



November 2021

Department of Resources Recycling and Recovery

Edible Food Recovery Grant Program Application Guidelines and Instructions

**1st Cycle (EFR1)
Fiscal Years 2021–22 and 2022–23**

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) administers the Edible Food Recovery Grant Program pursuant to Public Resource Code section 42999. This competitive grant program will provide funding to support new and expanded edible food recovery and food waste prevention projects (food rescue for people or source reduction) in California. Projects must reduce the amount of food being disposed in landfills, thereby helping to achieve the state's short lived climate pollutant goals.

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/>). The applicant will need to sign in to GMS to complete and submit an application.

Note: The following terms used in this document are defined below, unless the context clearly indicates otherwise:

- “Applicant” refers to either the legal name of the entity that is legally responsible for grant administration and any entity that will receive and control grant-funded equipment, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- “You” refers to a person who is completing the application on behalf of the Applicant.
- “Participant” and “Non-Lead Participants” refers to an official participant in the grant project that will receive grant-funded services, equipment, personnel funding, etc. This entity will sign a grant participant agreement with CalRecycle if the proposed EFR1 grant project is awarded.

Timeline

November 22, 2021: Questions and Answers Period Due Date

- Applicants or interested parties may submit questions from the application release date to this date.
- Applicants or interested parties must submit questions by email.

December 6, 2021 (tentative): Questions and Answers Posted

- CalRecycle will post all answers to questions on the CalRecycle website that were submitted during Question and Answer Period.

December 16, 2021: Application Due Date

- Applicants must submit applications in GMS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

January 20, 2022: Secondary Due Date

- Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application.
- Applicant must have an Environmentally Preferable Purchasing and Practices Policy by this date.

February 2022 (tentative): Grants Awarded

- CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month.

Notice to Proceed through April 3, 2024: Grant Term

For milestones that take place during the grant term, refer to the Procedures and Requirements document.

Eligible Applicants

Only one application per qualifying entity will be accepted. Eligible applicants may submit an individual, cooperative (typically for two to five private entities), or regional application (typically for two or more local government entities). For a cooperative or regional application, one entity must be identified as the Lead Participant to act on behalf of the Non-Lead Participants. There may only be up to four participants in one cooperative or regional application.

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

Eligible applicants include:

- Local governments (cities, counties, or cities and counties).
 - Cities, counties, and cities and counties as defined in Public Resources Code section 30109.
 - Regional or local sanitation agencies, waste agencies, or Joint Powers Authorities.
- Nonprofit organizations (except private schools).
 - Nonprofit organizations must be registered with the federal government under 501(c)3, (c)4, (c)6 or (c)10 of the Internal Revenue Code, and must be registered in the State of California with the Department of Justice and appear on their Registry of Charitable Trusts. If a nonprofit entity is excluded from registering with the Department of Justice, proof must be provided with the application.
 - 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.
- State or federal agencies (including offices, departments, bureaus, and boards).
- University of California campuses, California State University campuses, or the California Community College campuses.
- Solid Waste Facilities.
- Public School Districts.
- Qualifying Tribal Entities.
 - Qualifying Tribal Entity is defined as a tribe, band, nation or other organized group or community, residing within the borders of California, which:
 1. Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 2. Can establish that it is a government entity and which meets the criteria of the grant program.

Note: If the organization's headquarters is located out of California, select the county/jurisdiction in which the grant project is located. Refer to Application Instructions section for additional information.

Individual Application

An Individual Application is one in which a single eligible entity will be responsible for grant implementation. The applicant in an Individual Application will be responsible for the performance of the grant and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property that is purchased with grant funds.

Cooperative Application

Entities may join together in a Cooperative Application in which two to five eligible entities (one Lead Participant and up to four Non-Lead Participants) join together for the purpose of grant implementation. A Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the entity who will be responsible for the performance of the grant and all required documentation. All Non-Lead Participants are considered applicants and will be grantees should the application be awarded. CalRecycle will direct all official correspondence and grant payments to

the Lead Participant. The Lead Participant is responsible for reimbursing Non-Lead Participants' costs prior to submitting a payment request to CalRecycle. All entities involved with a cooperative application will be required to execute a grant agreement.

All Leads need the following from the participating entities involved in the cooperative application:

- A Resolution or Letter of Commitment from all Non-Lead Participants. See Application Documents section.
- Budget costs associated with all participating entities.

Regional Application (Local Governments Only)

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the applicant, and if awarded, will be the grantee responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. If a jurisdiction is a Non-Lead Participant in a Regional Application, it may not apply individually.

Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. An entity may not submit an individual application if that entity is also a member of an applicant JPA. In addition to the requirements for an Individual Application, a JPA must upload a copy of its JPA Agreement.

The JPA Agreement must:

1. Give authority over solid waste management.
2. List all member entities.
3. Contain the signature of all members.

Eligible Projects/Products

Eligible projects include:

- **Food Recovery Projects.** Projects that result in food that would otherwise be destined for landfills, being recovered and distributed to people. Any food waste residuals from the food recovered must be composted, sent to a digester, used as animal feed, or otherwise diverted within the project service area, if available.
- **Food Waste Prevention Projects.** Projects that prevent food waste from being generated and becoming waste that is normally destined for landfills. Food waste prevention projects are only eligible if the proposed grant project includes an edible food recovery project. Examples of food waste prevention projects include, but are not limited to:
 - Modernizing production and handling practices to prevent and reduce food preparation waste.
 - Identifying and modifying ordering practices that result in measurable decreases in food waste.
 - Creating and expanding education and outreach programs that result in quantifiable reductions in food waste.

Project Requirements

- The project(s) must be located in California.
- The project(s) must increase capacity to recover edible food for human consumption.
- The project(s) must result in increases in the quantity of food that is newly diverted from landfills.
 - “Newly diverted” means the pounds of materials that are currently being landfilled that will instead be diverted because of this project.
- The Applicant must provide contracts, written agreements, or letters of intent between the Applicant and the edible food generating businesses that demonstrate their intent to donate edible food that would otherwise be destined for landfills.

Available Funds

- A total of \$4,750,000 is allocated: \$2,850,000 for FY 2021–22 and \$1,900,000 for FY 2022–23 (subject to FY 2022–23 budget approval, and funding availability).
- The minimum grant award is \$150,000 and the maximum grant award is \$250,000.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 3, 2024.

For detailed information about requirements within the Grant Term, refer to the Procedures and Requirements document.

Eligible and Ineligible Costs

Grantees may incur eligible costs only during the Grant Term. For detailed information about eligible and ineligible costs, refer to the Procedures and Requirements document.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle’s core values, CalRecycle requires all applicants to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations.

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. If applicants do not have an EPPP Policy in place prior to submitting their application, they must certify to the fact that a Policy will be adopted by the secondary due date on the Detail tab in the application.

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

- 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 and 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.

Additional EPPP Policy resources include:

- [Tools and Resources](https://www.calrecycle.ca.gov/EPP/Resources/) (https://www.calrecycle.ca.gov/EPP/Resources/)
- [Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/) (https://www.calrecycle.ca.gov/EPP/LawPolicy/)
- [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)

Note: In Regional /Cooperative Applications, the Lead and Non-Lead Participants will each need an EPPP Policy. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

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

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to GHGReductions@CalRecycle.ca.gov. CalRecycle must receive the questions by November 22, 2021 or the questions will not be accepted.

CalRecycle may post the Questions and Answers periodically during the Questions and Answers period. Applicants or interested parties may access the Questions and Answers web page from the Notice of Funds Available web page or from the application. CalRecycle may group together similar or related questions or re-word them for clarity, and respond to them as one question. CalRecycle will post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates. It is the applicant's responsibility to check the Questions and Answers web page for the latest information.

Public Records Requests

CalRecycle's policy is to make records requested by the public promptly available in accordance with the laws 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 the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/).

Confidentiality

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

Confidential or Proprietary Information

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

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

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, “confidential or proprietary information” will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041–17046. However, the law does not treat documents marked as “confidential or proprietary information” (such as sales brochures, promotional literature and other general non-financial documents) as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as “confidential.” If there was any question as to whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in section 14 CCR 17046.

What procedures does CalRecycle have in place to ensure that confidential information is kept confidential?

Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Instructions

Application Access

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

To start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>).
2. Select **Apply for a Grant** on the left.
 - All open grant cycles are displayed in a table.
3. Find "Edible Food Recovery Grant Program, EFR1: FY 2021–22" and select **Start Application**.
 - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
 - GMS will automatically add you as the Primary Contact for the new grant application however; you may update this later.
4. Click **Save**.

GMS Tabs - 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 Edible Food Recovery Grant Program.

Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads 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 submit all required documents, based on the particular grant application/project, by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the entity that is legally responsible for grant administration, if awarded.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
 - Every application must have a Lead Participant even if it is an individual application with no Non-Lead Participants.

If the Participant Search List does not contain your Applicant/Participant name:

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name. Do not enter your personal name.
 - List county names with the name first followed by the word “County,” e.g., “Sacramento County.”
 - List city names as “City of” followed by the city’s name, e.g., “City of Sacramento.”
3. Complete all required fields then click **Save**.

For Regional, Cooperative, or Joint Powers Authority Applications, add the name of each eligible Non-Lead Participant and select the Participating Jurisdiction radio button.

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

Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount of \$250,000. Round all amounts to the nearest whole dollar.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the “Ctrl” key while selecting the numbers.
3. Enter the applicant’s **Department Name**, e.g., “General Services.” If the applicant does not have a department, enter the applicant’s name.
4. Enter the grant payment mailing address.
5. **Project Summary/Statement of Use**: In three to five sentences, succinctly summarize the proposed project and name any Non-Lead Participants. Applicant must identify if the proposed project includes food waste prevention along with food recovery and must include the number of additional pounds of food that will be newly diverted from landfills.
6. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
8. Select the appropriate answer for Program Questions.

Contacts Tab

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact may be granted access by checking the box on the top of the contact's detail screen. The contact will be able to log in to GMS using their own CalRecycle WebPass and access the application.

Note: CalRecycle requires a valid email address for the Signature Authority in order to route the Grant Agreement, if awarded.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager or CalRecycle staff 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 or their designee) as the alternate person with whom the Grant Manager or CalRecycle staff will communicate. (Not required.)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, 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.)
- **Participant Signature Authority** (Applicable to Cooperative applications only) The person(s) authorized to sign documents on behalf of their organization, as authorized by a Letter of Commitment, Resolution, or Letter of Designation.

Budget Tab

When completing the Budget tab, ensure the following:

1. The Budget Tab must be complete and budget category totals there must match the category totals in the Budget template that is uploaded to the Documents tab.
2. The total in the Budget tab must equal the Grant Funds Requested amount shown in the Detail tab. This field does not carry over or auto-populate.

The CalRecycle Budget template is a required application document, which all applicants must complete and upload to the Documents tab. Utilizing a document form other than the official CalRecycle templates, or tampering with the CalRecycle template may subject the applicant to disqualification. For information regarding the Budget template please reference CalRecycle Documents section below.

Site(s) Tab

Add an entry for each grant project/site. List the site name, site type, the complete address, Environmental Protection Agency (EPA) ID or Solid Waste Information System (SWIS) numbers, as applicable. Non-Lead Participants and other locations of the project must also be listed.

Documents Tab

See the Application Documents section in the Summary tab 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.” Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

Application Submittal and Deadline

The **Submit Application** button located in the Summary tab will be enabled after all required documents have been uploaded.

Click the **Submit Application** button and the application status will change to **Submitted**. You can only submit the application once; however, you may upload the following documents until the secondary due date: Resolution, Letter of Commitment, Letter of Designation, Letters of Authorization, JPA Agreements.

You must submit your application no later than 11:59 p.m. on December 16, 2021. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6228.

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

Application Documents

Electronic and Original Signatures

CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

Note: E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” function, is considered incomplete and may be sent back to the applicant.

Once the document(s) have been signed by the Signature Authority, upload the digitally signed document, or scan the wet signature and save it to GMS. Retain the original document for potential CalRecycle audits. See Audit Considerations section of the Procedures and Requirements document for more information.

If you have questions, email grantassistance@calrecycle.ca.gov.

CalRecycle Documents

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link, open it, fill it out, save it to your computer, and upload it to the Documents tab. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 341-6228.

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents. Utilizing a document form other than the official CalRecycle template, or tampering with the CalRecycle template may subject the applicant to disqualification.

Below is a list of CalRecycle documents:

Application Certification

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification from the Summary tab. Once the Application Certification is signed, upload it to the Documents tab.

Budget

The Budget document is a required application document that must be submitted as an Excel file (not as a PDF).

Provide a clear accounting of all costs associated with infrastructure, materials, equipment, and programmatic/administrative activities necessary to complete the project. Indicate additional funding sources to demonstrate your ability to commence

work on the project while waiting for grant payments in arrears. Budget line items should relate to Work Plan activities and information in the Narrative Proposal. For large equipment, refrigeration, or vehicle line items, upload a seller or manufacturer’s quote, or other evidence of cost to GMS. Below are some examples of expenses and how to classify them in your Budget.

Table 1. Budget Examples

Budget Category Name	Examples (This is not an all-inclusive list)
Indirect¹	Costs associated with operating and maintaining facilities, utilities, background checks and certification fees, permitting fees, all types of insurance, travel and mileage for personal vehicles used for food recovery or prevention activities, indirect supervision/management and consultant fees, etc.
Construction	Electrical, plumbing, engineering costs, site preparation, installation, kitchen design and construction/improvement, etc.
Education and Outreach²	Materials such as fliers, brochures, signs, etc. Note: <i>Salaries covering personnel to conduct education and outreach activities should be listed under Personnel.</i>
Equipment³	Equipment includes the following subcategories: <ul style="list-style-type: none"> • Food preparation and kitchenware • Materials (packaging, crates/bins for food storage, gloves, boxes, liners, GPS, PPE, etc.) • Refrigeration, freezers, refrigeration systems, etc. • Software such as food waste online exchange/logistics and source reduction platforms, etc. • Vehicles and vehicle wraps or identification
Maintenance	Service or repair of grant-funded equipment and vehicles, vehicle modification for storage and shelving, fuel and/or mileage [at State rate for travel reimbursements (https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx)] for grant-funded vehicles, etc.
Personnel⁴	Salaries including: staff conducting outreach and education efforts, technical assistance for software support

¹ Indirect costs are capped at 10 percent of total requested grant amount, see Indirect Costs section under Grant Cycle Overview.

² Public education and outreach may not exceed 10 percent of the applicant’s requested grant amount.

³ Software (food waste online exchange/logistic and source reduction platforms) may not exceed 25 percent of the applicant’s requested grant amount, and it may not exceed \$50,000.

⁴ Salaries may not exceed 65 percent of the applicant’s requested grant amount. Grant-funded jobs must be related to the proposed project and may not exceed \$75 per hour.

Budget Category Name	Examples (This is not an all-inclusive list)
	or program development, food rescue drivers, warehouse workers, kitchen staff, etc.
Transportation Services	Food recovery transportation services provided by third-party providers (invoices must be submitted).

Grant payments will only be made on a reimbursement basis. Applicant/grantee must not incur costs prior to CalRecycle’s issuance of the Notice to Proceed. See Procedures and Requirements document for more details regarding the Notice to Proceed and related costs information.

The Budget should be uploaded using the “Budget” Document Type. Quotes, estimates, and other equipment detail should be uploaded using the “Quotes/Estimates” Document Type in GMS. When uploading quotes or other evidence of cost to GMS, enter a descriptive title to differentiate the quotes from each other.

Narrative Proposal

The Narrative Proposal is a required application document that describes the details of your proposed project. Each section of the Narrative Proposal must have a response. Ensure your narrative responses are detailed, and address each portion of every question. Incomplete responses in the Narrative Proposal may result in the disqualification of your application.

After you complete the Narrative Proposal, save it to your computer and then upload it to the Documents tab of your application. Make sure the information in the Narrative Proposal is consistent with, and relates to, tasks in the Work Plan and line items in the Budget.

Work Plan

The Work Plan template is a required application document that must be submitted as a Word document. Include all procedures or tasks used to complete your project with specific start and end dates. Ensure that activities related to line items in the Budget are included, and have clear procurement dates, installation dates, and operational dates specified. Additional instructions are provided in the Work Plan template.

Applicant’s Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/templates of some of these documents, refer to the Summary tab. Retain the original hard copy documents for potential CalRecycle audits. See Audit Considerations section of the Procedures and Requirements for more information.

Agreements/Contracts for Food Donors and Food Waste Prevention Sites

Provide supporting documentation from food donors and, if applicable, food waste prevention sites. This required documentation will help verify or support responses in the Narrative Proposal. Supporting documentation could include, but is not limited to: contracts, written agreements, MOUs, or letters of intent from food donors and/or food waste prevention sites demonstrating their commitment to participating in the project for

the entire Grant Term. Upload this documentation using the Agreements/Contracts Document Type in GMS.

Letter of Support from Qualifying Tribal Entity

If the grant project is benefiting a Qualifying Tribal Entity, the applicant must upload a Letter of Support. A Letter of Support is required to qualify for Rank 1 of the evaluation process, see Grant Application Review Process section below.

The Letter of Support must:

1. Be on letterhead if applicable.
2. Be signed by a member of the Tribal Counsel.
3. Name the Lead Participant and describe how the applicant's project will benefit their Tribal Entity (e.g., applicant is distributing food to members of the Qualifying Tribal Entity).

Note: If the Qualifying Tribal Entity is the Lead Participant or a Non-Lead Participant (i.e., they are receiving grant-funded equipment or personnel costs), then a Letter of Support is not required. Instead, see required authorizing documents below.

Applicant's Required Authorization Documents

Below is a list of required authorizing documents by application type that the applicant is responsible for preparing and uploading to their application.

Note: For Resolution, Letter of Commitment, Letter of Authorization, and Letter of Designation templates refer to the [Resolution and Letter Examples web page](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>). CalRecycle staff are available to answer questions about the Resolution and Letter of Commitment or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution or Letter of Commitment to your application as a "Draft Resolution" or "Draft Letter of Commitment" or, for immediate review, email it to grantassistance@calrecycle.ca.gov.

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

Individual Application Authorization Documents:

If **subject to a governing body (excluding Corporations)**, the applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and disqualify the applicant. The Resolution must:

1. 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. Identify the time period, up to five years, during which the authorizations are valid.
 - a. Five years is encouraged; however, periods of less than five years are acceptable.
 - b. If a Resolution does not specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
3. Identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

- a. (Optional but encouraged) The Resolution should authorize the Signature Authority to delegate their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

Note: The Signature Authority must sign a Letter of Designation **prior** to the designee's exercise of their authority.

If **not subject to a governing body**, applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the secondary due date or CalRecycle will deem the application as incomplete and disqualify the applicant.

The LOC must:

1. Be on official letterhead.
2. Specify the Fiscal Year and the grant program name.
3. Authorize submittal of the Edible Food Recovery Grant Program application on behalf of applicant.
4. 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).
 - a. The LOC may also authorize the Signature Authority to delegate this authority.
5. Be signed by an individual authorized to contractually bind the applicant.

Cooperative Application Authorizing Documents: Lead Participant

If **subject to a governing body (excluding Corporations)** applicants must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of a Cooperative Application on behalf of itself and all other participating entities for a specifically named CalRecycle grant.
2. Identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).
 - a. (Optional but encouraged) The Resolution should authorize the Signature Authority to delegate their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

Note: The Signature Authority must sign a Letter of Designation **prior** to the designee's exercise of their authority.

If **not subject to a governing body** applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC

even if they are subject to a governing body under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the secondary due date or CalRecycle will deem the application as incomplete and will disqualify the applicant.

The LOC must:

1. Be on official letterhead.
2. Specify the Fiscal Year and the grant program name.
3. Authorize the submittal of a Cooperative Application on behalf of itself and all other Non-Lead Participants.
4. List all Non-Lead Participants.
5. 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).
 - a. The LOC may also authorize the Signature Authority to delegate this authority.
6. Be signed by an individual authorized to contractually bind the applicant.

Non-Lead Participant

If **subject to a governing body (excluding For-Profit Corporations)**, applicants must submit a Resolution that:

1. Authorizes submittal of a Cooperative Application with [name of lead] as Lead Participant, and itself as a Non-lead Participant for a specifically named CalRecycle grant.
2. Identifies the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

If **not subject to a governing body**, applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the secondary due date or CalRecycle will deem the application as incomplete and disqualify the applicant.

The LOC must:

1. Be on official letterhead.
2. Specify the Fiscal Year and the grant program name.
3. Authorize the submittal of a Cooperative Application with [name of lead] as Lead Participant, and itself as a Non-Lead Participant.
4. 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).
 - a. The LOC may also authorize the Signature Authority to delegate this authority.
5. Be signed by an individual authorized to contractually bind the applicant.

Regional Application Authorization Documents:

Lead Participant

Applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of a Regional Application on behalf of itself as Lead Participant and all other Non-lead Participants for a specifically named CalRecycle grant.
2. Identify the time period, up to five years, during which the authorizations are valid.
 - a. Five years is encouraged; however, periods of less than five years are acceptable.
 - i. A Resolution that is valid for more than 1 year must contain either:
 1. a list of all potential jurisdictions that may serve as Non-Lead Participants, or
 2. a provision that the Signature Authority may alter the list of Non-Lead Participants for each grant cycle.
 - b. If a Resolution does not specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
3. Identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).
 - a. (Optional but encouraged) The Resolution should authorize the Signature Authority to delegate their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

Non-lead Participant

The Non-Lead Participant prepares the Letter of Authorization (LOA) and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program.

Applicant must submit a Letter of Authorization no later than the secondary due date or CalRecycle will remove the Non-Lead Participant(s) from the application and redact information from Application Documents that involves the removed Non-Lead Participant.

The LOA must:

1. Be on the Non-Lead Participant's official letterhead.
2. Specify the Fiscal Year and the grant program name.
3. Be valid for as long as the Lead Participant's Resolution, not to exceed five years; otherwise, the participating entity must date the letter within the last 12 months.
4. Authorize the Lead Participant to submit a Regional or Collaborative Application and act as Lead Agency on behalf of the Non-Lead Participant.
5. Authorize the Lead Participant to execute all documents necessary to implement the grant.
6. Be signed by an individual authorized to contractually bind the Non-Lead Participant.

Joint Powers Authority Agreement

Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements giving them authority to conduct the project, listing all member entities, and containing the signature of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as a part of their application and list all JPA members as Non-Lead Participants on the Applicant/Participant tab.

Letter of Designation

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person.

The approved Resolution must indicate the Signature Authority's ability to delegate or designate their authority. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

1. Be on the applicant's letterhead.
2. Include the job title of the designee and the scope of the designee's authority
3. Include the time period during which the designee may exercise the authority.
4. Be signed by the Signature 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, 2022, then the Letter of Designation may not be effective beyond December 31, 2022. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

Grant Review and Award Process

Grant Application Review Process

After the close of the application period, CalRecycle staff will review all applications for completeness and eligibility. Only complete applications will be considered for award. If the program is oversubscribed, eligible applications will be divided into the following ranks and sorted within each rank by the county's food insecurity rate. County food insecurity rates, provided by [Feeding America](https://www.feedingamerica.org) (<https://www.feedingamerica.org/research>), are listed below.

County Food Insecurity Rate Table

County	Food Insecurity Rate ⁵ March 2021 (Projected)
Alameda	10.9%
Alpine	14.5%
Amador	12.8%
Butte	15.7%
Calaveras	13.3%
Colusa	12.9%
Contra Costa	10.0%
Del Norte	17.3%
El Dorado	10.6%
Fresno	15.9%
Glenn	14.0%
Humboldt	16.5%
Imperial	18.6%
Inyo	11.7%
Kern	15.1%
Kings	14.4%
Lake	16.6%
Lassen	13.1%
Los Angeles	14.4%
Madera	13.7%
Marin	9.1%
Mariposa	16.1%
Mendocino	15.6%
Merced	15.3%
Modoc	15.5%
Mono	11.4%
Monterey	11.3%
Napa	9.8%
Nevada	12.1%

⁵ Gundersen, C., M. Hake, A. Dewey, E. Engelhard (2021). The Impact of the Coronavirus on Food Insecurity in 2020 & 2021, Update March 2021 [Data file and FAQ]. Available from Feeding America: [research@feedingamerica.org](https://www.feedingamerica.org/research@feedingamerica.org).

County	Food Insecurity Rate⁵ March 2021 (Projected)
Orange	10.7%
Placer	9.7%
Plumas	13.7%
Riverside	11.3%
Sacramento	13.4%
San Benito	8.5%
San Bernardino	12.2%
San Diego	11.4%
San Francisco	12.8%
San Joaquin	13.6%
San Luis Obispo	10.9%
San Mateo	8.7%
Santa Barbara	10.8%
Santa Clara	9.1%
Santa Cruz	11.7%
Shasta	15.9%
Sierra	12.0%
Siskiyou	17.1%
Solano	10.9%
Sonoma	10.6%
Stanislaus	13.5%
Sutter	14.9%
Tehama	17.1%
Trinity	16.7%
Tulare	16.1%
Tuolumne	14.7%
Ventura	9.6%
Yolo	12.1%
Yuba	15.0%

Ranking Criteria:

- **Rank 1.** Applicants that are Qualifying Tribal Entities or Organizations partnering with or benefiting one or more Qualifying Tribal Entities.
- **Rank 2.** Applicants whose main project's address is in a county that has never received a Food Waste Prevention and Rescue Grant Program (FW) award and that has a food insecurity rate above the statewide average of 13.2 percent.
 - For information on past awards visit the [CalRecycle's Grants by County website](https://www2.calrecycle.ca.gov/Funding/Grants/ByCounty) (<https://www2.calrecycle.ca.gov/Funding/Grants/ByCounty>).
- **Rank 3.** Applicants that do not qualify for Rank 1 or 2.
- **Rank 4.** Applicants that meet any or all of the criteria in Ranks 1–3, but have withdrawn from a previous awarded FW grant or used less than 50 percent of a previous closed FW grant award.

All complete and eligible applications in Rank 1 will be funded prior to funding any applicants in Ranks 2 through 4. However, only two applications from a county will be funded in Ranks 2 through 4, unless funding is still available after all ranks have been cleared.

If there are multiple applicants within a rank that are serving the same county, or different counties with the same food insecurity rate, the following criteria will be used to determine funding order:

1. Applicants who have not previously received a FW award.
2. Total weekly hours for jobs created as a result of the grant.
3. Random selection between applicants that remain tied in the rank.
 - a. Applications will be funded in numeric order by their random selection number.

CalRecycle will fund as many eligible applications as possible, up to \$2,850,000 using FY 2021–22 money. Staff will establish a B-List for funding, from which additional projects may be awarded using the allocated \$1,900,000 in FY 2022–23 (subject to FY 2022–23 budget approval) and/or if additional funding becomes available.

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; CalRecycle tentatively schedules this for February 2022. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

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

Grant Award Conditions

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

1. The recommended grantee must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.
2. The recommended grantee's Signature Authority (or their delegated signature authority) must sign and return the Grant Agreement to CalRecycle. CalRecycle must receive the signed Grant Agreement 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. CalRecycle now sends the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

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**
- **e-Signature Instructions for Awardees**
 - Contains instruction on how to sign the Grant Agreement Cover Sheet using Adobe Sign

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on a bi-annual (required) or quarterly (optional in order to qualify for reimbursement) basis, depending on if the grantee wishes to request reimbursement each quarter. The Procedures and Requirements document contains detailed reporting information and deadlines.

Payment Request Process

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. The Procedures and Requirements document contains detailed payment information.