



February 2020  
Department of Resources Recycling and Recovery

# **Community Composting for Green Spaces Grant Program Application Guidelines and Instructions**

**Fiscal Year 2019–20**

**Revised March 27<sup>th</sup>, 2020**

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# Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Community Composting for Green Spaces Grant Program pursuant to Section 42999 of the Public Resources Code. The purpose of this competitive Grant program is to further the purposes of the California Global Warming Solutions Act (AB 32) and lower overall greenhouse gas (GHG) emissions by increasing the number and capacity of community groups operating small-scale composting programs in green spaces throughout the state.

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

CalRecycle will grant funds to one entity (Grantee) who will in turn select community composting project sites throughout the state that will receive support via this program. Using its experience in working with disadvantaged and low-income communities, the Grantee will reach out to organizations throughout the state to solicit project sites for participation.

CalRecycle will collaborate with the Grantee to further develop project site selection criteria. The Grantee will use its experience in community composting to identify the needs of each potential community partner and project sites, determine whether the grant program can meet those needs, and select those project sites with the highest chance of success, with a priority for sites located in disadvantaged communities (DACs) and low-income communities.

After project sites are selected, the Grantee will work with community partners to develop, expand, or improve community sites that provide organic waste composting, environmental education, compost-related job training, and other services to their communities.

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/) (<https://www.calrecycle.ca.gov/Funding/GMS/>). You will need to create an account, if you do not already have a CalRecycle WebPass, and sign into GMS to complete and submit an application.

## Timeline

Date	Activity
<del>March 9, 2020</del> <u>April 8, 2020</u>	<b>Question and Answer Period</b> <ul style="list-style-type: none"> <li>Questions may be submitted from application release date to this date.</li> <li>Questions must be submitted by email.</li> </ul>
<del>March 20, 2020</del> <u>April 17, 2020</u>	<ul style="list-style-type: none"> <li>All answers will be posted (tentative).</li> </ul>
<del>April 1, 2020</del> <u>April 30, 2020</u>	<b>Application Due Date</b> <ul style="list-style-type: none"> <li>Applications must be submitted in GMS by 11:59 p.m. on this date.</li> <li>Customer service will be available until 4:00 p.m. on this date.</li> </ul>
<del>April 30, 2020</del> <u>May 14, 2020</u>	<b>Secondary Due Date</b> <ul style="list-style-type: none"> <li>If needed, an approved Resolution from a public entity governing board must be uploaded in GMS by this date if it was not submitted with the application.</li> <li>Applicant must have an Environmentally Preferable Purchasing and Practices (EPPP) Policy by this date.</li> </ul>
<del>June 16, 2020</del> <u>July 15, 2020</u>	<b>Grants Awarded</b> CalRecycle considers funding recommendations, and if approved, conditionally awards the Grant during this month (tentative).
<b>March 1, 2023</b>	<b>Grant Term</b> Notice to Proceed to this date.
<b>Notice to Proceed to January 31, 2023</b>	<b>Grant Performance Period</b> May incur program or project site costs after issuance of the Notice to Proceed until this date.
<b>February 1– March 1, 2023</b>	<b>Report Preparation Period</b> May only incur costs for preparation of Final Report and final Payment Request.
<b>March 1, 2023</b>	<b>Final Report and final Payment Request Deadline</b>

## Eligible Applicants

Eligible applicants include:

- Nonprofit organizations (except private schools) registered with the federal government under 501(c)3, (c)4, (c)6 or (c)10 of the Internal Revenue Code. Must be qualified to do business in California and be in good standing with all applicable California state agencies, including being registered and current in the Registry of Charitable Trusts.
- Private, for-profit entities. For purposes of this program, a “private, for-profit entity” is defined as a business intended to operate at a profit and return a profit to its owners. The business must be qualified to do business in California and be in good standing with all applicable California state agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board. Any and all subsidiaries, divisions or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the Community Composting for Green Spaces Grant Program. A business is

considered an “affiliated business” if it has at least one owner with a forty (40) percent or greater interest in another applicant business.

- Qualifying Indian Tribes. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
  1. Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
  2. Can establish that it is a government entity which meets the criteria of the grant program.

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

Only one application per qualifying entity will be accepted. Eligible applicants may submit an individual or a cooperative application.

### **Cooperative Application Requirements**

Private entities, or private entities and public entities, may join together in a cooperative Grant application in which two or more eligible entities join together for the purpose of Grant implementation. A Lead Participant must be designated to act on behalf of all participating entities.

The Lead Participant:

- Is an eligible entity.
- Is the applicant/Grantee who will be responsible for the performance of the Grant and all required documentation.
- Will receive from CalRecycle all official correspondence and Grant payments.
- Must submit payment requests and invoices to CalRecycle and is responsible for reimbursing the Grant Partner then requesting reimbursement from CalRecycle.
- Needs a resolution or letter of commitment for the Grant application from their board or governing committee.
- Will sign the Grant agreement.

Grant Partners:

- Must be an eligible entity in their own right.
- Are eligible to bill for eligible Grant costs through the Lead Participant.
- Needs a Letter of Authorization to be a participant in the grant.
- Will be listed as a partner in Exhibit C of the signed grant agreement.

The project sites may include other entities and community groups that receive benefits from the Grant without being a Grant Partner. They do not need to be an eligible entity, nor do they need to provide a resolution or letter of commitment. These entities are not eligible to directly bill the Lead Participant for goods or services delivered as a function of the Grant but may receive goods or services derived from the Grant by the Lead Participant.

## 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 potential project site requirements are, at a minimum:

- Proof that the project site is authorized for use for 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=](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 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](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 information 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 Projects**

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

## **Available Funds**

- \$1,350,000 is available for this grant cycle, fiscal year 2019–20, and will be awarded to one applicant.
- \$ 1,350,000 is the maximum available for an individual grant award.
  - At least \$1,000,000 should be allotted for equipment, training and labor at individual project sites.

## **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 email and before the 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 on March 1, 2023.

## **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 but are considered necessary for the Community Composting for Green Spaces Grant Program, CCG1 (FY 2019–20)



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**

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 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 associated with the purchase of equipment and supplies that will not be under the direct control of the Grantee or project site community groups.
- Costs deemed unreasonable or not related to the Grant project by the Grant Manager.

## **Environmentally Preferable Purchases and Practices Policy Requirement**

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

Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies include:

Community Composting for Green Spaces Grant Program, CCG1 (FY 2019–20)  
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- Buildings and Grounds
  - All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the Leadership in Energy & Environmental Design [Green Building Rating System](https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version) (<https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version>).
- Continual Improvement
  - Training is provided to new and existing employees.
  - Organization regularly evaluates and/or improves implementation of EPPP policy.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact on the Detail tab in the application. Applicants that do not have an EPPP Policy at the time of application submittal must adopt one by the secondary due date 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 [CCGP@calrecycle.ca.gov](mailto:CCGP@calrecycle.ca.gov). Questions must be received by ~~March 9, 2020~~ April 8, 2020 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 reworded for clarity and responded to as one question. All Q&As will be posted approximately one week 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](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>) governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure. 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 Community Composting for Green Spaces and CCG1: 2019–20 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 Community Composting for Green Spaces 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 grant partners.
- 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 Collaborative Applications

- Add the name of each eligible grant partner and choose the Participating Jurisdiction radio button.

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

### Detail Tab

Complete this tab as follows:

- Enter \$1,350,000.00 in the Grant Funds Requested field.
- Enter the Assembly Districts and Senate Districts associated with the location of the Applicant. To select more than one district hold the “Ctrl” key while selecting the numbers.
- To request an advance of Grant funds, check the Request Advance Payment box. If you are electing to only receive reimbursement payments, skip this section.
- Enter the Applicant’s department name, e.g. “Community Composters of California”. 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, succinctly summarize your project and name any co-operating entities. Give a basic description of the areas you will be targeting for projects, and the methods and equipment you plan to use.
- 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.

### 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**

Select the Community Composting budget category and enter \$1,350,000.00. Do not enter any information in the budget detail section. The Total must equal the Grant Funds Requested amount shown on the Detail tab.

### **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 the Resolution/Letter of Commitment and EPPP Notification documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on ~~April 1, 2020~~ April 30, 2020. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling (916) 341-6104.

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

# Application Documents

## Electronic and Original Signatures

CalRecycle 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](mailto: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](mailto:grantassistance@calrecycle.ca.gov) or call (916) 341-6104. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.

## Application Certification

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

## Environmentally Preferable Purchasing and Practices Policy (EPPP) Notification

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

## 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 version, 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 concise, detailed, and most importantly, that they address each of the criteria in the [Community Composting for Green Spaces Grant Program - Scoring](#)



### [Criteria Fiscal Year 2019–20](#)

(<https://www2.calrecycle.ca.gov/PublicNotices/Documents/11450>). Make sure the information in the Narrative Proposal is consistent with, and relates to, work activities in the Work Plan. After you complete the Narrative Proposal, save it to your computer and then upload it to the Documents tab of your application.

### **Work Plan**

The Work Plan is a required application document. Include all Grant-eligible procedures or tasks used to complete your project. Ensure all activities relate to estimates of the costs of goods and services. Utilizing a document form other than the official CalRecycle version may subject the applicant to disqualification.

## **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**.

### **Resolution**

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific Grant-related matters listed below. 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. Cooperative applications need a Resolution from all Grant Partners (see Cooperative Applications, above). 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](mailto: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.

(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.

### **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 Grant Partners.
2. Grant Partners 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.

### **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 Community Composting for Green Spaces 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 cooperative applications, the Lead Participant must upload a Letter of Authorization from each Grant Partner. It is prepared by the Grant Partner 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 Participant must upload the Letter of Authorization no later than the secondary due date or the Grant Partner(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 Grant Partner's official letterhead, signed by an individual authorized to contractually bind the Grant Partner, and include the information below.

- The letter may be valid for as long as the Lead Participant's Resolution, not to exceed five years, otherwise must be dated within the last 12 months.
- It must authorize the Lead Participant to submit a collaborative application and act as Lead Agency on behalf of the Grant Partner.
- It must authorize the Lead Participant to execute all documents necessary to implement the Grant.

### **Letters of Support**

Letters of Support are optional. However, applicants that claim to provide a benefit to DAC and low-income communities may provide letters of support from organizations representing those communities. Applicants may include letters of support or endorsements from community leaders, local officials, business partners, environmental groups or others in support of the proposed project. If there is more than one Letter of Support, scan them all as one document and upload as one document.

### **Tree Maintenance Plan**

Applicant must include a plan to ensure trees that are planted as a result of this Grant will be maintained and supported for the Grant Term, and ideally until the tree is fully established (10 years). At the time of application, it is unlikely tree species or locations will be known. The tree maintenance plan shall discuss, generally, how Applicant will take steps to ensure maximum tree survival, whether trees will be replaced if they die, and how Applicant will ensure that all trees planted have a water source and an appropriate watering schedule.

### **Resumes**

Provide the resumes of key project personnel and contractors that demonstrate that the Applicant, its contractors, and cooperating organizations have sufficient technical expertise and experience to successfully implement the Grant.

# Grant Review and Award Process

## Grant Application Review Process

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

Complete and eligible Grant applications will be evaluated and scored by a review panel of CalRecycle staff based on the [Community Composting for Green Spaces Grant Program - Scoring Criteria Fiscal Year 2019–20](https://www2.calrecycle.ca.gov/PublicNotices/Documents/11450) (<https://www2.calrecycle.ca.gov/PublicNotices/Documents/11450>). An application may receive a maximum of 100 possible points. Applicants must receive a minimum passing score of 60 points to be considered for funding. Applications scoring less than 60 points will be disqualified for not meeting the minimum passing score. Grant recommendations will be ranked in order, according to each applicant's score (highest passing score to lowest passing score). The top-scoring passing application will be recommended for funding. In the event of a tie between the top-scoring Applicants with the same overall score, funding will be determined by an interview process, which may be in person or by telephone, to determine the depth of the Applicant's knowledge about working in DAC and low-income communities, its ability to deliver benefits to those communities, and the anticipated challenges in fulfilling its implementation plan. If after this process, Applicants remain tied, the Post Score Review Team shall make the recommendation as to which Applicant shall receive an award in a manner that is both fair and equitable.

## 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 ~~June 2020~~ July 2020. 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 this cycle.

## 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 signature. These documents shall guide the Grantee's administration of the Grant project.

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

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

## Reporting Process

Grantees are required to report on the progress of their Grant on a quarterly basis. The Final Report is due on March 1, 2023. 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). Failure to receive the Grant Manager's approval of these documents may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).

Where advance payment has been approved, Grant recipient will receive 25 percent of their Grant award in advance once the Grant Agreement is fully executed and a signed Grant Payment Request is submitted. The Grantee will have to incur eligible costs for the 25 percent advanced or return any unspent advanced funds to CalRecycle. A portion of each payment request will be applied to the advance reconciliation.