



March 2022

Department of Resources Recycling and Recovery

Co-Digestion Grant Program Application Guidelines and Instructions

1st Cycle (COD1) Fiscal Years 2021–22 and 2022–23

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Co-Digestion Grant Program pursuant to Section 42999 of the Public Resources Code. The purpose of the Grant Program is to provide funding to build new and expanded food waste co-digestion projects at existing wastewater treatment plants to achieve greenhouse gas emissions reductions by significantly increasing the tonnage of California-generated food waste diverted from landfills to co-digestion systems.

This resource document provides applicants with information about grant administration and instructions to access and complete the application online. 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 into 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.

Timeline

April 28, 2022: 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.

May 6, 2022 (tentative): Questions and Answers Posted

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

May 19, 2022: 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.

June 9, 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.

September 2022 (tentative): Grants Awarded

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

Notice to Proceed Email–April 1, 2025: **Grant Term**

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

Eligible Applicants

Two applications (one wastewater treatment plant per application) per qualifying entity will be accepted.

Eligible applicants include:

- Local governments
 - 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.

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.

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.

Joint Powers Authority Application Requirements

A Joint Powers Authority (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

Eligible projects include:

- Design, construction, and installation of new and expanded food waste co-digestion systems at existing publicly owned wastewater treatment plants.

Project Requirements

1. Project must be located at an existing publicly owned wastewater treatment plant in California.
2. Project site must have an existing anaerobic digestion system with excess digestion capacity.
3. Project must either have an existing food waste receiving station with excess capacity on-site or propose to construct a new or expanded food waste receiving station infrastructure that allows for direct receipt of food waste into the anaerobic digester(s).
 - a. A project that proposes to receive food waste at the headworks or through the sewage system for co-digestion is ineligible.
4. Project must demonstrate an increase in permanent capacity for the co-digestion of food waste as a result of the grant.
5. Project must co-digest food waste and utilize the biogas that is generated to produce transportation fuel, renewable electricity, heat, or biomethane for pipeline injection.

Available Funds

- \$9,500,000 is available for this grant cycle, fiscal year 2021–22. An additional \$9,500,000 may be available in fiscal year 2022–23, subject to funding availability in the State budget.
- The minimum grant award is \$1,000,000 and the maximum grant award is \$4,000,000 per application.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2025.

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.

Facilities on Non-Owned Property

Applicants that want to establish facilities or expand existing facilities on property not owned by the applicant must prove a legally binding long-term commitment. The application must clearly state the ownership or leasehold interests of the parties. A copy of any agreement between the applicant and private owner must be uploaded in

the Documents tab of the application. See the Applicant's Documents section for more information.

California Environmental Quality Act Compliance

Applicants shall complete all CEQA requirements for their project within six (6) months of the notice of award. The Notice to Proceed will not be issued to the grantee until CalRecycle has received notice of completion of all CEQA requirements from the applicant or lead agency. Failure to complete CEQA or failure to notify CalRecycle of such completion within the six-month timeframe may result in a termination of the award.

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: 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 April 28, 2022 or the questions will not be accepted.

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 and respond to them as one question, and re-word questions for clarity or to remove identifying information. CalRecycle may update the Questions and Answers web page intermittently during the Questions and Answers period, and post all Questions and Answers approximately one week after the deadline. The posted Questions and Answers are subject to updates, and 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/>). If the application contains restricted documents, the restricted documents are excluded from disclosure.

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. Grantee businesses agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Instructions

Application Access

The application is available in CalRecycle's web-based 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 Co-Digestion and COD1: 2021–22 and 2022–23 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 Co-Digestion 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:

2. Click on **Add New Applicant/Participant**.
3. 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.”
4. Complete all required fields then click **Save**.

For 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, please see the Grant Cycle Overview section titled “Eligible Applicants.”

Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. The requested amount must be within the minimum grant award of \$1,000,000 and the maximum grant award amount of \$4,000,000. Please 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**, briefly and concisely summarize:
 - a. What will be built, expanded, or improved?
 - b. How many additional tons of organic materials will be diverted from landfills, and what will be the associated reduction in GHGs?
 - c. Estimate the annual quantities of biogas to be produced from the landfill diverted food waste.

Note: You will have an opportunity to further explain the project in the Narrative Proposal.

6. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
8. 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 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 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.)

Budget Tab

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

Site(s) Tab

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

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

Documents Tab

See the Application Documents section 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 May 19, 2022. 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) 341-6534.

Note: Applications that are submitted after the due date will be deleted from GMS.

Application Documents

Electronic and Original Signatures

CalRecycle 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 accessible via 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. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 341-6534.

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.

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 (**and not as a PDF**). Provide a clear accounting of all costs associated with all activities necessary to complete the project. Indicate additional funding sources and your ability to commence work on the project while waiting for grant payments in arrears. There are additional Budget questions located in the Narrative Proposal document. Budget line items should relate to Work Plan activities and information in the Narrative Proposal.

Budget documentation, including but not limited to quotes, estimates, and equipment details, must be uploaded to GMS to support grant costs claimed in the Budget. Use the **Invoices/Quotes** Document Type to upload the supporting documentation.

Below are some examples of expenses and how to classify them in your Budget.

Table 1. Budget Examples

Budget Category Name	Examples
Indirect¹	Overhead, indirect costs (Capped at five percent of total requested grant amount. See Indirect Costs section in the Procedures and Requirements)
Construction/Application²	Design, site preparation, permitting, installation, engineering costs etc.
Education and Outreach²	Materials such as flyers, brochures, and signs. Content must be approved by CalRecycle
Equipment	Slurry tanks, flare equipment, biogas cleanup system, biosolids dewatering system, etc.
Materials	Pipes, valves, concrete, clay liner, pad, cover, etc.
Personnel²	Salaries

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

Narrative Proposal

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

Each section of the Narrative Proposal must have a response. Ensure your narrative responses are concise, detailed, and most importantly, that they address each of the criteria in the [Co-Digestion Grant Program - Scoring Criteria Fiscal Years 2021–22 and 2022–23](https://www2.calrecycle.ca.gov/PublicNotices/Details/4609) (https://www2.calrecycle.ca.gov/PublicNotices/Details/4609). 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, activities in the Work Plan and line items in the Budget.

Community Benefits Guidance

All projects are expected to consider impacts and benefits to the local community. A few key elements of the Scoring Criteria are listed below, along with guidance and examples.

- The project minimizes negative impacts, maximizes benefits to local communities, and mitigates community concerns.
 - Prompt removal of litter on public roads and facility vehicle access roads within a quarter mile of the facility.
 - Contribute funding to support projects that benefit the local community.

¹ Indirect costs are eligible for reimbursement up to five percent of the grant amount.

² Combined costs for design and engineering, permitting, public education/outreach, and salaries (not related to construction or installation) are eligible for reimbursement up to 15 percent of the grant amount, except for the Environmental Justice Consultant position which is capped at \$120,000.

- Invest in zero emission trucks and/or utilize routes that minimize pollution and nuisance while maximizing safety.
- Plant vegetation around the facility.
- The project provides ongoing community engagement to local communities, addresses needs identified by the communities, and establishes a process addressing any community concerns that may arise.
 - Engage with local environmental justice groups, such as Identifying Violations Affecting Neighborhoods.
 - Provide designated email address and phone number to which complaints can be submitted 24 hours a day.
 - Host regularly scheduled community meetings to meet with residents, hear concerns, report back on efforts to address community concerns, and update residents about the facility.
 - Develop “good neighbor agreements” to address the needs of the communities.
 - Conduct education or outreach through flyers or newsletters, community meetings, etc. and document meeting sign-in sheets and minutes; letters of support for the project from residents, neighbors, local environmental justice groups; etc.
 - Hire an Environmental Justice Consultant to act as a liaison between the facility and the local community.

Net Tons of Diverted Organic Material Co-Digested

The Net Tons of Diverted Organic Material Co-Digested document is a required application document used to provide the annual tons of materials expected to be diverted away from landfilling and toward more beneficial uses once the project is up and running. All projects must show a measurable increase in tons diverted from landfill.

Permits

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

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

Supporting documents include, but are not limited to:

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

Work Plan

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

Applicant's Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/templates of some of these documents, please 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.

Projected Material Flow Chart

The Projected Material Flow Chart is a required document that illustrates and quantifies the projected material flows that would result if the proposed project is funded. Use the Projected Material Flow Chart Example as a guide to prepare the Projected Material Flow Chart for the proposed project. The example flow chart can be found in GMS, on the **Summary** tab, under **Resource Documents**.

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

- All business entities or other organizations involved, as well as their roles, activities, and addresses or SWIS numbers.
- Proposed feedstock flow (where the feedstock is coming from and where the feedstock will be going).
- The generators, waste sector (e.g., residential, commercial, self-haul), type of disposed material, jurisdiction(s) of origin, and the hauler or other party that currently controls the materials.
- The feedstock type (e.g., pre- or post-consumer food materials, source-separated food waste).
- The name and address or SWIS number of any pre-processing facilities.
- The disposal of residuals or contaminants at the step where residuals are removed to landfill(s) and the name and address or SWIS number of the landfill.
- The quantity of food waste digested, quantity of energy generated (e.g., kilowatt hour/year, standard cubic feet of biomethane/year), and the quantity and end use(s) of all biosolids (e.g., landfill, compost, land application).

Lease Agreement for Facilities on Non-Owned Property

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

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](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. 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 a draft Resolution or Letter of Commitment to your application as a “Draft Resolution” or “Draft Letter of Commitment” or, for immediate review, may email it to grantassistance@calrecycle.ca.gov.

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 Co-Digestion 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.

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 the applications for completeness and eligibility. Only complete applications will be considered for award. All grant applications will be evaluated and scored by a CalRecycle-led review panel based on the approved [Co-Digestion Grant Program - Scoring Criteria Fiscal Years 2021–22 and 2022–23](https://www2.calrecycle.ca.gov/PublicNotices/Details/4609) (<https://www2.calrecycle.ca.gov/PublicNotices/Details/4609>).

An application may receive a maximum of 100 possible points, and a minimum score of 65 points is required to be eligible for funding. To view a detailed breakdown of the points by category, please see the Scoring Assessment document located in the Resource Document section of the Summary tab in GMS.

Funds will be awarded to the top scoring application, with a score of at least 65 points, in each of the following four regions: Bay Area, Central Valley, Mountain/Coastal, and Southern. The regions and associated counties are listed below.

Bay Area

- Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma.

Central Valley

- Butte, Colusa, Fresno, Glenn, Kern, Kings, Madera, Merced, Placer, Sacramento, San Joaquin, Shasta, Stanislaus, Sutter, Tehama, Tulare, Yolo, Yuba.

Mountain/Coastal

- Coastal: Del Norte, Humboldt, Lake, Mendocino, Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz.
- Mountain: Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Mariposa, Modoc, Mono, Nevada, Plumas, Sierra, Siskiyou, Trinity, Tuolumne.

Southern

- Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura.

After each region's top scoring application is awarded funding, any remaining funds will be distributed in rank order regardless of region. In the event of a tie (i.e., more than one application with the same overall score), funding will go to the application that received the most points in the Community Benefits category of the Scoring Criteria. If the applications have the same score in the Community Benefits category, then funding will go to the application that received the most points in the Projects Readiness category of the Scoring Criteria. After applications are fully funded, if there are remaining funds that are inadequate to award the next application in rank order, CalRecycle may increase the grant award to greater than \$4 million for those recommended for funding, so long as there are non-grant funded eligible costs listed in their budgets.

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 August 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 will send 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's 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 semi-annual basis. 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.