



Exhibit B
Procedures and Requirements
Community Composting for Green
Spaces Grant Program
Fiscal Year 2019–20

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Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the Community Composting for Green Spaces Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, Grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements.

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

Milestones

Date	Activity
Notice to Proceed Date	Grant Term Begins on the date the Notice to Proceed is emailed.
September 15, 2020	Progress Report 1 Due Covering activities from Notice to Proceed to August 31, 2020
December 15, 2020	Progress Report 2 Due Covering activities from September 1, 2020 to November 30, 2020
March 15, 2021	Progress Report 3 Due Covering activities from December 1, 2020 to February 28, 2021
March – June 2021	Critical Project Review Covering activities from Notice to Proceed to March 1, 2021
June 15, 2021	Progress Report 4 Due Covering activities from March 1, 2021 to May 31, 2021
September 15, 2021	Progress Report 5 Due Covering activities from June 1, 2021 to August 31, 2021
December 15, 2021	Progress Report 6 Due Covering activities from September 1, 2021 to November 30, 2021
March 15, 2022	Progress Report 7 Due Covering activities from December 1, 2021 to February 28, 2022
June 15, 2022	Progress Report 8 Due Covering activities from March 1, 2022 to May 31, 2022
September 15, 2022	Progress Report 9 Due Covering activities from June 1, 2022 to August 31, 2022
December 15, 2022	Progress Report 10 Due Covering activities from September 1, 2022 to November 30, 2022
January 31, 2023	Grant Performance Period Ends
February 1, 2023 – March 1, 2023	Report Preparation Period
March 1, 2023	Final Report and final Payment Request Due
March 1, 2023	Grant Term End

Questions

Following execution of the Grant Agreement, all communication regarding your Grant shall be directed to your assigned Grant Manager. Contact information for your Grant Manager will be provided prior to signing.

Grants Management System (GMS)

GMS is CalRecycle's web-based grant application and Grants Management System. Access to GMS is secure; Grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the Grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle's WebPass page](https://secure.calrecycle.ca.gov/WebPass) (<https://secure.calrecycle.ca.gov/WebPass/>).

Accessing the Grant

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

- **Summary tab.** Shows budget, paid and remaining amounts. (This section is available to the Grantee in read-only mode.)
- **Payment Request tab.** Requests reimbursement.
- **Reports tab.** Uploads required reports.
- **Documents tab.** Uploads other Grant documents that are not considered supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.
- **Sites tab.** Lists approved project sites.

Follow the instructions in GMS to work in the system. Use the information in the following sections to determine what reports, transactions, and supporting documents are required. Contact your assigned Grant Manager if you have questions about using GMS.

Contact Updates

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

Prior to Commencing Work

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

Reliable Contractor Declaration

Prior to authorizing a contractor(s) (or subcontractor) to commence work under this Grant, the Grantee shall submit to the Grant Manager a declaration from the contractor(s), signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [Section 17050 of Title 14](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor(s) or subcontractor(s).

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

A scanned copy of the signed Reliable Contractor Declaration form must be uploaded in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

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

Budget

After Grant award CalRecycle will work with the Grantee to develop a detailed budget. The Grantee cannot expend any funds (except for personnel) prior to having an approved budget on file. After the budget is approved any modification must be approved by the assigned Grant Manager, see Modifications section below.

Grant Term, Grant Performance Period, and Report Preparation Period

The Grant Term begins on the date of the Notice to Proceed email and ends on March 1, 2023. Eligible program costs must be incurred after the Notice to Proceed is received and before March 1, 2023.

The Grant Performance Period begins on the date of the Notice to Proceed Email and ends on January 31, 2023.

The Report Preparation Period is from February 1, 2023 to March 1, 2023. **Costs incurred to prepare the Final Report and final Payment Request are the only costs that are eligible for reimbursement during the Report Preparation Period.**

The Final Report and final Payment Request are due no later than Wednesday, March 1, 2023.

Eligible Projects

Construction, renovation, or expansion of community composting sites to increase composting of organics diverted from landfill disposal.

Project Requirements

The Grantee must be based in California and maintain an office in California. All project sites must be located in California. All project sites must result in the creation of new, improved or expanded community composting sites.

Grantee must create solicitation materials for the project site selection process. The Grantee must submit the solicitation materials to the Grant Manager for approval prior to making them available to the public. Once solicitation materials are approved, Grantee must provide outreach for the Program to all California communities with emphasis on targeted outreach to DAC and low-income communities. The implemented project site requirements are, at a minimum:

- Proof that the project site is authorized for use during the entire Grant Term.
- Assurance that all project sites will be publicly accessible for at least four hours per week.
- Documentation that the feedstocks for the composting program are currently being disposed in the solid waste stream.
- The range of project site locations should cover as many regions as possible, but no less than four of the seven geographic areas, which are: Inland Empire, Greater Los Angeles area, San Diego and Imperial area, Sacramento Valley, San Joaquin Valley, the San Francisco Bay area and a rural jurisdiction.
 - Inland Empire includes Riverside and San Bernardino Counties.
 - Greater Los Angeles includes Los Angeles, Orange, Santa Barbara and Ventura Counties.

- San Diego and Imperial area includes San Diego and Imperial Counties.
- Sacramento Valley includes Butte, Colusa, Glenn, Placer, Sacramento, Shasta, Sutter, Tehama, Yolo and Yuba Counties.
- San Joaquin Valley includes Fresno, Kern, Kings, Madera, Merced, San Joaquin, San Luis Obispo, Stanislaus and Tulare Counties.
- San Francisco Bay area includes Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties.
- [Public Resources Code \(PRC\) section 40183-4](#) (http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PRC&division=30.&title=&part=1.&chapter=2.&article=) defines a rural jurisdiction, for the purposes of the Integrated Waste Management Act, as a jurisdiction that resides within a rural county. A rural county is defined as a county which disposes of less than 200,000 tons of waste annually. The CalRecycle [Rural County Disposal webpage](#) (<https://www2.calrecycle.ca.gov/LGCentral/DisposalReporting/Origin/RuralCounties>) provides a list of rural counties in California.

After minimum qualifications are met, Grantee will sort project sites geographically and rank them to prioritize disadvantaged communities (DACs) and low-income communities. DACs are determined by [Cal EnviroScreen 3.0](#) (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>). These areas represent the 25 percent highest-scoring census tracts disproportionately burdened by, and vulnerable to, multiple sources of pollution. Low-income communities can be determined using the [ARB Priority population tool](#) (<https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>). Low-income communities are defined as census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by the California Department of Housing and Community Development's State Income Limits adopted pursuant to [Section 50093](#) (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=50093.&lawCode=HSC).

Project site selection will be ranked as follows:

- Rank 1 will include project sites located in and serving communities identified as DAC.
- Rank 2 will include project sites located in and serving communities identified as low-income communities.
- Rank 3 will include project sites providing benefits to, but not located in, communities identified as DAC or low-income.
- Rank 4 will include all remaining project sites.

Once a project site is selected Grantee must create a Project Site Plan for each selected project site. The Project Site Plan must include a narrative description of the project, must identify the groups and contacts involved, must give a street address or

geographic coordinate system (GIS) coordinates for the project site, must include a site budget, and must calculate the expected GHG reductions for the project. Expected GHG reductions shall be based upon estimated volume of compost produced and estimated number of trees planted. The Project Site Plan shall outline and discuss other benefits expected to be delivered to the community, such as paid jobs, job training or credentials earned, environmental education for the community, free compost or free food. A Project Site Plan must be approved by the Grant Manager before Grant funds can be expended on that project site.

Eligible Costs

Grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget. To be eligible for reimbursement, costs must be incurred after receiving the Notice to Proceed from CalRecycle, and before the end of the Grant Term (March 1, 2023). See “Grant Term, Grant Performance Period, and Report Preparation Period” for additional information.

Eligible costs are limited to the following:

- Development of site solicitation and selection process and materials
- Workshops, webinars and other solicitation support
- Management, purchasing and accounting for all Grant activities
- Site data collection, aggregation and verification
- Preparation of draft and final reports
- Overhead for Grant administration
- Travel expenses to visit project sites
- Grantee employee labor at project sites to manage composting
- Training for Grantee employees or community members on composting best management practices
- Composting bins or systems
- Vermicomposting bins or systems
- Materials to build composting bins or systems
- Aeration systems for composting
- Solar infrastructure to power aeration systems
- Tools to assist in composting
- Fencing to protect green spaces or composting area
- Infrastructure to access water supply for composting
- Signage for composting area
- Trees and materials to protect or support trees
- Training and environmental education for community members
- Community outreach and volunteer event support
- Soil/Compost testing
- Bicycles or tricycles, including e-bikes, and bicycle trailers for collection of feedstocks or delivery of compost
- Compost thermometers and logbooks
- Bulking agents or chipping services to facilitate hot composting

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 ten percent of the total Grant award.

Indirect costs are expenditures not capable of being assigned or not readily itemized to a particular Project Site or specific Grant activity (such as the Solicitation process) but are 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 documentation and shall not be charged to the Grant as an indirect cost.

The Grantee must maintain organized and accurate records that follow generally accepted accounting principles and leave an audit trail. The Grantee must provide access to all documents related to the Grant program and fiscal operation of the Grant program as deemed necessary by CalRecycle.

Ineligible Costs

Any costs not directly related to Community Composting and the approved Grant project are ineligible for reimbursement. Contact the Grant Manager if clarification is needed.

Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the Notice to Proceed email or after March 1, 2023.
- The purchase of or retrofitting of vehicles.
- Food dehydrators, liquefiers or in-vessel digesters.
- The same activities or purposes already being funded through other agencies using California Climate Investments (CCI) funds.
- Costs currently covered by another CalRecycle loan, grant, or contract, or covered by a grant or contract offered by another state agency.
- Purchase, rent, or lease of land or buildings.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Costs deemed unreasonable or not related to the Grant project by the Grant Manager.

Modifications

Any proposed revision(s) to the Work Plan and/or Budget must be submitted in writing and pre-approved in writing by the Grant Manager prior to the Grantee incurring the

proposed expenditure. Proposed revisions must be clearly marked on the Work Plan and/or Budget and must be accompanied by a summary of proposed changes/modifications, including the justification(s) for the proposed changes. Costs based on the proposed revisions may not be incurred until Grant Manager approval is received. If approved, the Grant Manager will upload the final revised Work Plan and/or Budget to GMS. Proposed revisions may be submitted in conjunction with a Progress Report but cannot be submitted as part of the Progress Report. The approval document(s) should be retained by the Grantee for audit purposes. See Audit Record/Access section of the Terms and Conditions (Exhibit A).

Acknowledgements

The Grantee shall acknowledge both the California Climate Investments (CCI) and CalRecycle as the funding source each time a project funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CCI and CalRecycle's support must incorporate the appropriate logos. Initials or abbreviations for CCI and CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan.

All publicity and educational materials must include the following:

- "Funded by a grant from the Department of Resources Recycling and Recovery (CalRecycle) through California Climate Investments (CCI)." Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line, or if it would interfere with the message.
- CalRecycle logo – as reflected on the [CalRecycle website](https://www.calrecycle.ca.gov/gallery) (<https://www.calrecycle.ca.gov/gallery>): contact the CalRecycle Office of Public Affairs at opa@calrecycle.ca.gov.
- CCI logo – as reflected on the [California Climate Investments website](http://www.caclimateinvestments.ca.gov/logo-graphics-request/) (<http://www.caclimateinvestments.ca.gov/logo-graphics-request/>): info@caclimateinvestments.ca.gov or CCIpess@arb.ca.gov.



Sample acknowledgement language:

[Insert Grantee and project name here] located in [enter city] is being funded in part by CalRecycle's Community Composting for Green Spaces Grant Program, a part of California Climate Investments. CalRecycle funds paid for [enter Grant expenses here] for the [enter project type here] facility in [enter location here]. California Climate Investments is a statewide program that puts billions of cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public

health and the environment— particularly in AB 1550 communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. For more information, visit [California Climate Investments \(http://www.caclimateinvestments.ca.gov/\)](http://www.caclimateinvestments.ca.gov/).

Signage

The Grantee must install a permanent sign at each project site no later than January 31, 2023. The sign must include the publicity and educational materials requirement stated above. A high-resolution file for production purposes will be provided to the Grantee after Grant is awarded.

When the permanent sign is problematic due to site-specific issues, the Grantee may list on their website, for a minimum period of one year, an acknowledgement of CalRecycle’s funding following the format describe above. The alternative acknowledgement must be pre-approved by the Grant Manager and include the three required components listed above.

Retention of Public Education Materials

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

Reporting Requirements

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

All reports must be uploaded in GMS. For further instructions regarding GMS, including login directions, see the section above entitled, Grants Management System.

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
 - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
 - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed. Failure to comply with the specified reporting requirements may be considered a breach of this Agreement and may result in the termination of this Agreement or rejection of the Payment Request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for Grant funding. Any problems or delays must be reported immediately to the Grant Manager. Some reported project information will be publicly available on the California Air Resources Board's (CARB) [CCI Quantification, Benefits, and Reporting Materials webpage](http://www.arb.ca.gov/cci-resources) (<http://www.arb.ca.gov/cci-resources>), including the amount of funding that is being spent on projects that benefit DAC and low-income communities and maps that show the locations of these communities.

Coordination with California Air Resources Board

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

Progress Report

The Grantee must submit a Progress Report each quarter by the due date listed in the Milestones section. The Progress Report will include a narrative section and a performance table, which are discussed below. This report shall cover all Grant activities that occurred within the reporting period. The report should include the following:

1. General Information

The Grant Number, Grantee's name, and reporting period. The following disclaimer must appear on the cover page of the report:

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

2. Progress Narrative

A description of work completed, arranged according to tasks and expenditure categories as shown in the Work Plan. Responses to the following questions should be included:

- Provide a description of the tasks and activities that were completed in the reporting period.
- Discuss any tasks that were not achieved and describe any issues or challenges that occurred during the reporting period.
- Provide a brief description of work that will be conducted during the subsequent reporting period. If necessary, discuss any adjustments to the Work Plan that you may be requesting as a result of the evaluation process.

3. Performance Narrative

Once project sites are selected and Site Plans are approved, Grantee shall provide qualitative data for Grant activities that occurred during the reporting period in a format approved by the Grant Manager. Progress reports must include:

I. Composting of California organic waste material

Grantee will discuss composting activities at project sites during the reporting period as a result of the project.

- a. Grantee will discuss the sources of the data on compost production from all project sites being inputted into the Performance Table. Grantee will discuss how measurements are taken and provide documentation as an attachment. Documentation may include drop off logs, recorded volume of finished compost created from site operators, and/or pictures of incoming feedstock.
- b. Grantee will discuss any unexpected or ongoing issues occurring at the composting project sites, including contamination, vermin, odors and the efficacy of various strategies used to address those issues.
- c. Grantee will discuss project sites which are either over-performing or under-performing expectations.

II. Trees planted and maintained

- a. Discuss how tree varieties and locations were selected for the trees planted during the reporting period.
- b. Provide an update on tree maintenance plan implementation and on any mortality of trees planted. Discuss any known reasons why trees planted for the project died, whether those trees will be replaced, and what will be done to ensure survival of replacement trees.

III. Community Benefits

Grantees shall describe benefits to communities that occurred in the reporting period as a result of the project, and how those benefits address community needs.

- a. Jobs
 - i. Discuss number of jobs created during the reporting period, hourly pay rates or salaries, as well as benefits from the job, such as healthcare, paid vacation or sick leave. This information should correlate with the jobs information listed in the performance table during the reporting period.
- b. Jobs provided to residents of DAC and low-income communities

- i. In addition to a, above, provide associated census tract numbers for employees hired for which DAC and/or low-income community status is claimed.
 - ii. Discuss or explain the formal targeted hiring strategies used to direct opportunities to DAC and low-income communities.
- c. Job training
 - i. Discuss the types of job or career training provided for the training listed in the performance table during the reporting period.
 - ii. Indicate the specific credentials earned, if any, during the reporting period (e.g. certifications, licenses, degrees).
 - iii. If personal protective gear is provided for employees, such as gloves, protective boots, hats, or dust masks, describe.
- d. Food: Discuss any developments in food provided to DAC and low-income communities as a result of Grant activities during the reporting period.
 - i. In instances where fruit or nut trees were previously planted, Grantee shall record the pounds of food produced by the trees planted, types of food distributed and whether that food was distributed to residents of a DAC or low-income community.
- e. Green Spaces: Describe any developments in the project that have expanded or improved green spaces or garden/community areas that are publicly accessible to residents of DAC or low-income communities, or low-income households.
- f. Compost: If provided for free to residents of DAC and low-income communities, provide the cubic yards of compost, and, if known, the intended uses. If sold for money, indicate how much was earned and how the money will support the project.
- g. Environmental Education: If the project provided environmental education to residents of DAC and low-income communities, describe the types of education provided, the number of persons receiving the environmental education, and any particular identifying factor about the populations receiving the training (i.e. 2nd grade class from Mytown Elementary School)
- h. If this project provides other benefits to a community, please discuss the types of benefits provided, the specific communities served, and the method for quantifying these benefits.

4. Performance Table

CalRecycle will provide a Performance Table for quantitative data related to GHG emission reductions and community benefits data that occurred within the reporting period. CalRecycle will develop a Performance Table in coordination with the Grantee that is customized to meet the Grantee's reporting and CalRecycle's reporting obligations under CCI. The Performance Table will be finalized towards the beginning of project site selection and must be submitted in conjunction with each Progress Report. The quantitative data includes, but is not limited to:

I. Volume of finished compost generated from California organic waste material.

Grantee will report the volume, in cubic yards, of compost generated during the reporting period as a result of the project.

- a. Grantee will report data on compost production from each project site individually.
- b. Grantee will calculate CARB-approved emissions reductions in CO₂ equivalents (MTCO₂e) using the quantification methodology and calculator designed for this Grant program that will be posted on the California Air Resources Board's (CARB) [CCI Quantification, Benefits, and Reporting Materials webpage](http://www.arb.ca.gov/cci-resources) (<http://www.arb.ca.gov/cci-resources>).

II. Trees planted and maintained.

This methodology uses the [I-tree planting application](https://planting.itreetools.org) (<https://planting.itreetools.org>) to determine GHG emission reduction potential based on tree species, location and years of tree maintenance.

- a. Grantee will record the number and species of trees planted and record the location of each tree.
- b. Grantee shall fill out the I-tree tool for the trees and locations which were planted during the quarter and calculate the expected GHG reductions for the species and locations of those trees.

III. Community Benefits

Grantees must report benefits to communities that occurred in the reporting period as a result of the project. Fill out all sections of the Performance Table.

- a. Jobs
 - i. The job classification, job education required, job experience required, average hourly wage, and number of jobs provided by the Grant during the quarter.
 - ii. Total project work hours for each job provided.
 - iii. Types of benefits included with the job, such as employer paid health insurance, paid leave, and/or retirement plan.

- b. Jobs provided to residents of DAC and low-income communities, if different than total jobs.
 - i. The job classification, job education required, job experience required, average hourly wage, and number of jobs provided to DAC and low-income communities during the quarter.
 - ii. Associated census tract numbers for employees hired for which DAC and low-income community status is claimed.
 - iii. Total project work hours for each job provided to DAC and low-income community employees.
 - iv. Types of benefits included with the job, such as employer paid health insurance, paid leave, and/or retirement plan.
 - v. Identify the formal targeted hiring strategies used to direct opportunities to DAC and low-income communities.
- c. Job training
 - i. Total number of people that completed job training and the associated job training classification/trade; and
 - ii. The type of credentials earned (e.g. certifications, licenses, degrees).
- d. Job training provided to DAC and low-income communities, if different than total job training.
 - i. Number of people in DAC and low-income communities that completed job training and the associated job training classification/trade; and
 - ii. The type of credentials earned (e.g. certifications, licenses, degrees).
- e. Food: Pounds of food provided to residents of DAC and low-income communities as a result of project activities. This can include food grown using compost provided by Grant activities and food grown on trees planted by the project.

The quantitative data captured in the Performance Table is designed to support the qualitative claims being made in each Progress Report. The data captured in the Performance Table should be accurate and should not be estimated. (Required documents and reports are subject to change due to CARB's [2018 Funding Guidelines for Agencies that Administer California Climate Investments](https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies) (<https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>) or legislative requirements.)

5. Pictures

Provide digital images showing the progress of the Grant project during the reporting period. Photographs should be in PDF, JPG, or PNG format. If another format is preferred the format must be approved by the Grant Manager.

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

CalRecycle staff may amend Performance Table and Progress Report questions and categories if needed and will consult with Grantee before doing so. CalRecycle staff may schedule site visit(s) to verify any of the information submitted in the progress report. Grantee must agree to accommodate site visit requests and set a site visit date in collaboration with the Grant Manager, within 10 working days after the request is made.

Critical Project Review

The Grant Manager will schedule a Critical Project Review in the second quarter of 2021. The Grant Manager may conduct the review via phone call or meeting. This review will cover activities **from the date of Grant Agreement execution to the date of the review**. During this review, the Grantee will discuss the progress made on tasks included in the Work Plan. If the project hasn’t started project site development one year after award, CalRecycle may terminate the agreement.

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

Final Report

The Final Report is due **March 1, 2023**. This report should cover Grant activities **from the Notice to Proceed through March 1, 2023**. The following items must be included:

1. General Information

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

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

2. Description

Description of activities that were started, continued, and completed during the entire Grant Term. Activities must be arranged by the categories shown in the approved Work Plan.

- What aspects of the project worked well and why?

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

3. Success Factors

Grantee should provide a detailed discussion of lessons learned during the Grant Term regarding success factors for community composting. This would include strategies to recruit, train and retain volunteers, to build organizational capacity, to acquire clean feedstocks, to implement composting best management practices, as well as best practices for equitably distributing and using compost. Discuss any other factors applicable to composting in DAC and low-income communities. Suggest strategies and tactics for continued growth of community composting efforts statewide.

4. Performance Narrative

Grantee shall provide qualitative data for Grant activities that occurred during the entire Grant term including a cumulative total of all quarterly Progress Reports in a format approved by your CalRecycle Grant Manager. The Final Report must include:

I. Composting of California Organic Waste

Grantee will discuss composting activities at project sites during the entire Grant period as a result of the project.

- Grantee will discuss the sources of data on compost production from all project sites inputted into the Performance Table during the Grant Term. Grantee will discuss how measurements were taken and provide any remaining documentation as an attachment. Documentation may include drop off logs, recorded volume of finished compost created from site operators, and/or pictures of incoming feedstock.
- If the total compost production did not achieve the estimated projections cited, discuss the reasons for the shortfall; if compost production exceeded estimates, discuss the strategies that led to a successful outcome.
- Discuss the most successful actions taken to reduce issues occurring at project sites, including contamination, vermin or odors.

II. Trees planted and maintained

- Record the total number of trees planted, their types and their functions. Were they to provide food, shade or other benefits?
- Provide a summary of the tree maintenance plan implementation and strategies that proved to be most successful with regards to tree planting, harvest (if applicable) and maintenance.

- c. Grantee shall discuss tree mortality for the Grant Term, whether those trees were replaced, and what will be done to ensure survival of trees after the Grant term ends.

III. Community Benefits

Grantees must report benefits to communities that occurred during the Grant Term as a result of the project and describe how the project benefits addressed the community's needs.

- a. Jobs
 - i. Discuss jobs created during the entire Grant term. Expand upon issues or benefits that provide insight or other valuable information that occurred during the Grant term.
- b. Jobs provided to residents of DAC and low-income communities, if different than total jobs.
 - i. Associated census tract numbers for employees hired for which DAC and low-income communities' status is claimed.
 - ii. Identify the formal targeted hiring strategies used to direct opportunities to DAC and low-income communities.
- c. Job training
 - i. Discuss the types of job or career training provided for the training listed in the performance table during the reporting period.
 - ii. Indicate the specific credentials earned, if any, during the reporting period (e.g. certifications, licenses, degrees).
- d. Job training provided to residents of DAC and low-income communities.
 - i. Number of people in DAC and low-income communities that completed job training and the associated job training classification/trade; and
 - ii. The type of credentials earned (e.g. certifications, licenses, degrees).
- e. Food: Summarize the pounds of food produced by the trees planted or by garden plots amended by the compost produced as a result of this project. What types of food were distributed? What were the distribution methods? Was food distributed to residents of a DAC or low-income community? Discuss impacts, if known, of food distribution during the Grant term.
- f. Green Spaces: Describe any developments in the project that have expanded or improved green spaces or garden/community areas that

are publicly accessible to residents of DAC or low-income communities, or low-income households.

- g. Compost: If provided for free to residents of DAC and low-income communities, provide the cubic yards of compost, and, if known, the intended uses. If the compost was sold to recover costs or for profit, how much was earned and how were any profits used?
- h. Environmental Education: Summarize the environmental education provided to residents of DAC and low-income communities, the number of persons receiving the environmental education, and the most effective tools and strategies for reaching DAC and low-income communities based on experience during the Grant Term.
- i. If this project provided other benefits to a community, discuss the types of benefits provided, the specific communities served, and your method for quantifying these benefits.

5. Performance Table

The final performance table should include all Grant funded activities from the Notice to Proceed through the end of the Grant Term. The performance table will be designed to be cumulative; therefore, the completion of the final report should be no different than any of the previous quarterly reports.

The quantitative data captured in the Final Performance Table is designed to support the qualitative claims being made in the Final Report. The data captured in the Performance Tables should be accurate and should not be estimated. (Required documents and reports are subject to change due to CARB's [2018 Funding Guidelines for Agencies that Administer California Climate Investments](https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies) (<https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>) or legislative requirements.)

6. Pictures

Digital images showing the end results of each project site should be submitted with the Final Progress Report. Photographs should be in PDF, JPG, or PNG format. If another format is preferred the format must be approved by the Grant Manager.

Grant Payment Information

1. Payment to the Grantee for eligible grant expenses is made on a reimbursement basis only (unless a portion is approved for advance), and only for those materials and services specified in the Budget and Work Plan approved by the CalRecycle Grant Manager.
2. Reimbursement may be requested quarterly during the Grant Term in conjunction with submission of either a Progress Report or the Final Report.

3. The Grantee must submit the required Progress Report/Final Report, and the Grant Manager must approve the report prior to, or concurrent with, submission of the Grant Payment Request.
4. The Grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the “Payment Request and Documentation” section.
5. Grant payments will only be made to the Grantee. It is the Grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services.
6. Collaborative Agreement Reimbursement: Lead entities for a collaborative agreement are responsible for reimbursing all participants. When and if the participant(s) submits an invoice to the lead, the lead pays the participant, in full, directly. The lead then requests reimbursement from CalRecycle. CalRecycle can only reimburse invoices received from the lead entity directly, not from the participant(s).
7. Ten percent of each approved Grant Payment Request will be withheld and retained until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress and/or Final Report, have been satisfied.
8. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The Grantee can typically expect payment approximately 45 days from the date a Grant Payment Request is approved by the Grant Manager.
9. The Grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the Grantee’s contractor(s) and subcontractor(s) in accordance with the “Reliable Contractor Declaration” provision of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to commencement of work. See “Reliable Contractor Declaration” provision in Terms and Conditions (Exhibit A) for more information.
10. Per Government Code section 11019, CalRecycle may make advance payments to community-based non-profit entities if it is determined that an advance is essential for the effective implementation of the program activities. CalRecycle may advance up to 25 percent of the total funds awarded. No advance will be processed until all debts to CalRecycle are repaid. If an advance payment is distributed, a portion of each payment request will be applied to reconciliation of the advance payment.

Payment Request and Documentation

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

Advance Payments

If the Grantee requested an **Advance Payment**:

- The advance payment will be processed after the Grant Agreement is fully executed, the Payment Request form is approved, and any money owed is paid

to CalRecycle. The advance payment transaction will be visible to the Grantee after the transaction is completed by the Grant Manager.

- A portion of each payment request will be applied to reconciliation of the advance.
 - The Grantee must reconcile the approved advance amount in the GMS by submitting a payment request including the final expenditure information.
1. Go to the Payment Request tab.
 - a. Click on the **Create a Payment Request** button.
 - b. Choose **Advance Reconcile** for the Transaction Type and enter the amount in the budget category.
 2. When the transaction is complete, click the **Save** button.
 3. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request.

Any unspent Grant funds must be returned to CalRecycle by the end of the Grant Term. Contact the Grant Manager to initiate this process.

Reimbursement Payment

Payment requests must be submitted in GMS. For further instructions regarding GMS, including login directions, see the section above entitled, Grants Management System.

To submit a Grant Payment Request:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
 - Choose **Reimburse** for the Transaction Type and enter the amount spent in the budget subcategory.
 - When the transaction is complete, click the **Save** button.
 - After the transaction is saved, the **Upload Supporting Documentation** button will appear in the lower right corner.
3. Click the **Upload Supporting Documentation** button.
 - Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
 - Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
 - The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

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

Supporting Documentation

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

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

B. Cost and Payment Documentation.

Acceptable cost and payment documentation must include at least one of each of the following.

- a) Invoices, receipts, or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
- b) Proof of payment may include:
 - i. copy of cancelled check(s) that shows an endorsement from the banking institution
 - ii. invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials
 - iii. bank statement(s) along with a copy of the endorsed check or invoice showing the check number
 - iv. copy of an electronic funds transfer confirmation
 - v. copy of a credit card statement(s)

C. Personnel Expenditure Summary (CalRecycle 165 or Grantee's version).

Document personnel expenditures based on actual time spent on Grant activities and actual amounts paid to personnel (these forms are not required if you have an alternate time reporting method pre-approved by your Grant Manager).

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

E. Educational Materials. Please provide copies of educational materials created using Grant funds.

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

Audit Considerations

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

Examples of audit documentation include, but are not limited to, competitive bids, Grant amendments if any relating to the budget or Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with Grant

funds, invoices and/or cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.