



September 2019
Department of Resources Recycling and Recovery



Organics Grant Program Application Guidelines and Instructions

4th Cycle (ORG4) – Fiscal Years 2018–19 and 2019–20

Revised ~~October 14, 2019~~ November 5, 2019

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Organics Grant Program pursuant to Section 42999 of the Public Resources Code. The purpose of this competitive grant program is to further the purposes of the California Global Warming Solutions Act (AB 32) and lower overall greenhouse gas emissions by expanding existing capacity or establishing new facilities in California to reduce the amount of California-generated green materials, food materials, or alternative daily cover (ADC) being sent to landfills.

The funds for the Organics Grant Program are from the Greenhouse Gas Reduction Fund (GGRF) established to receive California’s Cap-and-Trade Program auction proceeds and provide an opportunity for the State to invest in projects that help California achieve its climate goals and provide benefits to disadvantaged communities. These investments are collectively referred to as California Climate Investments (CCI).

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle’s [Grants Management System \(GMS\)](https://calrecycle.ca.gov/Funding/GMS) (<https://calrecycle.ca.gov/Funding/GMS>). You will need to sign in to GMS to complete and submit an application.

Timeline

Table 1. Timeline

Date	Activity
<p>October 14, 2019 <u>October 31, 2019</u></p>	<p>Alternative Greenhouse Gas (GHG) Methodology Request Period</p> <ul style="list-style-type: none"> • If an eligible project cannot be calculated using the standard quantification methodology, an applicant may request to use an alternative methodology by this date. • Please see the “Alternative Methodology Request and Process” section for more information. • CalRecycle notifies applicant via email on the decision of whether applicant may propose an alternative methodology.
<p>October 14, 2019</p>	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
<p>October 21, 2019</p>	<ul style="list-style-type: none"> • All answers will be posted (tentative)
<p>November 7, 2019 November 21, 2019 <u>December 5, 2019</u></p>	<p>Application Due Date</p> <ul style="list-style-type: none"> • Applications must be submitted in GMS by 11:59 p.m. on this date. • Customer service will be available until 4:00 p.m. on this date. • If approved to propose an alternative methodology, the methodology along with detailed calculations must be submitted with the application by this date.

Date	Activity
<p>November 21, 2019 <u>December 5, 2019</u></p>	<p>Secondary Due Date</p> <ul style="list-style-type: none"> • Approved Resolution/Letter of Commitment must be uploaded in GMS by this date if it was not submitted with the application. • If applicable, Environmentally Preferable Purchasing and Practices (EPPP) Policy must be adopted and EPPP Notification document must be uploaded in GMS by this date. • Community Benefits Agreement (optional) must be uploaded in GMS by this date.
<p>March 17, 2020</p>	<p>Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants on this date (tentative).</p>
<p>April 1, 2022</p>	<p>Grant Term End, Final Report, and Final Payment Request Due All costs must be incurred and paid for by this date.</p>

Eligible Applicants

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead participating jurisdiction must certify on the Detail tab of the application that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Eligible applicants include:

- Local governments (cities, counties, or cities and counties):
 - Cities, counties, and cities and counties as defined in Public Resources Code Section 30109.
 - Regional or local sanitation agencies, waste agencies, or Joint Powers Authorities.
- Private, for-profit entities. For purposes of this program, a “private, for-profit entity” is defined as a business intended to operate at a profit and return a profit to its owners. The business must be qualified to do business in California and be in good standing with all applicable California state agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board. Any and all subsidiaries, divisions or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the Organics Grant Program. A business is considered an “affiliated business” if it has at least one owner with a forty (40) percent or greater interest in another applicant business.
- State agencies (including offices, departments, bureaus, and boards).

- The University of California campuses, the California State University campuses, or California Community Colleges campuses.
- Nonprofit organizations (except private schools) registered with the federal government under 501(c)3, (c)4, (c)6 or (c)10 of the Internal Revenue Code. Must be qualified to do business in California and be in good standing with all applicable California state agencies, including being registered and current in the Registry of Charitable Trusts.
- Qualifying Indian Tribes. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
 1. Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 2. Can establish that it is a government entity which meets the criteria of the grant program.

Applicants that have previously received CCI funding are eligible provided the project meets the criteria and the previously funded project is progressing in a manner satisfactory to CalRecycle.

Only two applications per qualifying entity will be accepted. Eligible applicants may submit an individual, cooperative, or regional application. For a cooperative or regional application, one entity must be identified as the Lead Participant to act on behalf of the participating jurisdictions/entities. Lead Participants and participating jurisdictions/entities are subject to the two-application rule. If more than two applications are submitted by an applicant, it will be the applicant’s responsibility to decide which applications should go forward. If the additional application(s) are not withdrawn, the first two applications, as determined by timestamp, will move forward and all other applications will be disqualified.

Cooperative Application Requirements

Private entities, or private entities and public entities, may join together in a cooperative grant application in which two or more eligible entities join together for the purpose of grant implementation. A Lead Participant must be designated to act on behalf of all participating entities. The Lead Participant is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. All participating entities will be grantees. CalRecycle will direct all official correspondence and grant payments to the Lead Participant (Lead must reimburse participating entities, then submit payment request to CalRecycle for reimbursement). All entities involved with a cooperative application will be required to execute a Grant Agreement.

Note: A preprocessor may be a participating entity as part of a cooperative application.

Regional Application Requirements

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead. (Lead must reimburse participating jurisdictions, then submit payment request to CalRecycle for

reimbursement). If a jurisdiction is a participant in a regional application, it may not apply individually.

Note: A preprocessor may be a participating entity as part of a regional application.

Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over solid waste management, listing all member entities, and containing the signature of all members. An entity may not submit an individual application if that entity is also a member of an applicant JPA.

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 green or food materials within California; **and**
2. Increases in quantity (tons) of green materials or food materials, newly diverted from landfill disposal or ADC use in California, **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.

Eligible Projects

- Construction, renovation, or expansion of facilities to increase in-state infrastructure for the composting or digestion of organics into compost, soil amendments, fertilizers, biofuels, or bioenergy.
- Construction, renovation, or expansion of facilities to increase in-state infrastructure for the pre-processing of organics if the lead applicant is the same entity that will compost or digest the pre-processed material to make compost, soil amendments, fertilizers, biofuels, or bioenergy.
 - Projects must result in an increase in tons of green or food materials diverted from landfills beyond that which the preprocessor was already diverting.

Permitting Status

Applicants are required to provide proof that they are in direct communication with the appropriate permitting agencies, and that they have made adequate progress towards obtaining the required permits in order to be eligible for the grant. Please see the Application Documents section for additional instruction.

Awarded projects are required to complete the California Environmental Quality Act (CEQA) process **within three (3) months** of the award date or face possible grant termination.

Preprocessing Projects

For stand-alone preprocessing projects, the lead applicant must be the same entity that will compost or digest the preprocessed material (i.e., the lead applicant must be either

vertically integrated, or it must share the same parent company or same governing body).

Available Funds

- A total of \$16,112,753 (\$13,312,753 from FY 2018–19 and \$2,800,000 from FY 2019–20) is available for this grant cycle.
- \$3,000,000 is the maximum award amount per application.

Note: Grant awards will be paid on a reimbursement basis.

Rural Funding Priority

A rural funding priority applies to eligible applicants with projects sited in, and which serve, rural communities. Under the rural funding priority, the highest-ranking passing rural project will be given priority funding in order to ensure that at least one such project is funded.

- Rural is defined in statute (Public Resources Code 40184) as a county annually disposing no more than 200,000 tons of solid waste. In order to determine if the County where the facility is located disposes less than or equal to 200,000 tons of waste in a year, applicants must generate a [Single-year Countywide Origin Detail Disposal Reporting System](https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Origin/CountywideDetail) ([https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Origin/Countywide Detail](https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Origin/CountywideDetail)) web report. Applicants should use the latest report to determine their eligibility (currently 2018 data). To qualify as a rural project, an applicant must also demonstrate the project will compost or digest organics that are generated in a rural community.
- Project requirements, eligible projects, ineligible costs, required application documents, scoring criteria, and minimum score requirements are the same for the rural projects as the other projects in the Organics Grant Program.

Grant Term

The Grant Term begins on the date of the Notice to Proceed. Grant-eligible program expenditures may start no earlier than this date. The Grant Term ends on April 1, 2022. All eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due 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.**

Eligible Costs

Eligible costs may be incurred only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on April 1, 2022. (See “Grant Term” for additional information). All grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget.

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 project. 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 an indirect cost. 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

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed email or after April 1, 2022.
- The purchase of or retrofitting of vehicles or containers for collection of feedstock.
- Collection/delivery/purchase of organics (i.e., green waste, 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 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.

Coordination with California Air Resources Board

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

Facilities on Non-Owned Property

Applicants that want to establish facilities or expand existing facilities on property not owned by the applicant 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 applicant and private owner must be uploaded in the Documents tab of the application. See the Applicant's Documents section for more information.

California Environmental Quality Act Compliance

Applicants shall complete all CEQA requirements for their project within three (3) months of the notice of award. The Notice to Proceed 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.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, all applicants are required to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations. To see examples of existing EPPP Policies, visit the [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/), Environmentally Preferable Purchasing [Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/) (<https://www.calrecycle.ca.gov/EPP/LawPolicy/>), and [Tools and Resources](https://www.calrecycle.ca.gov/EPP/Resources/) (<https://www.calrecycle.ca.gov/EPP/Resources/>). Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies include:

- Buildings and Grounds
 - All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy & Environmental Design [Green Building Rating System](https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version) (<https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version>).
- Continual Improvement
 - Training is provided to new and existing employees.
 - Organization regularly evaluates and/or improves implementation of EPPP policy.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact on the Detail tab in the application. Applicants that do not have an EPPP Policy at the time of application submittal must adopt one by the secondary due date of the Organic Grant Program, ORG4 (FY 2018–19 & 2019–20) Revised ~~October 14, 2019~~ November 5, 2019

date, ~~November 21~~ December 5, 2019, and upload the EPPP Notification to the application.

For more information, visit the [EPPP Frequently Asked Questions webpage](https://www.calrecycle.ca.gov/Funding/EPPPQandA) (<https://www.calrecycle.ca.gov/Funding/EPPPQandA>).

Questions and Answers Process

Questions regarding the application and its requirements must be in writing and emailed to GHGReductions@CalRecycle.ca.gov. Questions must be received by **October 14, 2019** or they will not be accepted. Periodically during the Questions and Answers period, Questions and Answers will be posted on the Questions and Answers webpage. The Questions and Answers webpage can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Questions and Answers will be posted approximately one week after the deadline and are subject to updates. It is the applicant's responsibility to check this webpage for the latest information.

Public Records Requests

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the [laws](#) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>) governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

Note: The entire contents of your submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. If your application contains restricted documents, the restricted documents are excluded from disclosure.

Confidentiality

CalRecycle appreciates applicants' desire to treat certain documents provided to CalRecycle as confidential. The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information

[Title 14 of the California Code of Regulations \(14 CCR\), sections 17041–17046](#) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), states that confidential or proprietary information shall include, but is not limited to:

1. Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications or other documents submitted to CalRecycle which if released would result in harmful effects on the person's competitive position
2. Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, “confidential or proprietary information” will be treated by CalRecycle pursuant to the procedures set forth in [14 CCR sections 17041–17046](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (https://www.calrecycle.ca.gov/Laws/Regulations/Title14/). However, the mere marking of documents (such as sales brochures, promotional literature and other general non-financial documents) as “confidential or proprietary information” will not result in their being treated as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?

If CalRecycle received a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and that it was reviewing the documents to determine whether information was correctly identified as “confidential.” If there was any question whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in [14 CCR 17046](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (https://www.calrecycle.ca.gov/Laws/Regulations/Title14/).

What program procedures will keep information confidential?

Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide specific key financial information for three years to develop benchmarks to evaluate the program (edit as needed for your program). Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Instructions

Application Access

The application is available in CalRecycle's web-based GMS. Access to GMS is secure; therefore, you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site](https://secure.calrecycle.ca.gov/WebPass) (<https://secure.calrecycle.ca.gov/WebPass/>).

When you are ready to start an application, log into [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) and select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find "Greenhouse Gas Reduction Grants, Organics Grant Program, 2018–19, and ORG4" and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the Primary Contact for the new grant application; however, this can be updated later. The application opens to the Summary Tab.

Application Contents and Instructions

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

The applicant is responsible for submitting a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Organics Grant Program. Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Failure to use required CalRecycle documents or forms.
- Uploading incomplete or blank documents to the Documents tab.
- Signature Authority fails to sign Application Certification, or any other document requiring a signature.
- The online application is incomplete or is missing information.
- Applicant fails to adopt an EPPP policy by the secondary due date.
- Submission of more than two applications.

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The Applicant Name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

1. Select the Add Applicant/Participant button and enter the Applicant Name and County.

2. Search the table for the correct applicant name and select Add Applicant/Participant.
3. Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
4. If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
5. Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
6. County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
7. City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."
8. For Regional, Collaborative, or Joint Powers Authority applications:
9. Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radio button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$3,000,000. Please round all amounts to the nearest whole dollar. This amount must match the total amount budgeted in the Budget tab.
2. Enter the Assembly Districts and Senate Districts. To select more than one district, hold the "Ctrl" key while selecting the numbers.
3. Enter the applicant's department name, e.g. "General Services." If the applicant does not have a department, the applicant's name may be entered.
4. Enter the grant payment mailing address.
5. Project Summary/Statement of Use: In **three to five sentences**, briefly and concisely summarize:
 - a. What will be built, expanded, or improved?
 - b. How many additional tons of materials will be newly diverted from landfills, and what will be the associated reduction in GHGs?
 - c. If value-added products such as compost, low-carbon fuels, or fertilizers are to be produced, estimate the annual quantities to be produced.
 - **Note:** you will have an opportunity to further explain the project in the Narrative Proposal.
6. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
8. Answer all Program Questions.

Contacts Tab

The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the top of the contact's detail screen. The contact will be able to log into GMS using his/her own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, Grant Agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultant(s) may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Complete the Budget document provided in GMS. Transfer the total of each Budget category from the document into the Budget tab. The Budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. The total must equal the Grant Funds Requested amount shown on the Detail tab.

Site(s) Tab

Add an entry for each grant project/site. List the site name, site type, Environmental Protection Agency (EPA) ID or Solid Waste Information System (SWIS) numbers as applicable, and complete street address with zip code and county. In the Summary section, include the GPS coordinates, and identify whether you own or lease the property.

If you lease the property, upload a copy of your lease agreement in the Documents tab of the application. See Lease Agreement for Facilities on Non-Owned Property in the Applicant's Documents section for more information.

Documents Tab

See the Application Documents section for documents that must be uploaded in the Documents tab. When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select "today's date."

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a wet ink signature from the authorized Signature Authority (identified in your Resolution or Letter of Commitment), scan the document, upload it, and retain the original hard copy document.

Application Submittal and Deadline

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and the application status will change to **Submitted**. The application can only be submitted once; however, you will be able to upload documents, such as the Resolution/Letter of Commitment or EPPP Notification, until the secondary due date.

Applications **must** be submitted no later than 11:59 p.m. on ~~November 7²¹~~ December 5, 2019. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@CalRecycle.ca.gov or by calling Melissa Sanford at (916) 341-6104.

Note: Applications that are not submitted by the due date will be automatically deleted from GMS.

Application Documents

Electronic and Original Signatures

CalRecycle will accept electronic signatures on certain application 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.

CalRecycle Documents

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. Below is a list of CalRecycle documents. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents. If you are having trouble with a document, email grantassistance@CalRecycle.ca.gov or call Melissa Sanford at (916) 341-6104.

Note: CalRecycle or CARB may make adjustments deemed necessary to correct calculations, figures, costs, etc. during the review and evaluation of submitted documents. Approved changes will be reflected in the Grant Agreement if awarded.

Note: Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application, and you will not be considered for award.

Application Certification

The Application Certification is a required application document that must be generated from GMS. After each tab of the application is complete and documents are uploaded, generate the Application Certification from the Summary tab. A wet ink signature from the authorized Signature Authority (identified in your resolution or letter of commitment) is required. Scan the document, upload it, and retain the original hard copy.

Budget

The Budget document is a required application document that must be submitted as an Excel file (**and not as a PDF**). Provide a clear accounting of all costs associated with all infrastructure activities necessary to complete the project. Indicate additional funding sources and your ability to commence work on the project while waiting for grant payments in arrears. There are additional Budget questions located in the Narrative Proposal document. Budget line items should relate to Work Plan activities and information in the Narrative Proposal. Budget documentation, including but not limited to quotes, estimates, and equipment details, should be uploaded to GMS to support grant costs claimed in the Budget. Below are some examples of expenses and how to classify them in your Budget.

Table 2. Budget Examples

Budget Category Name	Examples
Admin¹	Overhead, indirect (Capped at five percent of total requested grant amount, see Indirect Costs section under Grant Cycle Overview)
Construction/Application^{1, 2}	Design, site preparation, permitting, installation, engineering costs, maintenance
Equipment¹	Windrow turner, electric grinder, gas cleanup system, etc.
Materials	Pipes, valves, concrete, clay liner, pad, cover, etc.
Personnel¹	Salaries

Payment for expenses will only be made on a reimbursement basis. Grantee shall not incur costs prior to CalRecycle’s issuance of the Notice to Proceed.

If applicant is also applying for a loan from CalRecycle’s Greenhouse Gas Reduction Loan Program, funding from the loan program must be used for separate project components (including separate diverted tonnage) than funding from the grant program. Applicant must explain, in the Narrative Proposal, how funding from the two programs will work together.

CARB Benefits Calculator Tool

The Benefits Calculator Tool is a required application document and is located at [CCI Quantification, Benefits, and Reporting Materials](https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials) (https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials) under the Natural Resources and Waste Diversion heading, Agency/Department name, Department of Resources Recycling and Recovery (CalRecycle). This calculator is an Excel spreadsheet that contains numerous tabs. The purpose of this calculator is to estimate the GHG emission reductions, from the net tons of materials diverted to metric tons of carbon dioxide equivalent (MTCO2e) and the MTCO2e per grant dollar.

Note: The calculation is based on net tons of material diverted, not gross tons.

Alternative Methodology Request and Process

Applicants must demonstrate that the proposed project results in GHG emission reductions. Applicants are expected to use the CARB approved FY 2018–19 quantification methodology available at: [CCI Quantification, Benefits, and Reporting Materials](https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials) (https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials), but applicants that propose eligible projects (i.e., those consistent with the eligibility requirements within CalRecycle’s solicitation materials) that cannot be calculated using the GHG quantification methodology may propose an alternative GHG quantification method.

The process for doing so is as follows:

¹ Combined cost for permitting, indirect costs, and salaries not related to construction or installation cannot exceed five percent of the total requested amount.

² Design and engineering costs cannot exceed five percent of total amount requested amount.

1. Applicant emails grantassistance@CalRecycle.ca.gov at least **three weeks** prior to by the Application due date (no later than October 17³¹, 2019) and indicates that their proposed project is outside of the scope of the calculator and that they would like to use an alternative methodology.
2. CalRecycle, in consultation with CARB, will evaluate whether the proposed project is substantially outside of the scope of the calculator tool and warrants project-specific calculations. If both agencies agree that project is sufficiently outside the scope of the calculator, the applicant receives permission via email from CalRecycle that it is okay to submit an alternative method. Applicants will receive this email no later than **one week** prior to the Application due date.
 - a. **Note:** CARB and CalRecycle have one week to confer and respond to the applicant. CARB and CalRecycle will provide guidance to the applicant on the parameters of the GHG analysis.
3. Applicant indicates via radio button on the Detail tab in GMS whether they are using the CARB calculator or an alternative method. Applicant submits GHG estimate and supporting documentation with their application by the Application due date via GMS.
4. CalRecycle and CARB will review the GHG estimate and supporting documentation and, if necessary, make adjustments after the application and supporting documentation are submitted and before applications are scored to make sure alternative methodology is consistent with the CARB-approved quantification methodology where appropriate.
5. Application, including GHG emission reductions, will be scored and ranked against other applicants.

Community Benefits Worksheet

The Community Benefits Worksheet is a required application document. It is used to determine if your project meaningfully addresses an important community need, and if it provides direct, meaningful, and assured benefits to priority populations. AB 1550 benefits are determined by the criteria established in the Waste Diversion and Utilization, and Jobs training and Workforce Development documents located in the [CCI Quantification, Benefits, and Reporting Materials](#) (<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>) under the Natural Resources and Waste Diversion heading, California Department of Resources Recycling and Recovery.

An online mapping tool of identified priority populations and a “look-up” tool list of “low-income” thresholds by county and household size is located on the [California Climate Investments website](#) (<https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>).

Each section of the Community Benefits Worksheet must have a response. After you complete the Community Benefits Worksheet, save it to your computer and then upload it to the Documents tab of your application. Make sure the information in the Community Benefits Worksheet is consistent with and relates to work activities in the Work Plan and line items in the Budget.

Note: Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

Environmentally Preferable Purchasing and Practices Policy (EPPP) Notification

If you checked “No our organization does not have an EPPP Policy” on the Detail tab of your application, your organization must adopt one by the secondary due date and upload the EPPP Notification or your application will be disqualified.

Note: Do not upload a copy of your organization’s policy. Your policy does not replace the required EPPP Notification document.

For more information, visit the [EPPP Frequently Asked Questions](https://www.calrecycle.ca.gov/Funding/EPPPQandA) webpage (<https://www.calrecycle.ca.gov/Funding/EPPPQandA>).

Feedstock Certification Form (CalRecycle 778-GHG) or Feedstock Commitment Letter

The applicant must upload **either** a Feedstock Certification Form (CalRecycle 778-GHG) or a Feedstock Commitment Letter for each feedstock supplier (e.g., processor, contractor, or hauler) who will provide feedstock for the proposed project. Applicants who are their own feedstock supplier are still subject to this requirement. CalRecycle staff will use the information in the form or letter to determine whether feedstock amounts are sufficient, and agreements are in place to support the project.

Feedstock Certification Form (CalRecycle 778-GHG) Requirements

It is the applicant’s responsibility to ensure that the form is accurate and complete for each feedstock supplier who will provide feedstock for the proposed project. The form must be signed by the feedstock supplier, as well as the applicant’s Signature Authority. Upload the form along with evidence or explanation that the feedstock supplier either generates or has rights to the waste. For non-generating feedstock suppliers, this may include, but is not limited to, information from a franchise agreement or other legally binding private or municipal hauling contract.

Feedstock Commitment Letter Requirements

In lieu of the Feedstock Certification Form (CalRecycle 778-GHG), the applicant may upload a letter(s) from the feedstock supplier(s) for the proposed project. The letter must be on the suppliers’ letterhead, signed by someone qualified to represent the feedstock supplier, and contain the following information:

1. Commitment to provide California-generated food or green materials to the proposed project.
2. A statement certifying that the food or green materials are routinely disposed of or used as alternative daily cover at a California landfill as of the date of the letter.
3. Evidence or explanation that the feedstock supplier either generates or has rights to the waste. For non-generating feedstock suppliers, this may include, but is not limited to, information from a franchise agreement or other legally binding private or municipal hauling contract.
4. Amount, in tons, of food or green materials, frequency (week/month/year), and duration of time that the feedstock will be provided to the applicant.
5. Commitment to sign and complete a Feedstock Certification Form (CalRecycle 778-GHG) during the Grant Term, if the applicant is awarded.

Narrative Proposal

The Narrative Proposal is a required application document that describes the details of your proposed project. The response size for each section is limited to 4,000 characters and cannot be expanded.

Each section of the Narrative Proposal must have a response. Ensure your narrative responses are concise, detailed, and most importantly, that they address each of the criteria in the [Organics Grant Program - Scoring Criteria Fiscal Year 2018–19](https://www2.calrecycle.ca.gov/PublicNotices/Documents/11232) (https://www2.calrecycle.ca.gov/PublicNotices/Documents/11232). After you complete the Narrative Proposal, save it to your computer and then upload it to the Documents tab of your application. Make sure the information in the Narrative Proposal is consistent with, and relates to, work activities in the Work Plan and line items in the Budget.

Note: Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

Net Tons of Newly Diverted Organic Material Composted or Digested

The Net Tons of Newly Diverted Organic Material Composted or Digested document is a required application document used to provide the annual tons of materials expected to be newly diverted away from landfilling and toward more beneficial uses once the project is up and running. Although GHG reductions are the primary purpose of this grant program, all projects must show a measurable increase in new tons diverted. Please see Project Requirements section in this document for a definition of “newly diverted.”

Permits

The Permits document is a required application document. CalRecycle staff will use the document to assess application eligibility and the likelihood of the project being completed within the Grant Term. The application must contain proof that the applicant is in direct communication with the appropriate permitting agencies and has made adequate progress towards obtaining the required permits in order to be eligible for the grant. If the applicant passes the eligibility requirement this information will also be used during the scoring process.

To indicate the status of all major permits, upload copies of applicable supporting documents. When uploading use the “Permits Supporting Documents” Document Type in GMS.

Supporting documents include, but are not limited to:

- existing permits
- letters of completeness
- evidence of permit fees paid, or evidence of filed documents (such as engineering plans or technical reports)

Supplemental Business Information

The Supplemental Business Information is an **optional** document and will not be scored as part of your application. Completing this document may help CalRecycle provide your company with business assistance.

Work Plan

The Work Plan is a required application document. Include all grant-eligible procedures or tasks used to complete your project. Additional Work Plan requirements are located in the Narrative Proposal document. Ensure all activities relate to the line items in the Budget.

Applicant's Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. Examples of these documents are located in GMS, on the **Summary** tab, under **Resource Links** and **Resource Documents**.

Community Benefits Agreement

A Community Benefits Agreement is not required for application submittal but is required in order to be eligible for five bonus points. Both the applicant and the group representing the residents of an AB 1550 community surrounding the facility must sign the agreement.

The agreement shall include, at a minimum: a description of clear and ongoing communication between the facility and its neighbors, actions that will be taken to reduce facility impacts including litter and odors, monitoring and complaint reporting protocols, as well as other community benefits (e.g., free compost or mulch, financial assistance).

The agreement **must be submitted by the secondary due date** or it will not be accepted.

Lease Agreement for Facilities on Non-Owned Property

Applicants that want to establish facilities or expand existing facilities on property not owned by the applicant, must prove a legally binding long-term commitment. If an applicant is planning to lease buildings for any part of their submitted project, the applicant is required to upload a copy of the long-term lease evidencing its commitment to utilize the facility for the purpose set forth in the grant and its commitment to utilize the facility as described in the application for life of facility. A copy of any agreement between the applicant and private owner must be uploaded in the Documents tab of the application.

Organic Baseline Material Flow Chart

The Organic Baseline Material Flow Chart is a required application document. It visually represents the current operations and will be used as a baseline comparison with the proposed project. Use the Organic Baseline Material Flow Chart Example as a guide in preparing the Organic Baseline Material Flow Chart. The example flow chart can be found in GMS, on the **Summary** tab, under **Resource Documents**.

The flow chart **must** include the following information for the operation at the time of application:

- All business entities or other organizations involved, as well as their roles, activities, and addresses or Solid Waste Information System (SWIS) number.
- The current feedstock flow (i.e., where current feedstock is coming from and where the feedstock is going) with quantities in tons per year (TPY) for each step.

- The generators, waste sector (e.g. residential, commercial, self-haul), type of disposed material, jurisdiction(s) of origin, and the hauler or other party that currently controls the materials.
- The feedstock type (e.g. green materials, alternative daily cover, or food materials pre- or post-consumer).
- The name and address or SWIS number of any transfer stations where materials are consolidated.
- The name and address or SWIS number of all landfills, separating ADC from disposal.
- For projects proposing to expand a composting facility, how much compost you currently generate, in TPY.
- For projects proposing to expand a digestion facility, how much is currently being digested in TPY, how much energy is currently being generated (kilowatt hour/year and/or standard cubic feet of biomethane/year), and the fate of all digestate as applicable:
 - For solid digestate, indicate how much in TPY is currently disposed to the landfill, how much digestate is currently composted, or how much is currently applied directly to land.
 - For liquid digestate, indicate how much (gallons per year) is sold as a liquid fertilizer, how much is sent off site for other processes (i.e. irrigating compost piles), and how much is sent to sewer.

Organic Projected Material and Business Flow Chart

The Organic Projected Material and Business Flow Chart is a required document. Use the Organic Projected Material and Business Flow Chart Example as a guide to prepare the Organic Projected Material and Business Flow Chart. The example flow chart can be found in GMS, on the **Summary** tab, under **Resource Documents**.

The flow chart **must** include the following information for the entire project:

- All business entities or other organizations involved, as well as their roles, activities, and addresses or SWIS number.
- Proposed feedstock flow (where the feedstock is coming from and where the feedstock will be going).
- The generators, waste sector (e.g. residential, commercial, self-haul), type of disposed material, jurisdiction(s) of origin, and the hauler or other party that currently controls the materials.
- The feedstock type (e.g. green materials, alternative daily cover, or food materials pre- or post-consumer).
- The name and address or SWIS number of any preprocessing facilities.
- The disposal of residuals or contamination at the step where residuals are removed to landfill(s) and the name and address or SWIS number of the landfill.
- For compost projects, how much compost will be generated, in TPY.
- For digestion projects, how much will be digested in TPY, how much energy will be generated (kilowatt hour/year and/or standard cubic feet of biomethane/year), and the fate of all digestate as applicable:
 - For solid digestate, indicate how much in TPY will be disposed to the landfill, how much will be composted, or how much will be applied directly to land.

- o For liquid digestate, indicate how much (gallons per year) will be sold as a liquid fertilizer, how much will be sent off site for other processes (i.e. irrigating compost piles), and how much will be sent to sewer.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional lead applications. **Resolution and Letter Examples** can be located in GMS, on the **Summary** tab, under **Resource Links**.

CalRecycle staff are available to answer questions about the Resolution or letter examples, or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a Draft Resolution or, for immediate review, email it to grantassistance@CalRecycle.ca.gov.

Note: Some publicly held businesses or private companies with a governing body may submit a Letter of Commitment. See Letter of Commitment section below.

Individual Application Requirements:

- The Resolution must 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.
- The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
- The Resolution must 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).

The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title (optional but encouraged).

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Regional Application Requirements:

- The Regional Lead Participant (Lead) must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead and specifically named participants and includes authorization letters from the participating jurisdictions authorizing the Lead to act on their behalf for this cycle.
- If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove participants with each new application without the necessity of obtaining a new Resolution).

- Participants subject to a governing body must provide a Letter of Authorization to the Lead authorizing the Lead to act on its behalf for this cycle. Letters of Authorizations may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Cooperative Lead Application Requirements:

- The Cooperative Lead Participant must submit a Letter of Commitment that, in addition to the Letter of Commitment requirements, authorizes it to act as a lead for a cooperative program. The Letter of Commitment shall also authorize the submittal of a cooperative application on behalf of the specifically named Participating Entities.
- Participating Entities must provide a Letter of Authorization, dated within the last 12 months, to the Lead Participant authorizing the Lead Participant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Joint Powers Agreement

Joint Powers Authorities (JPA) must upload a copy of its joint powers agreement giving it authority to conduct the project, listing all member entities, and containing the signature of all members. Letters of Authorization are not required for JPA applicants.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment that authorizes specific grant-related matters. Some publicly held businesses or private companies with a governing body may submit a Letter of Commitment under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The Letter of Commitment is due by the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with an original signature must be maintained in the applicant/grantee grant file.

Letter of Commitment requirements:

- The letter must authorize submittal of the Organics Grant Program application on behalf of applicant.
- It must designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
- Optional. The letter may authorize the Signature Authority to delegate this authority.

Letter of Designation

A Letter of Designation is required only when the authorized Signature Authority title identified in the approved Resolution delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted.

The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until May 15, 2021, then the Letter of Designation may not be effective beyond May 15, 2021). If a time period is not identified, then the letter will follow the same time frame as the Resolution.
- Be signed by the Signature Authority.

Letter of Authorization

For grants that allow for Regional applications, a Letter of Authorization may be used. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Regional Lead Participant must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Regional Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- Authorize the Regional Lead to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

Letters of Support

Letters of Support are optional. However, applicants that claim to provide a benefit to priority populations will need to provide supporting documentation demonstrating how the project meets the criteria. Applicants may include letters of support or endorsements from local officials, regulatory/advisory agencies, business partners, environmental groups or others in support of the proposed project. If you have more than one letter of support, scan them all as one document and upload as one document.

Resumes

Provide the resumes of key project personnel and contractors that demonstrate that the applicant, its contractors, and cooperating organizations have sufficient technical expertise and experience to successfully complete the proposed project.

Grant Review and Award Process

Grant Application Review Process

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications can be considered for award.

All grant applications will be evaluated and scored by a CalRecycle review panel based on the approved scoring criteria. The same scoring criteria will be used for compost, rural compost, and digestion projects. The approved [Organics Grant Program - Scoring Criteria Fiscal Year 2018–19](#) (<https://www2.calrecycle.ca.gov/PublicNotices/Documents/11232>) can be located in GMS, on the **Summary** tab, under **Resource Documents**.

All eligible applications will be ranked according to the total number of points received. Applicants must score a minimum of 60 points of a possible 100 points to be considered eligible for funding. Concise applications with strong detail and justification, logical work plans and budgets, proven readiness to move forward, and the greatest plausible environmental benefits will earn maximum points. Applications receiving a passing score will be recommended for funding. The highest-ranking passing rural project will receive priority funding in order to ensure that at least one such project receives an award. The remaining grant recommendations will be in rank order according to applicant's score (highest passing score to lowest passing score) until funds are exhausted. In the event of a tie between applicants with the same overall score, funding order will be determined by comparing the score received in the first category in the scoring criteria. If this grant program is undersubscribed, CalRecycle may move funds to fund eligible application(s) in oversubscribed GGRF grant program or activity.

Applicants who are also applying for a loan from the Greenhouse Gas Reduction Loan Program should note that loan applications will be evaluated competitively on a first-come, first served basis provided the project meets the minimum passing score based on the first three categories (greenhouse gas emission reductions; tons of organic material composted or digested; and AB 1550 communities benefits) of the [Organics Grant Program - Scoring Criteria Fiscal Year 2018–19](#).

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee. CalRecycle will post a list of applicants that received a passing score (in alphabetical order) a month before the Public Meeting which is tentatively scheduled for February 18, 2020. A list of those applicants being recommended for award, as well as applicants that passed but not enough funding was available, will be posted a week before this meeting. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

Grant Award Conditions

When awarded, this grant will be subject to two conditions:

1. The recommended grantee must pay all outstanding debts due CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the date of the award email.
2. The recommended grantee's Signature Authority (or where delegation is authorized, his or her Designee) must sign and return the Grant Agreement to CalRecycle. The signed Grant Agreement must be received by CalRecycle within 60 days of the date of the award email.

Failure to comply with either condition will void the grant award. An original signature is required on the Grant Agreement; electronic signatures will not be accepted.

Grant Program Administration

Grant Agreement

The Grant Agreement binds the grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. An original signature is required on the Grant Agreement. We cannot accept an electronic signature. These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, we will email grantees the information below.

- Award email
- Grant Agreement Cover Sheet (CalRecycle 110)
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for grants
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements
- Exhibit C – Grantee's approved application with revisions, if any, and any amendments

Reporting Process

A Critical Project Review is required in the second quarter of 2021. If program staff conclude that you are not able to successfully complete your grant at any time, your grant may be terminated in accordance with the discretionary termination clause of the Terms and Conditions (Exhibit A).

Grantees are required to report on the progress of their grant on a quarterly basis. The Final Report is due on April 1, 2022.

Note: A Draft Final Report will be due on March 15, 2022. Detailed reporting information is included in the Procedures and Requirements (Exhibit B). The state has the right to review project documents and conduct audits during project implementation and over the project life (2019–2029).

Payment Request Process

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). CalRecycle will retain 10 percent of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures and Requirements (Exhibit B) or failure to receive the Grant Manager's approval of these documents by April 1, 2022 may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B) of the Grant Agreement.

Required documents and reports are subject to change due to [Cap-and-Trade Auction Proceeds Funding Guidelines for Agencies that Administer California Climate Investments](https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/arb-funding-guidelines-for-ca-climate-investments.pdf) (<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/arb-funding-guidelines-for-ca-climate-investments.pdf>) or legislative requirements.