CalRecycle

December 2018
Department of Resources Recycling and Recovery

FOOD WASTE PREVENTION AND RESCUE GRANT PROGRAM

APPLICATION GUIDELINES AND INSTRUCTIONS
3rd Cycle (FW3) – Fiscal Year 2018 –19

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GRANT CYCLE OVERVIEW

The Department of Resources Recycling and Recovery (CalRecycle) offers the Food Waste Prevention and Recue Grant Program pursuant to Section 42999 of the Public Resources Code. This competitive program is designed to further the purposes of the California Global Warming Solutions Act (AB 32) by lowering overall greenhouse gas emissions through the expansion of existing or establishment of new food waste prevention and/or rescue projects in California to reduce the amount of California-generated food materials being sent to landfills.

The Greenhouse Gas Reduction Fund established for California's Cap-and-Trade Program auction proceeds provides opportunities for the state to invest in projects to help California achieve its climate goals while providing benefits to disadvantaged and low-income communities. These investments are collectively referred to as California Climate Investments, which funds the Food Waste Prevention and Rescue Grant Program.

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://www.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
January 10, 2019	**Question and Answer Period** • Questions may be submitted from application release date to this date • Questions must be submitted by email
January 24, 2019	• All answers will be posted (tentative)
January 31, 2019	**Application Due Date** • 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
February 28, 2019	**Secondary Due Date** • Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application • Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date
May/June 2019	**Grants Awarded** CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
April 1, 2021	**Grant Term** Notice to Proceed to this date

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.
- 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.
- B-Corp and Benefit Corporations.
- Private, for-profit entities. 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. 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 or federal agencies (including offices, department, bureaus, and boards).
- University of California campuses, California State University campuses, or the California Community College campuses.
- Solid Waste Facilities.
- Public School Districts.
- Qualifying Indian Tribes, 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 and which meets the criteria of the grant program.

Note: GMS does not allow for non-California counties/jurisdictions to be selected. If the organization's headquarters is located out of California you must select the county/jurisdiction in which the local California office is located. Please see the Application Instructions section.

Only two distinct and separate applications per qualifying entity will be accepted (this also applies to each campus for the University of California, the California State University, or California Community Colleges). Eligible applicants may submit an

individual, cooperative (typically for two or more private entities), or regional application (typically for two or more local government entities). For a cooperative or regional application, one entity must be identified as the Lead Participant to act on behalf of the participating entities. A maximum of three other participants are allowed because it is not efficient for one entity to administer the grant on behalf of a large number of participants. Lead Participants and participating entities are subject to the two-application rule.

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, totaling no more than four participating 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. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. All participating entities will be grantees and must have costs associated in the Budget. School districts do not need to include individual schools as participants. University of California campuses are considered individual entities. All entities involved with a cooperative application will be required to execute a grant agreement.

The Lead Participant must provide documentation of the partnerships (Request for Proposal, Letter of Intent, etc.) to demonstrate they will enter into an agreement with the participating entities. This does not include vendor relationships, such as a software provider. If the partnership does not occur, the lead cannot expend funds identified in the budget for that partner. If the partnership is not established before the end of the grant term, CalRecycle will retain the 10 percent withhold.

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

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 GHG emissions as a result of diverting food waste from California landfills; and
2. Increases in quantity (pounds) of food waste prevented and/or rescued to avoid disposal in California landfills

Projects resulting in a net increase of GHG emissions are ineligible and will not be recommended for funding. For the purpose of this program, "newly-diverted" means the pounds of food that would otherwise be landfilled that will instead be prevented and/or rescued as a result of this project.

ELIGIBLE PROJECTS/PRODUCTS
- Food waste prevention projects that prevent food waste from being generated. Examples include, but are not limited to; modernizing production and handling practices to prevent and reduce food preparation waste; identifying and modifying ordering practices that result in measurable decreases in food waste; education and outreach programs that result in quantifiable reductions in food waste.
- Food rescue projects that result in edible food being rescued and distributed to people. Food waste residuals from the project should be composted, sent to a digester, or otherwise diverted from landfills, if those services are available in the jurisdiction where the project is located.

AVAILABLE FUNDS
- A total of $5,750,000 is available for this grant cycle, fiscal year 2018–19. Awards are subject to a $50,000 minimum and a $500,000 maximum per application. Limitations on salaries, public education, outreach, and software costs are as follows:
  - Salaries, public education, and outreach up to 50 percent of the applicant's requested grant amount, not to exceed $150,000.
  - Software up to 25 percent of the applicant's requested grant amount, not to exceed $50,000.
  - Indirect costs are not to exceed 5 percent of the applicant's requested grant amount.

Applicants should evaluate their project needs and determine appropriate costs for their grant budget.

GRANT TERM
The Grant Term begins on the date of the Notice to Proceed email. Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on April 1, 2021 and all eligible program costs must be incurred by this date.

The Final Report and final Payment Request are due on April 1, 2021. CalRecycle recommends reserving the period from March 1, 2021 to March 31, 2021 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 email from CalRecycle and ends on April 1, 2021 (See "Grant Term" for additional information).

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

- Transportation such as refrigerated trucks
- Storage and collection infrastructure such as food crates or bins
- Food preparation and cooking items such as ovens, ranges, etc.
- Salaries, public education, and outreach costs up to 50 percent of the applicant's requested grant amount, not to exceed $150,000.
- Activities or equipment to modernize production and handling practices, and/or ordering practices, that result in the measurable source reduction of food waste
- Software (food waste online exchange and source reduction platforms) up to 25 percent of the applicant's requested grant amount, not to exceed $50,000.

INELIGIBLE COSTS
Ineligible costs include, but are not limited to:
- Costs expended prior to the date of the Notice to Proceed email or after April 1, 2021
- Indirect Costs exceeding five percent of the applicant's total requested amount.
- Food waste dehydrators (https://www.calrecycle.ca.gov/organics/food/commercial/dehydrators) and liquefiers (https://www.calrecycle.ca.gov/organics/food/commercial/liquefiers).
- Activities or equipment already funded by other agencies using California Climate Investments funds
- 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 feedstock (food)
- Compost bins and composting equipment
- Tax Preparation
- Costs deemed unreasonable or not related to the grant project by the Grant Manager

INDIRECT COSTS
Indirect costs can be claimed by the grantee. The following guidelines must be used when claiming these costs.
- Total indirect costs shall not exceed five percent of the applicant's total requested amount. 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, administrative salaries (management not directly working on the grant project), insurance, roadside assistance, and background checks), 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 is 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.

COORDINATION WITH CALIFORNIA AIR RESOURCES BOARD

Applicants must calculate the net GHG emission reductions from proposed projects using the California Air Resources Board's (CARB) approved Food Waste Prevention and Rescue Program Quantification Methodology and Calculator Tool (https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials?corr). As part of project selection, monitoring, and ongoing reporting, CalRecycle will consult with CARB to ensure that the GHG emission reduction estimation methodologies are as consistent as practicable 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 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. All lease terms must be at least five years after the end of the grant term. See the Applicant's Documents section for more information.

CALIFORNIA ENVIRONMENTAL QUALITY ACT COMPLIANCE

Applicants shall complete all California Environmental Quality Act (CEQA) requirements for their project within 12 months of the notice of award only if their project requires CEQA review. A grant agreement will not be issued to the awarded applicant 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 12-month timeframe may result in a termination of the award.

Note: This section may not be applicable to all applicants.

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/) ,Environmentally Preferable Purchasing Laws and Policies (https://www.calrecycle.ca.gov/epp/lawpolicy) and Tools and 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 (LEED) Green Building Rating System (https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version).
- Continual Improvement
  - Training is provided to new and existing employees.

- o 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 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).

QUESTION-AND-ANSWER PROCESS
Questions regarding the application and its requirements must be in writing and emailed to GHGReductions@CalRecycle.ca.gov. Questions must be received by January 10, 2019 or they will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website 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 Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website 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](http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=7.&title=1.&part=&chapter=3.5.&article=) (http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=7.&title=1.&part=&chapter=3.5.&article=) 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. Upon request, 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.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS
The application is available in CalRecycle's web-based Grants Management System (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), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find "Greenhouse Gas Reduction Grants, Food Waste Prevention and Rescue Grant Program, 2018–19, and FW3" and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then 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 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 Food Waste Prevention and Rescue 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 document that requires a signature
- The online application is incomplete or missing information
- Applicant fails to adopt an EPPP policy by the secondary due date

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.
- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.

- Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."

For Regional, Collaborative, or Joint Powers Authority Applications
- Add the name of each eligible participating jurisdiction and choose the Participating Jurisdiction radio button.
  - Do not include software vendors as a participant.

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

Detail Tab
Complete this tab as follows:
- Enter a dollar amount in the Grant Funds Requested field. The grant funds requested must be a minimum of $50,000 and cannot exceed $500,000. Please round all amounts to the nearest whole dollar.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the "Ctrl" key while selecting the numbers.
- 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.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: In three to five sentences, briefly and concisely summarize:
  - Describe the food waste prevention or rescue project.
  - How many additional pounds of materials will be newly diverted from landfills and associated reductions in GHG emissions?
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
- Select the appropriate answer for 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 consultants 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, the complete address, Environmental Protection Agency (EPA) ID or Solid Waste Information System (SWIS) numbers, as applicable. Partners and other locations of the project should also be listed. 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.

Note: Regional, cooperative, and JPA applicants must list all partners involved with the grant project.

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.

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 until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on January 31, 2019. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling Jayme Tesser at (916) 341-6047.

APPLICATION DOCUMENTS

Electronic and Original Signatures
CalRecycle documents or forms that certify legally binding information require an original wet ink signature. If a signature block with penalty of perjury language is provided please provide a wet ink signature. CalRecycle will accept electronic signatures on all other documents. If you have questions, 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 the 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 Jayme Tesser at (916) 341-6047. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.

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

Application Certification
The Application Certification is a required application document that must be generate 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, then scan the document, upload it, and retain the original hard copy document.

CARB Food Waste Prevention and Rescue Program Quantification Methodology and Calculator Tool
The Food Waste Prevention and Rescue Program Quantification Methodology and Calculator Tool are located at California Climate Investments Quantification, Benefits, and Reporting Materials (https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials) under the Agency/Department name, Department of Resources Recycling and Recovery (CalRecycle) and grant program name. This calculator tool is an Excel spreadsheet that contains numerous tabs; select the Input tab to enter types of refrigeration equipment used, types of vehicle used, and pounds of food waste prevented or food rescued. The metric of pounds will be converted to net tons of material diverted within the spreadsheet. The purpose of this calculator is to estimate the GHG reductions, from the net tons of materials diverted to metric tons of carbon dioxide equivalent (MTCO2e) and the MTCO2e per grant dollar. Note that the calculation is based on net tons of material diverted, not gross tons. This is part of the scoring process.

Budget
The Budget document is a required application document. Provide a clear accounting of all costs associated with all infrastructure, materials, equipment, and

programmatic/administrative activities necessary to complete the project. Indicate additional funding sources to demonstrate your ability to commence work on the project while waiting for grant payments in arrears. Budget line items should relate to Work Plan activities and information in the Narrative Proposal. Provide quotes for equipment (especially vehicle and refrigerant systems) that may affect the applicant's GHG reductions. The applicant should upload invoices and quotes to support costs listed in the budget. Below are some examples of expenses and how to classify them in your budget.

The budget submitted with your application will be considered final. Budget modification requests submitted by the grantee will only be considered for extenuating circumstances.

Table 2. Budget

Budget Category Name	Examples
Admin	Indirect costs (Capped at five percent of total requested grant amount, see Indirect Costs section under Grant Cycle Overview)
Construction	Electrical, plumbing, engineering costs, site preparation, installation, kitchen design and construction/improvement, etc.
Education and Outreach[1]	Materials such as fliers, brochures, signs, etc.
Equipment[2]	Cold storage (refrigerators, freezers, and refrigeration systems, etc.), food preparation and cooking items, vehicles, software (food recovery logistics, food waste online exchange, or food waste prevention), sorting equipment, etc.
Maintenance	Service/repair of related equipment and vehicles, vehicle modification for storage and shelving, etc.
Materials	Packaging, crates/bins for food storage, gloves, boxes, liners, GPS, etc.
Personnel[1]	Salaries (including for staff conducting outreach and education efforts or providing job training programs, driver), technical assistance for software support

[1] Salaries, public education, and outreach up to 50 percent of the applicant's requested grant amount, not to exceed $150,000.
[2] Software (food waste online exchange and source reduction platforms) up to 25 percent of the applicant's requested grant amount, not to exceed $50,000.

Grant payments will only be made on a reimbursement basis. Applicant/grantee shall not incur costs prior to CalRecycle's issuance of the Notice to Proceed email (see Grant Term and Eligible Cost sections under Grant Cycle Overview). Indirect costs include but are not limited to operating and maintaining facilities, accounting services, and administrative salaries, see Indirect Costs section under Grant Cycle Overview for more details.

Environmentally Preferable Purchasing and Practices Policy 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. **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 webpage](https://www.calrecycle.ca.gov/funding/epppqanda) (https://www.calrecycle.ca.gov/funding/epppqanda).

Project Readiness and Permits
The Project Readiness and Permits document is only a required application document if the project requires CEQA review, Conditional Use Permit, and/or Solid Waste Facilities Permit. CalRecycle staff will use the document to assess the likelihood of your project being completed within the grant term

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. 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.

Each section of the Narrative Proposal must have a response. Ensure your narrative responses are detailed, and most importantly, address each of the criteria in the Food Waste Prevention and Rescue Grant Program - Scoring Criteria Fiscal Year 2018–19. 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 is consistent with, and relates to, work activities in the Work Plan and line items in the Budget.

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.

Net Pounds of Newly Diverted Food Waste Prevented or Rescued from Landfills
The Net Pounds of Newly Diverted Food Waste Prevented or Rescued from Landfills is a required application document used to provide the quarterly pounds of materials expected to be prevented and/or rescued as newly diverted from landfill once the project is up and running. Although GHG reductions are the primary purpose of this program, all projects must show a measurable increase in new pounds diverted. Please see Project Requirements section in this document for a definition of "newly diverted."

Work Plan
The Work Plan is a required application document. Include all procedures or tasks used to complete your project. Please ensure activities relate to 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. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary tab** under **Resource Links**.

Flow Chart for Food Rescue Project
The Food Rescue Flow Chart is a required supplemental document to include with your application. It provides information about the applicant's role in rescuing food and shows the process of how food is rescued and distributed to people. A sample Flow Chart for a Food Rescue Project is located in the **Summary tab** under **Resource Links**.
Applicant's Flow Chart for Food Rescue Project should include:
- The names of all entities, food generators or donors that your organization rescues food from, as well as their location and amount in pounds of food rescued.
- The name and location of landfills where existing waste is going.
- A description of the food rescue measure employed, including equipment, technology or process by which food is rescued.
- The names and location of feeding and distribution organizations that will receive the food, including the amount of food provided in pounds.
- The process by which residual food waste is disposed: anaerobic digester, composter, landfill or other method.

Flow Chart for Food Waste Prevention Project
The Food Waste Prevention Flow Chart is a required supplemental document to include with your application. It provides information about the applicant's role in food waste prevention and shows the process of how food waste will be prevented. A sample Flow Chart for Food Prevention Project is located in the **Summary tab** under **Resource Links**. Applicant's Flow Chart for Food Prevention project should include:
- The names of all entities or food generators that your organization will be working with to track and reduce food waste, as well as their name, location and amount of food generated in pounds.
- The name and location of landfills where existing waste is going.
- A description of the food waste prevention measure employed, including equipment, technology or process that will be used.
- A summary of the result(s) of how food will be prevented from landfill by employing the food waste prevention measure(s).

Note: If your proposed project includes both food rescue and food waste prevention components, include a flow chart that displays both processes.

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 commitment. If an applicant is planning to lease buildings for any part of their submitted project, you are required to upload a copy of the lease evidencing your commitment to utilize the facility for the purpose set forth in the grant and your commitment to utilize the facility as described in the application for at least five years after the end of the grant term. A copy of any agreement between the applicant and private owner must be uploaded in the Documents tab of the application.

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 applications. See the **Resolution and Letter Examples** link for more information. 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:
1. 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.
2. 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.
3. 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).

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

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

Regional Application Requirements:
1. 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.
2. 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).
3. 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:
1. The Cooperative Lead Participant must submit an approved Resolution or Letter of Commitment (please see requirements for each type) that authorizes it to act as a lead for a cooperative program. The Resolution or Letter of Commitment

shall also authorize the submittal of a cooperative application on behalf of the Lead and specifically named Participating Entities.

2. 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 applicant/grantee must maintain the letter with the original signature in the grant file.

Letter of Commitment Requirements:

1. The letter must authorize submittal of the Food Waste Prevention and Rescue Grant Program application on behalf of applicant.
2. 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).
3. 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, signed by the Signature Authority, and include the information below.

- Identify the job title of the Designee and 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 or Letter of Commitment. For example, if the Resolution is effective until December 31, 2018, then the Letter of Designation may not be effective beyond December 31, 2018). If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

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 Lead 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 Lead Participant must maintain the letter with the original signature in their file. The letter must be on the Participant's official letterhead, signed by an individual authorized to contractually bind the Participating Jurisdiction, and include the information below.

- The letter 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.
- It must authorize the Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
- It must authorize the Lead to execute all documents necessary to implement the grant.

Supporting Documentation
To substantiate responses in the narrative proposal, the applicant must provide supporting documentation. To support estimated pounds of food waste that will be prevented or rescued, this may include, but is not limited to, letter(s) of intent or other information such as lists of food donors and amounts of food available for prevention and/or rescue based on actual or historical data. To support the Community Benefits section, this may include information on jobs, job training or outreach and education.

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 eligible applications will be evaluated and scored by a CalRecycle review panel based on approved scoring criteria, Food Waste Prevention and Rescue Grant Program - Scoring Criteria Fiscal Year 2018–19. Scoring criteria can be located on the **Summary tab**, in the **Resource Documents** section of GMS. The scoring process has been broken up into two components:

1. **Greenhouse Gas (GHG) Emission Reductions and Project Viability: 85 points**
   Applicants will be ranked by cost-effectiveness and the corresponding rank percentage will be assigned as outlined in Table 3. An applicant's cost-effectiveness score for GHG Emission Reductions will be calculated based on the following: total pounds prevented or rescued, refrigerated systems and vehicles used (if applicable), and eligible grant funds requested.

Table 3. Initial Rank Percentage

Cost-Effectiveness Range		Rank	Rank Percentage
Greater than or equal to:	Less than:		
$0.00	$4.00	1	100
$4.00	$8.00	2	99
$8.00	$15.00	3	98
$15.00	$30.00	4	96
$30.00	$60.00	5	94
$60.00	$125.00	6	92
$125.00	$250.00	7	90
$250.00	$500.00	8	87
$500.00	$750.00	9	84
$750.00	~	10	80

Based on the responses in the narrative proposal and supporting documentation provided by the applicant, a reliance factor from Table 4 will be assigned.

Table 4. Reliance Factor

Reliance Factor Ratings	Reliance Factor
Excellent	1
Good	0.95
Weak	0.75
Inadequate	0.4

The corresponding rank percentage will be multiplied by the reliance factor to determine the percentage of points earned for this category. Reliance Factors Rating is defined below:

For an "Excellent" Reliance Factor, the review panel has a clear understanding of the proposed project and has no concerns about project viability. Applicant went beyond the requirements by providing a clear, consistent narrative proposal and supporting documentation are complete and consistent with the information provided throughout the application. Applicant demonstrates that they have experience preventing food waste and/or rescuing food to feed people, provides documentation of relationships with prevention partners and/or donors, and demonstrates that they have access to the required infrastructure to achieve food waste prevention and/or food rescue (e.g. transport, refrigeration, kitchens, etc.).

For a "Good" Reliance Factor, the review panel understands the proposed project, and has no major concerns about project viability, but narrative proposal or supporting documentation could have minor issues or inconsistencies. Applicant demonstrates that they have experience preventing food waste and/or rescuing food to feed people, provides documentation of relationships with prevention partners and/or donors, and demonstrate that they have access to the required infrastructure to achieve food waste prevention and/or food rescue (e.g. transport, refrigeration, kitchens, etc.).

For a "Weak" Reliance Factor, the applicant demonstrates that they have some

experience preventing food waste and/or rescuing food to feed people and provides some documentation of relationships with prevention partners and/or donors, however there are moderate gaps and inconsistencies in narrative proposal and/or supporting documentation.

For an "Inadequate" Reliance Factor, the application has major gaps and/or inconsistencies, and consequently, the review panel is not able to understand the proposed project and/or has major concerns about project viability. Applicant does not demonstrate experience preventing food waste and/or rescuing food to feed people and/or does not provide sufficient documentation of relationships with donors.

2. **Community Benefits: 15 points**
An applicant's score for Community Benefits will be based on the depth of the applicant's response in the Narrative Proposal and supporting documentation relative to three factors: Jobs, Job Training, and Outreach and Education.

In the event of a tie, funding order will be determined by cost-effectiveness, based on grant dollars per ton of GHG emission reductions.

GRANT AWARD PROCESS
For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; this is tentatively scheduled for February 2019 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.

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 signatures. 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

Grantees are required to report on the progress of their grant on a quarterly basis. The Final Report is due on April 1, 2021. Detailed reporting information is included in the Procedures and Requirements (Exhibit B).

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, 2021 may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B). Required documents and reports are subject to change due to [CARB's 2018 Funding Guidelines for Agencies that Administer California Climate Investments](https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/2018-funding-guidelines.pdf?_ga=2.175958370.1702118974.1536946716-2000110756.1476745005) or legislative requirements.