



Revised April 2023, Amended June 2023
Department of Resources Recycling and Recovery

Exhibit B

Procedures and Requirements Community Composting for Green Spaces (CCG2) Grant Program

Fiscal Year 2021–22
Amended June 2023, Amendment 1

Copies of these Procedures and Requirements must be shared with both the Finance Department and the staff responsible for implementing the grant activities.

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Introduction

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

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

Questions

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

Milestones

Notice to Proceed (NTP) Date: Grant Term Begins on the date that CalRecycle emails the Notice to Proceed.

June 15 ~~30~~, 2023: Progress Report 1 Due. Covering activities from NTP Date to May 31, 2023

September 15, 2023: Progress Report 2 Due. Covering activities from June 1, 2023 to August 31, 2023

December 15, 2023: Progress Report 3 Due. Covering activities from September 1, 2023 to November 30, 2023

March 15, 2024: Progress Report 4 Due. Covering activities from December 1, 2023 to February 29, 2024

June 15, 2024: Progress Report 5 Due. Covering activities from March 1, 2024 to May 31, 2024

September 15, 2024: Progress Report 6 Due. Covering activities from June 1, 2024 to August 31, 2024

December 15, 2024: Progress Report 7 Due. Covering activities from September 1, 2024 to November 30, 2024

April 1, 2025: Grant Term End, Final Report, and Final Payment Request Due

Grants Management System (GMS)

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

Accessing the Grant

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

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

Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

Contact Updates

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

Prior to Commencing Work

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

Reliable Contractor Declaration

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

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

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

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

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

Grant Term

The Grant Term begins on the date of the Notice to Proceed (NTP) email, which is the formal notification from CalRecycle authorizing the grantee to begin the grant project and ends on April 1, 2025. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to the NTP date or after the end date are not eligible for reimbursement.

The Final Report and final Payment Request are due on April 1, 2025. CalRecycle recommends reserving the period from March 1, 2025 to March 31, 2025 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Report and Final Payment Request are only eligible for reimbursement during the Grant Term.**

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.
- Site selection must include outreach to and prioritization of project site locations at schools.
- 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.
- Project sites must be within the Region for which the grantee is awarded. Exceptions may be made to allow project sites in or overlapping with a neighboring region near the border upon approval by the Grant Manager.
- Project sites must be publicly accessible for at least four hours per week.
- 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 for which the grantee was awarded. 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.

Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on April 1, 2025. See “Grant Term” for additional information. All grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget. To be eligible for reimbursement, costs must be incurred after receiving a Notice to Proceed and before the end of the Grant Term. All services must be provided and goods received during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods or services on a payment request.

Eligible costs include, but are not limited to, the following:

- **Indirect¹**
 - 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 grantee’s awarded grant amount
- **Permitting**
 - Permitting fees directly related to project.
- **Education and Outreach²**
 - Costs for materials such as fliers, brochures, training handouts, signs, website, social media, and video etc. for content directly supporting project.
 - Materials or food for trainings for staff or community members on composting best management practices.
 - Up to 20% of the grantee’s awarded grant amount.

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 grantee’s awarded grant amount.

- **Note:** Salaries covering personnel and contractors to conduct education and outreach activities should be listed under Personnel.
- **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 materials and services, 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](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (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.
 - Does not include regular commutes.
- **Personnel³**
 - 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.
- **Software**
 - Software (third-party material tracking software for compost generation) up to 25 percent of the grantee's awarded grant amount, not to exceed \$50,000.

Costs outside of the above list must be pre-approved by the Grant Manager.

Indirect Costs

Indirect costs can be claimed by the Grantee. The following guidelines must be used when claiming these costs. Total indirect costs shall not exceed ten percent of the total Grant award.

³ ~~Salaries may not exceed 65 percent of the grantee's awarded grant amount. Grant-funded jobs must be related to the proposed project and may not exceed \$75 per hour.~~

Indirect costs are expenditures not capable of being assigned or not readily itemized to a particular Project Site or specific grant activity (such as the Solicitation process) but are considered necessary for the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries (management not directly working on the grant project) are examples of indirect costs. All indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.

Personnel costs associated with supervision performed by managers and supervisors are an indirect cost. However, if a manager or supervisor performs an activity that is directly related to the execution of the grant (not supervising staff working on the project), costs associated with this activity may be included as a direct charge. Such activity must be clearly supported by documentation and shall not be charged to the grant as an indirect cost.

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

Ineligible Costs

Any costs not specifically included in the approved Budget and not directly related to community composting activities and the approved grant project are ineligible for reimbursement. The grantee should contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred or paid for prior to the date that CalRecycle sends the Notice to Proceed email or after Grant Term end date.
- Indirect Costs exceeding ten percent of the grantee's total awarded grant amount.
- Environmental review for project permitting, including the preparation of Environmental Impact Reports or related documents.
- Purchase, rent, or lease of land or buildings.
- Tax preparation
- Grinders and chippers
- The purchase of or retrofitting of vehicles including cars and trucks
- Promotional giveaway items/[SWAG \(Stuff We All Get\)](https://www.calrecycle.ca.gov/funding/acronyms/swag) (<https://www.calrecycle.ca.gov/funding/acronyms/swag>) (example: key chains with logos). ~~More information can be found at~~ <https://www.calrecycle.ca.gov/funding/acronyms/swag>
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

Modifications

The grantee must submit any proposed revision(s) to the Work Plan and/or Budget in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be clearly marked on the Work Plan and/or Budget and must

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be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the grant manager will upload the final revised Work Plan and/or Budget to GMS and notify the grantee. The grantee may submit proposed revisions in conjunction with a Progress Report but they cannot be submitted as part of the Progress Report. The grantee should retain the approval document(s) for audit purposes. See the “Audit Record/Access” section of the Terms and Conditions (Exhibit A).

- Requests for Work Plan and/or Budget modifications is limited to once per reporting period.

Acknowledgements

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

All publicity and educational materials must include the following:

- “Funded by a grant from the Department of Resources Recycling and Recovery (CalRecycle) through California Climate Investments.” Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line, or if it would interfere with the message.
- CalRecycle and California Climate Investments logos. Email your Grant Manager to obtain logo files.



Sample acknowledgment language

“The [insert program Name / Grant / etc.] is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the [California Climate Investments website](#).

Signage

The Grantee must install a permanent sign at each project site no later than April 1, 2025. The sign must include the publicity and educational materials requirement stated above. A high-resolution file for production purposes will be provided to the Grantee after Grant is awarded.

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

Retention of Public Education Materials

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

Reporting Requirements

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

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

To upload a report:

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

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, rejection of the Payment Request, and/or forfeiture by the grantee of claims for costs

incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

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 the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method will be considered incomplete and may be sent back to the grantee.

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

Optional Payment Request Proposal

The grantee may submit a payment request proposal in the Reports tab of GMS to request a one-time payment of up to 25 percent of the grant award. This payment is to be used solely for personnel costs related to the execution of the grant program. The request must include:

1. A complete and up-to-date Work Plan using the CalRecycle template.
2. Grant Payment Request Form (CalRecycle 87)
 - a. Complete sections 1-14 of the form.
 - b. Select “Advance” for the payment request type.
3. An estimated Personnel Expenditure Summary (CalRecycle 165-GHG) that accounts for the use of the payment for personnel expenses throughout the grant term.

25 Percent Payment Information

The Grantee shall submit Personnel Expenditure Summaries (CalRecycle 165-GHG) listing actual hours worked to account for the use of this payment. Any unspent funds must be returned to CalRecycle by the end of the Grant Term. The Grantee shall contact the Grant Manager before the end of the Grant Term to initiate return of unspent funds.

Progress Report

The grantee must submit **Progress Reports** by the due dates listed in the Milestones section of this document. These reports should cover grant activities that occurred within the specified reporting period. The reports should include the following:

1. General Information

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

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

2. Progress Narrative

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

- I. Provide a description of the tasks and activities that were completed in the reporting period.
- II. Report any new agreements signed with Site Managers, and any new composting operations expanded or installed during the reporting period.
 - o Once a project site is included in the program Grantee must provide a Project Site Plan for each selected project site that includes:
 - A narrative description of the project.
 - The groups and contacts involved.
 - A street address or geographic coordinate system (GIS) coordinates for the project site.
 - Census Tract for the project site.
 - A site budget.
 - Date the site plan began being implemented.
 - CARB-approved emissions reductions in CO2 equivalents (MTCO2e) using the quantification methodology and calculator designed for this Grant program that will be posted on the California Air Resources Board's (CARB) [CCI Quantification, Benefits, and Reporting Materials webpage](http://www.arb.ca.gov/cci-resources) (<http://www.arb.ca.gov/cci-resources>) based upon estimated volume of compost produced and estimated number of trees to be planted.
- III. Discuss any tasks that were not achieved and describe any issues or challenges that occurred during the reporting period.
- IV. Provide a brief description of work that will be conducted during the subsequent reporting period. If necessary, discuss any adjustments to the Work Plan that you may be requesting as a result of the evaluation process.

3. Performance Narrative

Qualitative data for grant activities that occurred during the reporting period and after project sites are selected and Site Plans are approved. Progress reports must be in a format approved by the Grant Manager and include:

I. Composting of California organic waste material

Discuss composting activities at project sites during the reporting period as a result of the project.

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

- c. Discuss project sites which are either over-performing or under-performing expectations.

II. Trees planted and maintained.

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

III. Community Benefits

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

- a. Jobs
 - i. Discuss number of jobs created during the reporting period, hourly pay rates or salaries, as well as benefits from the job, such as healthcare, paid vacation or sick leave. This information should correlate with the jobs information listed in the performance table during the reporting period.
- b. Jobs provided to residents of priority populations.
 - i. In addition to a, above, provide associated census tract numbers for employees hired from priority populations.
 - ii. Discuss or explain the formal targeted hiring strategies used to direct opportunities to priority populations.
- c. Job training
 - i. Discuss the types of job or career training provided for the training listed in the performance table during the reporting period.
 - ii. Indicate the specific credentials earned, if any, during the reporting period (e.g. certifications, licenses, degrees).
 - iii. If personal protective gear is provided for employees, such as gloves, protective boots, hats, or dust masks, describe.
- d. Food: Discuss any developments in food provided to priority populations as a result of grant activities during the reporting period.
 - i. In instances where fruit or nut trees were previously planted, Grantee shall record the pounds of food produced by the trees planted, types of food distributed and whether that food was distributed to residents of a priority population.
- e. Green Spaces: Describe any developments in the project that have expanded or improved green spaces or garden/community areas that are publicly accessible to residents of priority populations.

- f. Compost: If provided for free to residents of priority populations, provide the cubic yards of compost, and, if known, the intended uses. If sold for money, indicate how much was earned and how the money will support the project.
- g. Environmental Education: If the project provided environmental education to residents of priority populations, describe the types of education provided, the number of persons receiving the environmental education, and any particular identifying factor about the populations receiving the training (i.e. 2nd grade class from Mytown Elementary School).
- h. If this project provides other benefits to a community, please discuss the types of benefits provided, the specific communities served, and the method for quantifying these benefits.

4. Performance Table

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

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

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

- a. Grantee will report data on compost production from each project site individually.

II. Trees planted and maintained.

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

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

III. Community Benefits

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

- a. Jobs
 - i. The job classification, job education required, job experience required, average hourly wage, and number of jobs provided by the Grant during the reporting period.

- ii. Total project work hours for each job provided.
 - iii. Types of benefits included with the job, such as employer paid health insurance, paid leave, and/or retirement plan.
 - b. Jobs provided to residents of a priority population, if different than total jobs.
 - i. The job classification, job education required, job experience required, average hourly wage, and number of jobs provided to priority populations during the quarter.
 - ii. Associated census tract numbers for employees hired.
 - iii. Total project work hours for each job provided.
 - iv. Types of benefits included with the job, such as employer paid health insurance, paid leave, and/or retirement plan.
 - v. Identify the formal targeted hiring strategies used to direct opportunities to priority populations.
 - c. Job training
 - i. Total number of people that completed job training and the associated job training classification/trade; and
 - ii. The type of credentials earned (e.g. certifications, licenses, degrees).

The quantitative data captured in the Performance Table is designed to support the qualitative claims being made in each Progress Report. The data captured in the Performance Table should be accurate and should not be estimated. (Required documents and reports are subject to change.)

5. Pictures

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

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

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

Critical Project Review

The Grant Manager may schedule Critical Project Reviews at any time during the Grant Term. The Grant Manager may conduct the review via phone call or meeting. This review will cover activities **from the date of Grant Agreement execution to the date of the review**. During this review, the Grantee will discuss the progress made on tasks included in the Work Plan. If the project has not started project site development one year after award, CalRecycle may terminate the agreement.

If it is determined by CalRecycle from the Critical Project Review that, at that time, the Grant project is unlikely to meet certain milestones, CalRecycle shall have the right to terminate the Grant Agreement pursuant to the Terms and Conditions (Exhibit A) of the Grant Agreement. If the grant is terminated and has incurred any costs during the term, the Grantee may be required by CalRecycle to return any previously reimbursed funds. Termination may result in forfeiture by the Grantee of any funds retained pursuant to CalRecycle's 10 percent retention policy.

Final Report

The Final Report is due **April 1, 2025**. This report should cover grant activities **from the Notice to Proceed through February 28, 2025**. The grantee must include the following items in the Final Report:

1. The Grant Number, grantee's name, and Grant Term.

2. The following disclaimer statement on the cover page:

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

3. Description

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

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

4. Success Factors

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

5. Performance Narrative

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

I. Composting of California Organic Waste

Discuss composting activities at project sites during the entire Grant period as a result of the project.

- a. Discuss the sources of data on compost production from all project sites inputted into the Performance Table during the Grant Term.

Discuss how measurements were taken and provide any remaining

documentation as an attachment. Documentation may include drop off logs, recorded volume of finished compost created from site operators, and/or pictures of incoming feedstock.

- b. If the total compost production did not achieve the estimated projections cited, discuss the reasons for the shortfall; if compost production exceeded estimates, discuss the strategies that led to a successful outcome.
- c. Discuss the most successful actions taken to reduce issues occurring at project sites, including contamination, vermin or odors.

II. Trees planted and maintained

- a. Record the total number of trees planted, their types and their functions. Were they to provide food, shade or other benefits?
- b. Provide a summary of the tree maintenance plan implementation and strategies that proved to be most successful with regards to tree planting, harvest (if applicable) and maintenance.
- c. Discuss tree mortality for the Grant Term, whether those trees were replaced, and what will be done to ensure survival of trees after the Grant Term ends.

III. Jobs and Training

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

- a. Jobs
 - i. Discuss jobs created during the entire Grant term. Expand upon issues or benefits that provide insight or other valuable information that occurred during the Grant Term.
- b. Jobs provided to priority populations, if different than total jobs.
 - i. Associated census tract numbers for employees hired.
 - ii. Identify the formal targeted hiring strategies used to direct opportunities to priority populations.
- c. Job training
 - i. Discuss the types of job or career training provided for the training listed in the Performance Table during the reporting period.
 - ii. Indicate the specific credentials earned, if any, during the reporting period (e.g. certifications, licenses, degrees).
- d. Job training provided to residents of priority populations.
 - i. Number of people in priority populations that completed job training and the associated job training classification/trade; and
 - ii. The type of credentials earned (e.g. certifications, licenses, degrees).

- e. Food: Summarize the pounds of food produced by the trees planted or by garden plots amended by the compost produced as a result of this project. What types of food were distributed? What were the distribution methods? Was food distributed to priority populations? Discuss impacts, if known, of food distribution during the Grant Term.
- f. Green Spaces: Describe any developments in the project that have expanded or improved green spaces or garden/community areas that are publicly accessible to priority populations.
- g. Compost: If provided for free to residents priority populations, provide the cubic yards of compost, and, if known, the intended uses. If the compost was sold to recover costs or for profit, how much was earned and how were any profits used?
- h. Environmental Education: Summarize the environmental education provided to priority populations, the number of persons receiving the environmental education, and the most effective tools and strategies for reaching priority populations based on experience during the Grant Term.
- i. If this project provided other benefits to a community, discuss the types of benefits provided, the specific communities served, and your method for quantifying these benefits.

6. Performance Table

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

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

7. Pictures

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

Grant Payment Information

- Payment to the grantee for eligible grant expenses is made on a reimbursement basis only, and only for those materials and services specified in the approved grant application.

- The grantee may request reimbursement in conjunction with (or after) submission of a Progress Report and in conjunction with the Final Report.
 - a. The grantee may request up to two additional payments, per fiscal year, outside of the quarterly payment schedule. Grantee must submit justification and receive approval from the Grant Manager prior to submittal.
- The grantee must submit the required Progress Report/Final Report prior to, or concurrent with, submission of the Grant Payment Request. No reimbursement is made prior to Grant Manager approval of the report.
- The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the “Payment Request and Documentation” section.
- CalRecycle will make grant payments to only the grantee. It is the grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services.
- Cooperative Agreement Reimbursement: Lead Participants (Lead) for Cooperative agreements are responsible for reimbursing all Non-Lead Participants. When and if the Non-Lead Participant(s) submits an invoice to the Lead, the Lead pays the Non-Lead Participant, in full, directly. The Lead then requests reimbursement from CalRecycle. CalRecycle can only reimburse invoices received from the Lead directly, not from the Non-Lead Participant(s).
- CalRecycle will withhold and retain 10 percent of each approved Grant Payment Request amount until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress and Final Reports, have been satisfied.
- A 25 percent payment may be paid upon receipt and approval of a payment request proposal. The payment will not be processed until all debts to CalRecycle are repaid. The Grantee shall submit Personnel Expenditure Summaries listing actual hours worked to account for the use of this payment.
- CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The grantee can typically expect payment approximately 45 days from the date the Grant Manager approves a Grant Payment Request.
- The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the grantee’s contractors and subcontractors in accordance with the “Reliable Contractor Declaration” section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

Payment Request and Documentation

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

The grantee must submit payment requests in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above).

Payment

A payment of 25 percent of the grant award will be processed after the Grant Agreement is fully executed, the Grant Payment Request form, complete up to date Work Plan, and estimated Personal Expenditure Summary are approved, and any money owed is paid to CalRecycle. The payment transaction (labeled Advance) will be visible to the Grantee in GMS after the transaction is created by the Grant Manager.

Any unspent grant funds must be returned to CalRecycle by the end of the Grant Term. The Grantee shall contact the Grant Manager before the end of the Grant Term to initiate return of unspent funds.

Reimbursement Payment

To submit a Grant Payment Request:

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

Supporting Documentation

- **Grant Payment Request form** (CalRecycle 87)
 - A scanned copy with the signature of the signatory or his/her designee, as authorized by grantee's Resolution or Letter of Commitment, must be uploaded to GMS.
 - **Note:** A designee may sign on behalf of the grantee if a) authorized by the Resolution or Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.
- **Cost and Payment Documentation**
 - One of the following is required to document proof of expense for all items \$200 or greater (per item, not per purchase) included in a Payment Request:
 - Invoices, receipts, or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses

- should be highlighted and identified with applicable task number on each invoice.
 - In addition, proof of payment is required for any individual item above \$200 included in a payment request. Grantee must retain **all** proof of payment in grant file in the event of an audit. Proof of payment may include:
 - copy of cancelled check(s) that shows an endorsement from the banking institution
 - invoice(s) showing a zero balance, or stamped “paid” with a check number, date paid, and initials
 - accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
 - bank statement(s) along with a copy of the endorsed check or invoice showing the check number
 - copy of an electronic funds transfer confirmation
 - copy of a credit card statement(s)
 - The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.
- **Expenditure Itemization Summary (EIS) (CalRecycle 777-CCG)**
 - All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee’s approved Budget and Work Plan and include the relevant Project Site(s) when applicable. Upload the Excel versions
 - Each EIS must be accompanied by the supporting documentation for each line item expense (see below). The grantee should retain the original documents.
- **Personnel Expenditure Summary** (CalRecycle 165 or Grantee’s version). Document personnel expenditures based on actual time spent on Grant activities and actual amounts paid to personnel (these forms are not required if you have an alternate time reporting method pre-approved by your Grant Manager).
- **Travel Expense Log Form** (CalRecycle 246 or Grantee’s version). Document costs related to travel and include supporting documentation.
- **Educational Materials.** Please provide copies of educational materials created using Grant funds.

All forms listed above are available from the [CalRecycle Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms) (https://www.calrecycle.ca.gov/Funding/Forms).

Audit Considerations

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

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the Budget or Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.