CalRecycle

August 2022
Department of Resources Recycling and Recovery

Community Composting for Green Spaces Grant Program

Application Guidelines and Instructions

2nd Cycle (CCG2) Fiscal Year 2021–22

Revised October 2022

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Community Composting for Green Spaces Grant Program pursuant to Section 42999 of the Public Resources Code. The purpose of this competitive grant program is to increase the number of community groups operating small-scale composting programs supporting green spaces within Priority Population communities. This effort will also increase local composting capacity while expanding community knowledge about the benefits of compost use and proper composting techniques. Green spaces include community gardens, urban farms, and other public spaces where small-scale composting is appropriate. This program will assist community groups in overcoming barriers to starting and managing community-based composting programs by providing targeted resources. These resources will increase the ability of community groups to divert materials from landfill, increase their knowledge and experience with composting, and help foster climate resilience. Other goals of the program include identifying success factors for community-scale composting and providing models for effective and sustainable community composting operations.

The Community Composting for Green Spaces Grant Program will facilitate greenhouse gas emissions reductions from landfills and provide benefits to communities by:
- Increasing the number of community composting sites throughout the state, thereby reducing the amount of food waste and other organic materials creating methane in landfills.
- Promoting community-based activities to increase organic material diversion in Priority Population communities.
- Providing compost and trees to enhance green spaces, grow fresh produce, and support neighborhood climate adaptation projects, thereby increasing local soil health, access to green spaces, and food choices while decreasing food insecurity in Priority Population communities.
- Funding employment and training opportunities for Priority Populations.

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 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

September 13, 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.

September 23, 2022 (tentative): Questions and Answers Posted
- CalRecycle will post all answers to questions on the CalRecycle website that were submitted during Question and Answer Period.

~~October 20, 2022~~ November 3, 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.

November 10, 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 2023 (tentative): Grants Awarded
- CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month.

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

For milestones that take place during the Grant Term, refer to the Procedures and Requirements document.

Eligible Applicants

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating 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.

Non-profit entities, in addition to being registered with the California Secretary of State, must also be registered with the California Department of Justice, and appear on their Registry of Charitable Trusts. If a non-profit entity is excluded from registering with the Department of Justice, proof must be provided with the application.

Each eligible applicant may only be included in one application per Region as a Lead Participant or Non-Lead Participant. Please note that requirements for eligible

applicants are different than requirements for participating Project Sites. Please see Project Requirements below for more information on sites.

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.
- Special Districts.
    - Defined as entities subject to the Minimum Audit Requirements and Reporting Guidelines for California Special Districts described in 2 CCR § 1131.2
    - Including but not limited to Resource Conservation Districts, Parks Districts, or Sanitation District.
- 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. Or have a fiscal sponsor that meets these requirements.
- State agencies (including offices, departments, bureaus, and boards).
- University of California campuses, California State University campuses, or the California Community College campuses.
- 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 outside 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 or more eligible entities 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.

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

Eligible grant projects include regional plans for outreach for the grant project and collaboration with community groups on the creation, improvement, or expansion of community composting sites throughout the Region to increase composting of organics and reduce generation of methane from organic waste decomposing in landfills with a focus on providing benefits to Priority Populations.

Project Requirements
- All project sites must be located in California.
- Site selection must include a focus on project sites within or benefiting Priority Populations and prioritize that population in the following order.
    1. Project sites located in and serving communities identified as disadvantaged communities.
    2. Project sites located in and serving communities identified as low-income communities.
    3. Project sites providing benefits to, but not located in, communities identified as disadvantaged or low-income communities.
- All project sites must result in the creation of new, improved, or expanded community composting sites.
- Grantee must provide proof that the project site is authorized for use for the grant term.
- Projects must include testing of compost produced at each project site at least once during the Grant Term for quality and safety, including metal concentrations, physical contamination levels, and pathogen levels; and for specific characteristics, including pH, soluble salts, nutrient content, organic matter, maturity, stability, and physical contaminants (i.e., inerts, including glass, metal, and plastic).

Project Site Locations
Each grant must create, improve, or expand community composting operations at multiple project sites within one geographic region. Project sites must be within the region the applicant applies for. Exceptions may be made to allow project sites in or overlapping with a neighboring region near the border upon approval by the Grant Manager.

- Regions are as follows:
    - **Inland Empire:** Includes Riverside and San Bernardino Counties.
    - **Greater Los Angeles Area:** Includes Los Angeles, Orange, Santa Barbara, and Ventura Counties.
    - **San Diego and Imperial Area:** Includes San Diego, and Imperial Counties.
    - **Sacramento Valley:** Includes Butte, Colusa, El Dorado, Glenn, Placer, Sacramento, Shasta, Sutter, Tehama, Yolo, and Yuba Counties.
    - **San Joaquin Valley:** Includes Fresno, Kern, Kings, Madera, Merced, San Joaquin, San Luis Obispo, Stanislaus, and Tulare Counties.
    - **San Francisco Bay Area:** Includes Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, and San Benito Counties.
    - **Northern Area:** Includes Del Norte, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Plumas, Siskiyou, Trinity, and Sierra Counties.
    - **Central Sierra:** Includes Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, and Tuolumne Counties.

Available Funds
- $ 4,240,000 is available for this grant cycle, fiscal year 2021–22, subject to funding availability
    - Note for Qualifying Tribal Entities – a separate grant cycle will be available to only Qualifying Tribal Entities, with a focus on lands within their control without the expectation of working throughout an established Region. More information on this cycle will be available later this year.

- Regional award amounts are:
    - Inland Empire: $547,000
    - Greater Los Angeles Area: $1,232,000
    - San Diego and Imperial Area: $365,000
    - Sacramento Valley: $358,000
    - San Joaquin Valley: $716,000
    - San Francisco Bay Area: $422,000
    - Northern Area: $300,000
    - Central Sierra: $300,000

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.

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 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 September 13, 2022, 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/).

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/), 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 Community Composting for Green Spaces Grant Program (CCG2): 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 Community Composting for Green Spaces 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 signs a Grant Agreement and 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. Note: If you have a fiscal sponsor, indicate the sponsored project first in your application name (i.e. "Compost for the People, a Fiscal Project of Cool Composters Inc.", and select **Add Applicant/Participant**.
2. 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 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, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

Complete this tab as follows:

1. In the **Grant Funds Requested** field, enter the appropriate amount based on the regions for which you are applying for.
   - Inland Empire: $547,000
   - Greater Los Angeles Area: $1,232,000
   - San Diego and Imperial Area: $365,000
   - Sacramento Valley: $358,000
   - San Joaquin Valley: $716,000
   - San Francisco Bay Area: $422,000
   - Northern Area: $300,000
   - Central Sierra: $300,000
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 your project and name any co-operating entities. Give a basic

description of the areas you will be targeting for projects, and the methods and equipment you plan to use.
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**.

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.)
- **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 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
Completing the site tab is not required for application submission. If you have pre-selected site(s), you may add an entry for each grant site. To receive bonus points for

pre-selected sites, see the Applicant's Documents section in this document 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, and JPA Agreements.

You must submit your application no later than 11:59 p.m. on ~~October 20, 2022~~ November 3, 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) 324-4481.

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 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) 324-4481.

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.

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 must relate to Work Plan activities and information in the Narrative Proposal. For large

equipment 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.

Eligible Costs

Budget Category Name	Examples (This is not an all-inclusive list)
Indirect[1]	Costs associated with operating and maintaining facilities not directly related to project (such as utilities), background checks and certification fees, food costs associated with project training events, all types of insurance, indirect supervision/management and consultant fees, etc. Up to 10% of the applicant's requested grant amount.
Permitting	Permitting fees directly related to project.
Education and Outreach[2]	Costs for materials such as fliers, brochures, training handouts, signs, website, social media, and video etc. for content directly supporting project. Up to 20% of the applicant's requested grant amount. **Note:** *Salaries covering personnel and contractors to conduct education and outreach activities should be listed under Personnel.*

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[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 20 percent of the applicant's requested grant amount.

Budget Category Name	Examples (This is not an all-inclusive list)
Equipment	- Composting bins or Vermicomposting (worm) bins or systems - Materials to build composting or vermicomposting bins or systems - Aeration systems for composting - Solar infrastructure to power aeration systems - Tools to assist in composting - Fencing to protect green spaces or composting area - Materials and equipment related to health and safety such as Personal Protective Equipment (masks, gloves, sanitation, etc.) - Bicycles, or tricycles, including e-bikes, and trailers for collection of feedstock or delivery of compost - Compost thermometers, soil testing services and materials, and logbooks - Bulking agents or chipping contract services to facilitate hot composting - Infrastructure to access water supply for composting - Signage for composting area - Trees and materials to protect or support trees
Transportation	Service or repair of grant-funded bicycles and tricycles; Fuel and/or mileage [at State rate following related limits for travel reimbursements (i.e. does not include regular commutes) (https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx] for personal vehicles, reasonable public transportation, or third party transportation services (Uber, Lyft, etc.) costs for compost system material transport or site visits.
Personnel[3]	Wages for staff or contractor time including for constructing or maintaining compost facilities; management, purchasing, and accounting tasks directly supporting grant activities; training staff or community members on composting best management practices, technical assistance or program development, time driving between compost sites, etc. Costs for staff benefits and any external trainings included in hourly wage calculation.

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[3] 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)
Software	Software (third-party material tracking software or compost generation) up to 25 percent of the applicant's requested grant amount, not to exceed $50,000.

Narrative Proposal
The Narrative Proposal is a required application document that describes the details of your proposed project. Utilizing a document form other than the official CalRecycle version or tampering with the CalRecycle version may subject the applicant to disqualification.

Each section of the Narrative Proposal must have a response. Ensure your narrative responses are concise, detailed, and that they clearly address each of the criteria in the Community Composting for Green Spaces Grant Program - Scoring Criteria Fiscal Year 2021–2022. Make sure the information in the Narrative Proposal is consistent with, and relates to, work activities in the Work Plan. Incomplete responses in the Narrative Proposal may result in the disqualification of your application.

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

Applicant's Documents
Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/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.

Letter of Support from Qualifying Tribal Entity (If applicable)
For an application to qualify for bonus points for benefiting a Tribal Entity, an application must either include a Tribal Entity as a Lead or Non-Lead Participant, or include a Letter of Support from a Tribal Entity.

The Letter of Support must:
- Be on official letterhead.
- Be signed by a member of the Tribal Counsel.
- Name the Lead Participant and describe how the applicant's grant project will benefit their Tribal Entity (e.g., applicant is distributing food to members of the Qualifying Tribal Entity or creating or expanding a composting site on tribal land).

If a Qualifying Tribal Entity is the Lead Participant or a Non-Lead Participant, then a Letter of Support is not required to qualify for these bonus points.

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

Supporting Documentation for One or More Pre-Selected Sites (If applicable)
For an application to qualify for bonus points for listing pre-selected sites, an application must include a letter of support, contract, or other supporting documentation for one or more pre-selected sites.

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, 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 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.

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 (Name of 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 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.

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, 2023, then the Letter of Designation may not be effective beyond December 31, 2023. 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. Complete applications will be evaluated to confirm grant project eligibility.

Eligible applications will be divided into the following eight geographic Regions, based on where the grant project's proposed community compost sites are located.

Inland Empire: Includes Riverside and San Bernardino Counties.
Greater Los Angeles Area: Includes Los Angeles, Orange, Santa Barbara, and Ventura Counties.
San Diego and Imperial Area: Includes San Diego, and Imperial Counties.
Sacramento Valley: Includes Butte, Colusa, El Dorado, Glenn, Placer, Sacramento, Shasta, Sutter, Tehama, Yolo, and Yuba Counties.
San Joaquin Valley: Includes Fresno, Kern, Kings, Madera, Merced, San Joaquin, San Luis Obispo, Stanislaus, and Tulare Counties.
San Francisco Bay Area: Includes Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, and San Benito Counties.
Northern Area: Includes Del Norte, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Plumas, Siskiyou, Trinity, and Sierra Counties.
Central Sierra: Includes Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, and Tuolumne Counties.

Complete and eligible Grant applications will be evaluated and scored by a review panel of CalRecycle staff based on the [Community Composting for Green Spaces Grant Program - Scoring Criteria Fiscal Year 2021–2022](https://www2.calrecycle.ca.gov/PublicNotices/Details/4723) (https://www2.calrecycle.ca.gov/PublicNotices/Details/4723). An application may receive a maximum of 100 general criteria points and 5 bonus points. Applicants must receive a minimum passing score of 60 points to be considered for funding. Applications scoring less than 60 points will be disqualified. Funds will be awarded to the highest scoring, passing application in each of the Regions. 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 "Outreach and Site Selection Strategy" category followed by the "Project Implementation" category. If one or more Regions does not obtain an application with a passing score, CalRecycle may reopen the solicitation to accept additional applications for those Regions or reallocate remaining funds to other community composting grant projects.

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 2023. 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)**
  - To be signed by the grantee (this is the Lead Participant in cooperative applications).
- **(If applicable) Participant Grant Agreement Cover Sheet (CalRecycle 110-A)**
  - To be signed by Non-Lead Participants (if application was a cooperative application).
- **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 and the Participant Grant Agreement Cover Sheet (if applicable) using Adobe Sign

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on a quarterly basis. The Procedures and Requirements document contains detailed reporting information and deadlines.

Payment Request Process

Payment to the grantee for eligible grant expenses is made on a **reimbursement basis only**. Grantees must first 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.