each job provided to priority populations and the associated census tract numbers.
        - Identify the formal targeted hiring strategies used to direct opportunities to priority populations.
    - Job training
        - Total number of people that completed job training and the associated job training classification/trade; and
        - The type of credentials earned (e.g. certifications, licenses, degrees).
    - Job training provided to priority populations, if applicable
        - Number of people in priority populations that completed job training and the associated job training classification/trade; and

        - The type of credentials earned (e.g. certifications, licenses, degrees).
    - If this project provides other benefits to a community, please discuss the types of benefits provided, the specific communities served, and your method for quantifying these benefits. Describe how the project benefits have addressed the community's need.
    - Describe how you have engaged the community within a half mile radius of the facility project and along project truck routes, if applicable. Summarize the results of your outreach.
4. **Performance Table**
   CalRecycle will provide a Performance Table for quantitative data related to diverted tons, GHG emission reductions, community benefits, including benefits to priority populations, 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 must be submitted in conjunction with each Progress Report to track quantitative data. The quantitative data includes, but is not limited to, feedstock type and quantity, GHG emissions reduced, quantity of end product, and AB 1550 community benefits. The quantitative data captured in the Performance Table is designed to support the qualitative claims being made in each Progress Report. The data captured in the Performance Table should be accurate and should not be estimated. (Required documents and reports are subject to change due to CARB Funding Guidelines).
5. **Feedstock Certification Form (CalRecycle 778-GHG)**
   The Feedstock Certification form must be submitted in conjunction with the Performance Table. The documented tonnage in the Performance Table should match the documented tonnage in the Feedstock Certification form(s). It is the grantee's responsibility to ensure that the form(s) are accurate and complete for each processor, contractor, or hauler who has provided feedstock for the grant project. The form must be signed by the processor, contractor, or hauler, as well as the grantee's Signature Authority.
6. **Pictures**
   Provide digital images showing the progress of the grant project during the previous quarter. Photographs should be in PDF, JPG, or PNG format.

**Note**: If reimbursement is desired, refer to the "Grant Payment Request and Documentation" section for additional details.

CalRecycle staff may amend Performance Table and Progress Report questions and categories as needed. CalRecycle staff may schedule site visit(s) to verify any of the information submitted in the progress report. Grantee must agree to accommodate site visit requests within 10 working days after the request is made.

## Electronic and Original Signatures

CalRecycle will accept electronic signatures on certain reporting documents. However, CalRecycle documents or forms that certify information or are legally binding require original signatures. If a signature block with penalty of perjury language is provided,

please provide a wet ink signature. If you have questions regarding e-signatures, you may email grantassistance@CalRecycle.ca.gov.

## Critical Project Review

A Critical Project Review will be scheduled by the Grant Manager in the second quarter of 2021. The review may be conducted via phone call or meeting. This review will cover activities **from the date of Grant Agreement execution to the date of the review**. During this review, the grantee will discuss the progress made on tasks included in the Work Plan and Budget. If the project hasn't started construction one year after award, CalRecycle may terminate the agreement.

The Grant Manager may schedule subsequent Critical Project Reviews at any time during the Grant Term. If it is determined by CalRecycle from the Critical Project Review that, at that time, the grant project is not meeting, and is unlikely to meet, certain milestones, CalRecycle shall have the right to terminate the Grant Agreement pursuant to the Terms and Conditions (Exhibit A) of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the grantee may be required by CalRecycle to return any previously reimbursed funds. Termination may result in forfeiture by the grantee of any funds retained pursuant to CalRecycle's 10 percent retention policy.

## Final Report

The Grantee must upload and submit the Draft Final Report and Final Report to the Reports tab in GMS by the dates listed in Table 1 (Milestones)**.** Both the Draft Final Report and the Final Report should cover grant activities **from the NTP** through **April 1, 2022.**

The following items must be included:

1. **General Information**
   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 Progress Reports in a format approved by your CalRecycle Grant Manager. The Final Report must address how your project contributed to GHG emission reductions, tons diverted from landfills, and all benefits to AB 1550 communities. Reported outcomes must include all of the following:

- California tons of organic waste material newly diverted from landfills during the Grant Term as a result of the project, along with all supporting documentation.

Report the net annual tons of material that was diverted from a landfill each year during the Grant Term. Net annual tons are newly diverted organic material minus the weight of any residual materials that will be landfilled or used for ADC. In addition, project the annual tons that will be diverted from a landfill each subsequent year through the project life until December 31, 2029.

- **AB 1550 Community Benefits** that occurred during the Grant Term as a result of the project.
    - Jobs
        - Total number of jobs and the associated job classification/trade.
        - Number of project work hours for each job provided.
        - Entry-level and median hourly wage or entry-level and median total compensation (hourly wage plus benefits) for each job classification/trade.
        - Description of the quality of the jobs provided and the metrics used to identify quality.
    - Jobs provided to priority populations, if applicable
        - Number of jobs provided to priority populations and the associated job classification/trade.
        - Number of project work hours for each job provided to priority populations and the associated census tract numbers.
        - Identify the formal targeted hiring strategies used to direct opportunities to priority populations.
    - Job training
        - Total number of people that completed job training and the associated job training classification/trade; and
        - The type of credentials earned (e.g. certifications, licenses, degrees).
    - Job training provided to priority populations, if applicable
        - Number of people in priority populations that completed job training and the associated job training classification/trade; and
        - The type of credentials earned (e.g. certifications, licenses, degrees).
    - If this project provided other benefits to a community, please discuss the types of benefits provided, the specific communities served, and your method for quantifying these benefits. Describe how the project benefits addressed the community's need(s).
    - Describe how you engaged the community within a ½-mile radius of the facility project and along project truck routes, if applicable. Summarize the results of your outreach.

4. **Performance Table**

Enter the final quantitative data related to diverted tons, GHG emission reductions, community benefits including benefits to priority populations, and other grant performance data in the Performance Table previously provided by CalRecycle. The quantitative data includes, but is not limited to, feedstock type and quantity, GHG emissions reduced, quantity of end product, and AB 1550 community benefits. The quantitative data captured in the Performance Table is designed to support the qualitative claims being made the Final Report. The data captured in the Performance Tables should be accurate and should not be

estimated. (Required documents and reports are subject to change due to CARB Funding Guidelines.)

5. **Feedstock Certification Form (CalRecycle 778-GHG)**
   The Feedstock Certification form(s) must be submitted in conjunction with the Performance Table. The documented tonnage in the Performance Table should match the documented tonnage in the Feedstock Certification form(s). It is the grantee's responsibility to ensure that the form(s) are accurate and complete for each processor, contractor, or hauler who has provided feedstock for the grant project. The form(s) must be signed by the processor, contractor, or hauler, as well as by the grantee's Signature Authority.
6. **Pictures**
   Provide digital images of each stage of your project when submitting the Final Progress Report. Photographs should be in PDF, JPG, or PNG format.

# Grant Payment Information

- Payment to the grantee for eligible infrastructure expenses is made on a reimbursement basis only, and only for those materials and services specified in the approved grant application.
- Reimbursement may be requested quarterly during the Grant Term in conjunction with submission of either a Progress Report or the Final Report.
- 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 Payment Request.
- The grantee must submit a completed Payment Request and provide supporting documentation as described in the "Payment Request and Documentation" section for completed project(s) only.
- 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.
- Regional and Collaborative Agreement Reimbursement: Lead entities for regional and collaborative agreements are responsible for reimbursing all participants. When and if the participant(s) submits an invoice to the lead, the lead pays the participant, in full, directly. The lead then requests reimbursement from CalRecycle. CalRecycle can only reimburse invoices received from the lead entity directly, not from the participant(s).
- Ten percent of each approved Payment Request will be withheld and retained until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress Report and/or Final Report, have been satisfied.
- 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 Payment Request is approved by the Grant Manager.
- The grantee must provide a Reliable Contractor Declaration (CalRecycle 168) (https://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 subcategory.
    - 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**

1. A scanned copy of the **Grant Payment Request form** (CalRecycle 87) with the signature of the signatory or his/her designee, as authorized by grantee’s Resolution or Letter of Commitment, must be uploaded to 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.

2. **Expenditure Itemization Summary (EIS)** (CalRecycle 777). 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. The grantee should retain the original documents.

3. **Cost and Payment Documentation.** Acceptable cost and payment documentation must include at least one of each of the following:

- 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 may include:
    - Copy of cancelled check(s) showing an endorsement from the banking institution
    - Invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid and initials
    - 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
    - Bank statement(s) along with a copy of the endorsed check or invoice showing the check number
    - Copy of electronic funds transfer confirmation
    - Copy(ies) of credit card statements

4. **Personnel Expenditure Summary** (CalRecycle 165 or grantee's version). 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).

5. **Travel Expense Log Form** (CalRecycle 246 or grantee's version). Document costs related to travel and include supporting documentation.

All forms listed above can be downloaded from the CalRecycle Grant Forms website (https://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 Organics Grant Program. The grantee may be asked to complete and submit an Annual Survey for the Organics 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. Surveys**

| Survey Due | Survey Period |
|---|---|
| June 30, 2023 | End of Grant Term – June 30, 2023 |
| June 30, 2024 | July 1, 2024 – June 30, 2024 |
| June 30, 2025 | July 1, 2025 – June 30, 2025 |

# 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.