



January 2023

Department of Resources Recycling and Recovery



Organics Grant Program Application Guidelines and Instructions

**7th Cycle (ORG7) Fiscal Years 2021–22
and 2022–23 Revised April 2023**

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Organics Grant Program pursuant to Section 42999 of the Public Resources Code. The purpose of this competitive grant program is to further the purposes of the California Global Warming Solutions Act (AB 32) and lower overall greenhouse gas (GHG) emissions by expanding existing capacity or establishing new facilities in California to reduce the amount of California-generated green materials, food materials, or alternative daily cover (ADC) being sent to landfills.

The Organics Grant Program 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 \(www.caclimateinvestments.ca.gov\)](http://www.caclimateinvestments.ca.gov).

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.
- “Grantee” refers to an applicant after approval of grant award.

Timeline

March 23, 2023: 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.

March 30, 2023: Alternative Greenhouse Gas Methodology Request Due Date

- If an eligible project cannot be calculated using the standard quantification methodology, applicant may request to use an alternative methodology by this date.

April 6, 2023 (tentative): Questions and Answers Posted

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

April 20 ~~May 2~~, 2023: 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.

May 11, 2023: Secondary Due Date

- Approved Resolution or Letter of Commitment and any other Applicant's Required Authorization Documents must be uploaded in GMS by this date if they were not submitted with the application.
- Applicant must have an Environmentally Preferable Purchasing and Practices Policy by this date.

October 2023 (tentative): Grants Awarded

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

Grant Term: Notice to Proceed – April 1, 2026

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.

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.
- Private, for-profit entities. For purposes of this program, a "private, for-profit entity" is defined as a business intended to operate at a profit and return a profit to its owners. Private entities must be authorized to conduct business in the State of California, by either being registered with the California Secretary of State as a business located in California, being registered as a foreign (out-of-state or out-of-country) business or processing a business license issued by a California city, county, or city and county. The business must be qualified to do business in California and be in good standing with all applicable California state

agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board. Any and all subsidiaries, divisions or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the program. A business is considered an "affiliated business" if it has at least one owner with a forty (40) percent or greater interest in another applicant business.

- State agencies (including offices, departments, bureaus, and boards).
- The University of California campuses, the California State University campuses, or California Community Colleges campuses.
- Nonprofit organizations (except private schools) registered with the federal government under 501(c)3, (c)4, (c)6 or (c)10 of the Internal Revenue Code. Must be qualified to do business in California and be in good standing with all applicable California state agencies, including being registered and current in the Registry of Charitable Trusts.
- Qualifying Native American Tribes.
 - A Qualifying Native American Tribes is defined as a Native American 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 Native Americans because of the status of its members as Native Americans; or
 2. can establish that it is a government entity, and which meets the criteria of the grant program.

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

Only two applications per qualifying entity will be accepted. Eligible applicants may submit an individual or cooperative application. For a cooperative application, one entity must be identified as the Lead Participant to act on behalf of the participating jurisdictions/entities. Lead Participants and participating jurisdictions/entities are subject to the two-application rule. If more than two applications are submitted by an applicant, it will be the applicant's responsibility to decide which applications should go forward. If the additional application(s) are not withdrawn, the first two applications, as determined by timestamp, will move forward and all other applications will be disqualified.

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

A Cooperative Application is one 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

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

The JPA Agreement must:

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

Project Requirements

1. Projects must be located in California and facilitate or result in:
 - Reductions in GHG emissions compared to existing practice of landfilling green or food materials within California; **and**
 - Increases in quantity (tons) of green materials or food materials, newly diverted from landfill disposal or Alternative Daily Cover (ADC) use, **and** composted or digested in California.
 - For purposes of this program, “newly diverted” means the tons of materials that are currently being landfilled or used as ADC that will instead be diverted as a result of this project.
2. For Co-Digestion Projects – Project must either have an existing food waste receiving station with excess capacity on-site or propose to construct new or expanded food waste receiving station infrastructure that allows for direct receipt of food waste into the anaerobic digester(s). (A project that proposes to receive food waste at the headworks or through the sewage system for co-digestion is ineligible.)
3. For Anaerobic Digestion Projects and Co-Digestion Projects – Project must utilize the biogas that is generated to produce transportation fuel, renewable electricity, heat, or biomethane for pipeline injection.

Eligible Projects/Products

- Construction, renovation, or expansion of facilities to increase in-state infrastructure for the composting or digestion of organics into compost, soil amendments, fertilizers, biofuels, or bioenergy.
- Construction, renovation, or expansion of facilities to increase in-state infrastructure for the pre-processing of organics.
 - Projects must result in an increase in tons of green or food materials diverted from landfills beyond that which the pre-processor was already diverting.

Note: Projects intending to operate under an Enforcement Agency (EA) Notification Tier as a Research Composting Operation under 14 CCR § 17862 are not eligible.

Pre-Processing Projects

For stand-alone pre-processing projects, if the lead applicant is not the same entity that will compost or digest the pre-processed material (i.e., the lead applicant and entity that will compost or digest the material are not vertically integrated, or do not share the same parent company or same governing body) then the pre-processing facility must submit a letter of intent from the Anaerobic/Co-Digestion or Compost facility that will receive and recycle the material. This should describe the estimated amount and type of organic feedstock to be received from the stand-alone pre-processing project and digested or composted.

Note: Information regarding digestion or composting processes, intended end products, and other factors will be needed to complete the Narrative Proposal and Benefits Calculator Tool.

Available Funds

- \$154,960,671 is available for this grant cycle, subject to funding availability.
- The funding is divided by project type as follows.

Project Allocation	Project Type
\$56,549,473	Anaerobic Digestion/Co-Digestion Projects
\$78,411,198	Composting Projects
\$15,000,000	Stand-Alone Pre-Processing Projects
\$5,000,000	In-Vessel Composting Projects
\$154,960,671	Total

- The grant awards per project type are:
 - Anaerobic Digestion/Co-Digestion Projects and Composting Projects
 - Anaerobic digestion or composting of food waste and/or green waste to produce renewable energy or nutrient-rich soil products.
 - Up to \$10,000,000
 - Stand-Alone Pre-Processing Projects
 - Projects that remove contaminants from food waste/or green waste feedstock prior to composting or digestion, that are **not** co-located at a composting or anaerobic digestion facility.
 - Award amount \$500,000 – \$3,000,000
 - Anaerobic Digestion/Co-Digestion Projects or Composting Projects with Stand-Alone Pre-Processing Projects
 - Projects in a **Cooperative Application** (two or more eligible entities applying together) that include Anaerobic digestion/Co-Digestion or Composting project and a stand-alone pre-processing project. Grant funded Equipment/Infrastructure must be identified at all locations.
 - Up to \$13,000,000
 - In-Vessel Composting Projects
 - Composting of food waste and/or green waste with in-vessel composting technology.
 - Award amount \$250,000 – \$500,000

Note: Grant awards will be paid on a reimbursement basis.

Rural Funding Priority

A rural funding priority applies to eligible applicants with projects sited in, and which serve, rural communities. Under the rural funding priority, the highest-ranking passing rural project will be given priority funding in order to ensure that at least one such project is funded.

- Rural is defined in statute (Public Resources Code 40184) as a county annually disposing no more than 200,000 tons of solid waste. For the purposes of this solicitation, the rural counties are:
 - Alpine
 - Amador
 - Butte
 - Calaveras
 - Colusa
 - Del Norte
 - El Dorado
 - Glenn
 - Humboldt
 - Imperial
 - Inyo
 - Kings
 - Lake
 - Lassen
 - Madera
 - Mariposa
 - Mendocino
 - Modoc
 - Mono
 - Napa
 - Nevada
 - Plumas
 - San Benito
 - Sierra
 - Siskiyou
 - Sutter
 - Tehama
 - Trinity
 - Tuolumne
 - Yolo
- To qualify as a rural project, an applicant must also demonstrate the project will compost or digest organics that are generated in a rural community.
- Project requirements, eligible projects, ineligible costs, required application documents, scoring criteria, and minimum score requirements are the same for the rural projects as the other projects in the Organics Grant Program.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 1, 2026.

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.

Coordination with California Air Resources Board

As part of project selection, monitoring, and ongoing reporting, CalRecycle will consult with the California Air Resources Board (CARB) to ensure that the GHG emission reductions quantification methodologies are consistent with methodologies used in other AB 32 program areas.

Facilities on Non-Owned Property

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

California Environmental Quality Act Compliance

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

Environmentally Preferable Purchases and Practices Policy Requirement

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

Applicants must have an EPPP Policy in place prior to submitting their application and 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 March 23, 2023 or the questions will not be accepted.

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

Public Records Requests

CalRecycle's policy is to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

Upon request, the entire contents of the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/).

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.

Applications Guidelines and Instructions

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Confidential or Proprietary Information

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

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

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

What if there is a question about what is confidential?

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

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

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

Application Instructions

Application Access

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

To start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>).
2. Select **Apply for a Grant** on the left.
 - All open grant cycles are displayed in a table.
3. Find Organics Grant Program and ORG7: 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 Organics Grant Program.

Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads incomplete or blank documents to the Documents tab.
- Signature Authority fails to sign Application Certification or any document that requires a signature.
- The online application is incomplete or missing information.
- Applicant fails to adopt an EPPP Policy by the secondary due date.

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to submit all required documents, based on the particular grant application/project, by the appropriate due date.

Applicant/Participant Tab

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

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

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

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

For 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. Enter a dollar amount in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount per project category. Please round all amounts to the nearest whole dollar.

The grant awards per project type are:

- Anaerobic Digestion/Co-Digestion Projects and Composting Projects, up to \$10,000,000
- Anaerobic Digestion/Co-Digestion Projects or Composting Projects with Pre-Processing Projects, up to \$13,000,000
- Stand-Alone Pre-Processing Projects, \$500,000 – \$3,000,000
- In-Vessel Composting Projects, \$250,000 – \$500,000

Note: See Available Funds section for more information on maximum award amounts.

2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the “Ctrl” key while selecting the numbers.
3. Enter the applicant’s **Department Name**, e.g., “General Services”. If the applicant does not have a department, enter the applicant’s name.
4. Enter the grant payment mailing address.

5. **Project Summary/Statement of Use:** In **three to five sentences**, briefly and concisely summarize:
 - a. What will be built, expanded, or improved?
 - b. How many additional tons of materials will be newly diverted from landfills, and what will be the associated reduction in GHGs?
 - c. If value-added products such as compost, low-carbon fuels, or fertilizers are to be produced, estimate the annual quantities to be produced.
 - **Note:** you will have an opportunity to further explain the project in the Narrative Proposal.
6. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
7. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
8. Select the appropriate answer for Program Questions.

Contacts Tab

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

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

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required.)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required.)
- **Participant Signature Authority.** 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

Complete the budget document provided in GMS and follow the steps below.

1. Transfer the total of each budget category from the budget document into the Budget tab of GMS.
 - a. Budget amounts in the budget document must match those entered in the Budget tab.
 - b. The total amounts entered in the Budget tab of GMS must equal the Grant Funds Requested amount shown in the Detail tab.

2. Upload the budget document in Excel format to the Documents tab of GMS.
 - a. 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.

Site(s) Tab

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

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

Documents Tab

See the Application Documents Section in the Summary tab for documents that must be uploaded in the Documents tab.

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select "today's date". **Complete and upload each application template in the original file format (Microsoft Office Word, Excel, or PDF).**

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 ~~April 20~~**May 2, 2023**. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6104, however, there is no guarantee CalRecycle will be able to provide support if there is an influx of inquiries.

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 will be considered incomplete and may be sent back to the applicant.

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

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

CalRecycle Documents

CalRecycle documents are accessible through 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 Melissa Sanford at (916) 341-6104.

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.

Note: Do not include special characters in file names. Doing so may result in automatic disqualification of your application.

Application Certification

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

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification.

1. Click “Print Application Certification” under the Application Submission section of the Summary tab.
 - a. **Note:** You will not be able to click “Print Application Certification” until each tab of the application is completed and all required application documents have been uploaded.
2. Signature Authority signs Application Certification.
3. Upload the signed Application Certification to the Documents tab.

Budget

The Budget document is a required application document that must be submitted as an Excel file (**and not as a PDF**). Provide a clear accounting of all costs associated with all infrastructure activities necessary to complete the project. Indicate additional funding sources to demonstrate your ability to commence work on the project while waiting for grant payments in arrears. Budget line items should relate to Work Plan activities and information in the Narrative Proposal. Budget documentation, including but not limited to quotes, estimates, and equipment details, should be uploaded to GMS to support grant costs claimed in the Budget. Below are some examples of expenses and how to classify them in your Budget.

Table 2. Budget Examples

Budget Category Name	Examples
Admin¹	Permitting, public education/outreach, indirect costs, and salaries not related to construction or installation
Construction/Application	Design, site preparation, permitting, installation, engineering costs ²
Equipment	Windrow turner, electric grinder, gas cleanup system, etc.
Personnel	Construction/installation Salaries

Community benefit activities outside of education and outreach are not eligible costs. For example, applications that will incorporate a food rescue component in order to provide community benefits cannot put grant dollars toward this aspect of the project (but the applicant may earn points in the Community Benefits section if they provide funding to the rescue organization).

Separate from the combined cost cap for permitting, public education/outreach, indirect costs, and salaries not related to construction or installation, CalRecycle will provide funding for an Environmental Justice Consultant, up to \$120,000. The Environmental Justice Consultant will act as a liaison between the facility and the local community. The Environmental Justice Consultant must be from the local community and should be fluent in at least two languages that would most benefit the community. This position could assist with ongoing community engagement, identifying local needs, and developing a targeted hiring strategy.

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

See Procedures and Requirements for Eligible and Ineligible Costs.

If applicant is also applying for a loan from CalRecycle's Greenhouse Gas Reduction Loan Program, funding from the loan program must be used for separate project

¹ Combined cost for permitting, public education/outreach, indirect costs, and salaries not related to construction or installation cannot exceed five percent of the total requested amount.

² Design and engineering costs cannot exceed five percent of total amount request amount.

components (including separate diverted tonnage) other than funding from the grant program.

CARB Benefits Calculator Tool

The Benefits Calculator Tool is a required application document and is located at [CCI Quantification, Benefits, and Reporting Materials](https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials)

(<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>) under the Natural Resources and Waste Diversion heading,

Agency/Department name of Department of Resources Recycling and Recovery (CalRecycle), and Project Type of Waste Diversion, Organics Composting, Community Composting, Anaerobic Digestion/Co-Digestion, Food Waste Prevention and Rescue.

This calculator is an Excel spreadsheet that contains numerous tabs and must be submitted as an Excel file (**and not as a PDF**). The purpose of this calculator is to estimate the GHG emission reductions, from the net tons of materials diverted to metric tons of carbon dioxide equivalent (MTCO₂e) and the MTCO₂e per grant dollar. The application, including GHG emission reductions, will be scored and ranked against other applicants.

Note: The calculation is based on net tons of material diverted, not gross tons.

Alternative Methodology Request and Process

Applicants must demonstrate that the proposed project results in GHG emission reductions. Applicants are expected to use the CARB approved June 2020 quantification methodology available at: [CCI Quantification, Benefits, and Reporting Materials](https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials) (<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>), but applicants that propose eligible projects (i.e., those consistent with the eligibility requirements within CalRecycle's solicitation materials) that cannot be calculated using the GHG quantification methodology may propose an alternative GHG quantification method.

The process for doing so is as follows:

1. Applicant emails grantassistance@CalRecycle.ca.gov ~~at least three weeks prior to the Application due date (no later than March 30, 2023)~~ and indicates that their proposed project is outside of the scope of the calculator and that they would like to use an alternative methodology.
2. CalRecycle, in consultation with CARB, will evaluate whether the proposed project is substantially outside of the scope of the calculator tool and warrants project-specific calculations. If both agencies agree that project is sufficiently outside the scope of the calculator, the applicant will receive permission via email from CalRecycle that it is okay to submit an alternative method. Applicants will receive this email no later than **one week** prior to the Application due date.
 - a. **Note:** CARB and CalRecycle have one week to confer and respond to the applicant. CARB and CalRecycle will provide guidance to the applicant on the parameters of the GHG analysis.
3. Applicant indicates via radio button on the Detail tab in GMS whether they are using the CARB calculator or an alternative method. Applicant submits GHG emission reduction estimates and supporting documentation with their application by the Application due date via GMS.
4. CalRecycle and CARB will review the GHG emission reduction estimates and supporting documentation and, if necessary, make adjustments after the application and supporting documentation are submitted and before applications

are scored to make sure alternative methodology is consistent with the CARB-approved quantification methodology where appropriate.

5. Application, including GHG emission reductions, will be scored and ranked against other applicants.

Feedstock Certification Form (CalRecycle 778-GHG) or Feedstock Commitment Letter

The applicant must upload **either** a Feedstock Certification Form (CalRecycle 778-GHG) or a Feedstock Commitment Letter for each feedstock supplier (e.g., processor, contractor, or hauler), dated within the past six months, who will provide feedstock for the proposed project. Applicants who are their own feedstock supplier are still subject to this requirement. CalRecycle staff will use the information in the form or letter to determine whether feedstock amounts are sufficient, and agreements are in place to support the project.

- **Feedstock Certification Form (CalRecycle 778-GHG) Requirements**
It is the applicant's responsibility to ensure that the form is accurate and complete for each feedstock supplier who will provide feedstock for the proposed project. The form must be signed by the feedstock supplier, as well as the applicant's Signature Authority. Upload the form along with evidence or explanation that the feedstock supplier either generates or has rights to the waste. For non-generating feedstock suppliers, this may include, but is not limited to, information from a franchise agreement or other legally binding private or municipal hauling contract.
- **Feedstock Commitment Letter Requirements**
In lieu of the Feedstock Certification Form (CalRecycle 778-GHG), the applicant may upload a letter(s) from the feedstock supplier(s), dated within the past six months, for the proposed project. The letter must be on the suppliers' letterhead, signed by someone qualified to represent the feedstock supplier, and contain the following information:
 1. Commitment to provide California-generated food or green materials to the proposed project.
 2. A statement certifying that the food or green materials are routinely disposed of or used as alternative daily cover at a landfill as of the date of the letter.
 3. Evidence or explanation that the feedstock supplier either generates or has rights to the waste. For non-generating feedstock suppliers, this may include, but is not limited to, information from a franchise agreement or other legally binding private or municipal hauling contract.
 4. Amount, in tons, of food or green materials, frequency (week/month/year), and duration of time that the feedstock will be provided to the applicant.
 5. Commitment to sign and complete a Feedstock Certification Form (CalRecycle 778-GHG) during the Grant Term, if the applicant is awarded.

Narrative Proposal

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

Each section of the Narrative Proposal must have a response. Ensure your narrative responses are concise, detailed, and most importantly, that they address each of the criteria in the [Organics Grant Program - Scoring Criteria Fiscal Year 2021–22 and 2022–23](https://www2.calrecycle.ca.gov/PublicNotices/Documents/14568) (https://www2.calrecycle.ca.gov/PublicNotices/Documents/14568). After you complete the Narrative Proposal, save it to your computer and then upload it to the Documents tab of your application. Make sure the information in the Narrative Proposal is consistent with, and relates to, work activities in the Work Plan and line items in the Budget.

Note: 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.

Community Benefits Guidance

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

- The project provides ongoing community engagement to local communities and establishes a process to address community concerns that may arise.
 - Provide designated email address and phone number to which complaints can be submitted 24 hours a day.
 - Host regularly scheduled community meetings to meet with residents, hear concerns, report back on efforts to address community concerns, and update residents about the facility.
 - Conduct education or outreach through flyers or newsletters, community meetings, etc. and document meeting sign-in sheets and minutes; letters of support for the project from residents, neighbors, local environmental justice groups; etc.
 - Hire an Environmental Justice Consultant to act as a liaison between the facility and the local community.
- The applicant describes how the project will address community needs, how each need was determined, and how the project will provide benefits directly addressing the identified needs.
 - Engage with local environmental justice groups, such as Identifying Violations Affecting Neighborhoods.
 - Develop “good neighbor agreements” or “community benefits agreement” to address the needs of the communities.
 - If direct engagement was infeasible, applicants may refer to an example list of common needs in Section V.C.3 and Table 5 of [CARB’s Funding Guidelines](https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies) (https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies).
- The project creates high-quality jobs.
 - Quality jobs provide family-sustaining wages, health benefits, a pension, worker advancement opportunities, and collective worker input. Quality jobs are stable, predictable, safe, and free of discrimination. Furthermore, quality jobs have the potential to transform workers’ lives and create resilient, thriving firms and communities and a more just and equitable economy.
 - **Job Quality** – the project must address how it will create high quality jobs including, but not limited to, better wages, benefits, paid

sick leave, predictable scheduling, opportunities for training and advancement, worker voice.

- **Formal targeted hiring strategy** – the project should develop a recruitment plan that will be used to narrow down the advertising efforts to target priority populations.
- Partnerships with other organizations – projects are encouraged to develop partnerships with organizations that are committed to sustained involvement of the project and are part of a durable infrastructure that allows collaborative problem solving beyond any particular grant or project. These key partners invest the time, energy, and resources to working together and building the partnership itself.
 - Non-Profit and Community-Based Organizations
 - Environmental and Environmental Justice Organizations
 - Community Colleges and Adult Education Schools
 - Local Workforce Development Boards
- The project identifies any adverse impacts on the community and explain how those impacts will be mitigated.
 - Prompt removal of litter on public roads and facility vehicle access roads within a quarter mile of the facility.
 - Contribute funding to support projects that benefit the local community.
 - Invest in zero emission trucks and/or utilize routes that minimize pollution and nuisance while maximizing safety.
 - Plant vegetation around the facility.

Net Tons of Newly Diverted Organic Material Composted or Digested

The Net Tons of Newly Diverted Organic Material Composted or Digested document is a required application document used to provide the annual tons of materials expected to be newly diverted away from landfilling and toward more beneficial uses once the project is up and running. Although GHG reductions are the primary purpose of this grant program, all projects must show a measurable increase in new tons diverted. Please see Project Requirements section in this document for a definition of “newly diverted.”

Permits

The Permits document is a required application document. CalRecycle staff will use the document to assess the likelihood of the project being completed within the Grant Term.

Permits Supporting Documents

The application must contain proof that the applicant is in direct communication with the appropriate permitting agencies and has made adequate progress towards obtaining the required permits. To indicate the status of all major permits, upload copies of applicable supporting documents. When uploading use the “Permits Supporting Documents” Document Type in GMS.

Supporting documents include, but are not limited to:

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

- correspondence with the appropriate permitting agencies regarding the proposed project

Priority Populations Benefits Worksheet

The Priority Populations Benefits Worksheet is a required application document. It is used to determine if your project meaningfully addresses an important community need, and if it provides direct, meaningful, and assured benefits to disadvantaged communities and low-income communities and households, collectively referred to as priority populations.

- **Disadvantaged communities** (<https://calepa.ca.gov/envjustice/ghginvest/>): The California Environmental Protection Agency (CalEPA) is responsible for identifying disadvantaged communities. In 2022, CalEPA released an updated designation of disadvantaged communities and currently defines disadvantaged communities as:
 - The top 25 percent of census tracts experiencing disproportionate amounts of pollution, environmental degradation, and socioeconomic and public health conditions according to the Office of Environmental Health Hazard Assessment’s [CalEnviroScreen 4.0 tool](https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40) (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>);
 - Census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest five percent of CalEnviroScreen 4.0 Pollution Burden composite scores;
 - Census tracts identified in 2017 as disadvantaged, regardless of their scores in CalEnviroScreen 4.0; and
 - Lands under the control of federally recognized Tribes.
- **Low-income communities and households** are those with incomes either at or below 80 percent of the statewide median or below a threshold designated as low-income by the Department of Housing and Community Development.

Priority Population benefits are determined by the criteria established in the Waste Diversion and Utilization, and Jobs training and Workforce Development documents located in the [CCI Quantification, Benefits, and Reporting Materials](https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials) (<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>) under the Natural Resources and Waste Diversion heading, California Department of Resources Recycling and Recovery.

An online mapping tool of identified priority populations and a “look-up” tool list of “low-income” thresholds by county and household size is located on the [California Climate Investments website](https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm) (<https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>).

After you complete the Priority Population Benefits Worksheet, save it to your computer and then upload it to the Documents tab of your application. Make sure the information in the Priority Population Benefits Worksheet is consistent with and relates to work activities in the Work Plan and line items in the Budget.

Note: Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

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 the line items in the Budget.

Applicant's Documents

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

Community Benefits Agreement

A Community Benefits Agreement is not required for application submittal but is required in order to be eligible for five bonus points. Both the applicant and the group representing the residents of a priority population surrounding the facility must sign the agreement. A project not located in, or adjacent to, a priority population may submit a Community Benefits Agreement with a priority population, as long as that priority population shares a nexus with the project (e.g., it is located along a trucking route, or diverts waste from a landfill in a priority population).

The agreement shall include, at a minimum: a description of clear and ongoing communication between the facility and its neighbors, actions that will be taken to reduce facility impacts including litter and odors, monitoring and complaint reporting protocols, as well as other community benefits (e.g., free compost or mulch, financial assistance) and **dated within the last twelve months**.

The agreement **must be submitted by the secondary due date**, or it will not be accepted.

Equipment Quotes

Budget documentation, including but not limited to quotes, estimates, and equipment details, must be uploaded to GMS to support grant costs claimed in the Budget.

Lease Agreement for Facilities on Non-Owned Property

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

Letter of Intent (if applicable)

A letter of intent is required for stand-alone pre-processing projects when the lead applicant is not the same entity that will compost or digest the pre-processed material (i.e., the lead applicant is not vertically integrated with, or does not share the same parent company or same governing body as, the facility that will receive the material).

Applicants must submit a letter of intent from an Anaerobic Digestion/Co-Digestion or Compost facility that will receive and recycle the material.

The letter must:

1. Be on official letterhead.
2. Be signed by an authorized individual.
3. Describe the estimated amount and type of organic feedstock to be received from the applicant.
4. Indicate the site that will compost or digest pre-processed material.

Baseline Organic Material Flow Chart

The Baseline Organic Material Flow Chart is a required application document. It visually represents the current operations and will be used as a baseline comparison with the proposed project. Use the Baseline Organic Material Flow Chart Example as a guide in preparing the Baseline Organic Material Flow Chart. The example flow chart can be found in GMS, on the **Summary** tab, under **Resource Documents**.

The flow chart **must** include the following information for the operation at the time of application:

- All business entities or other organizations involved, as well as their roles, activities, and addresses or Solid Waste Information System (SWIS) number.
- The current feedstock flow (i.e., where current feedstock is coming from and where the feedstock is going) with quantities in tons per year (TPY) for each step.
- The generators, waste sector (e.g., residential, commercial, self-haul), type of disposed material, jurisdiction(s) of origin, and the hauler or other party that currently controls the materials.
- The feedstock type (e.g., green materials, alternative daily cover, or food materials pre- or post-consumer).
- The name and address or SWIS number of any transfer stations where materials are consolidated.
- The name and address or SWIS number of all landfills, separating ADC from disposal.
- For projects proposing to expand a composting facility, how much compost you currently generate, in TPY.
- For projects proposing to expand a digestion facility, how much is currently being digested in TPY, how much energy is currently being generated (e.g., kilowatt hour/year, standard cubic feet of biomethane/year), and the fate of all digestate as applicable:
 - For solid digestate, indicate how much in TPY is currently disposed to the landfill, how much digestate is currently composted, or how much is currently applied directly to land.
 - For liquid digestate, indicate how much (gallons per year) is sold as a liquid fertilizer, how much is sent off site for other processes (e.g., irrigating compost piles), and how much is sent to sewer.

Projected Organic Material and Business Flow Chart

The Projected Organic Material and Business Flow Chart is a required document. Use the Projected Organic Material and Business Flow Chart Example as a guide to prepare

the Projected Organic Material and Business Flow Chart. The example flow chart can be found in GMS, on the **Summary** tab, under **Resource Documents**.

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

- All business entities or other organizations involved, as well as their roles, activities, and addresses or SWIS number.
- Proposed feedstock flow (where the feedstock is coming from and where the feedstock will be going).
- The generators, waste sector (e.g., residential, commercial, self-haul), type of disposed material, jurisdiction(s) of origin, and the hauler or other party that currently controls the materials.
- The feedstock type (e.g., green materials, alternative daily cover, or food materials pre- or post-consumer).
- The name and address or SWIS number of any pre-processing facilities.
- The disposal of residuals or contamination at the step where residuals are removed to landfill(s) and the name and address or SWIS number of the landfill.
- For compost projects, how much compost will be generated in TPY.
- For digestion projects, how much will be digested in TPY, how much energy will be generated (e.g., kilowatt hour/year, standard cubic feet of biomethane/year), and the fate of all digestate as applicable:
 - For solid digestate, indicate how much in TPY will be disposed to the landfill, how much will be composted, or how much will be applied directly to land.
 - For liquid digestate, indicate how much (gallons per year) will be sold as a liquid fertilizer, how much will be sent off site for other processes (e.g., irrigating compost piles), and how much will be sent to sewer.

Letters of Support

Letters of support are optional. However, applicants that claim to provide a benefit to priority populations will need to provide supporting documentation demonstrating how the project meets the criteria. Applicants may include letters of support or endorsements from residents, neighbors, local environmental justice groups, etc. If you have more than one letter of support, scan them all as one document and upload as one document.

Resumes

Provide the resumes of key project personnel and contractors that demonstrate the applicant, its contractors, and cooperating organizations have sufficient technical expertise and experience to successfully complete the proposed project.

Applicant's Required Authorization Documents

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

Note: For Resolution, Letter of Commitment, Letter of Designation, and Letter of Support 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 email your draft Resolution or draft Letter of Commitment 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.
4. Be signed or certified by the governing body.

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. Specify the Fiscal Year and the grant program name.
3. List all Non-Lead Participants.
4. 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.
5. Be signed or certified by the governing body.

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).
3. Is signed or certified by the governing body.

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 or LOC chooses to delegate their signature authority to another person.

The approved Resolution or LOC 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, up to five years, during which the designee may exercise the authority.
4. Be signed by the Signature Authority.

The designee's authority may not extend beyond the effective date of the approved Resolution or Letter of Commitment. For example, if the Resolution is effective until December 31, 2022, then the Letter of Designation may not be effective beyond December 31, 2022. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

Grant Review and Award Process

Grant Application Review Process

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

All grant applications will be evaluated and scored by a CalRecycle review panel based on the approved scoring criteria. The same scoring criteria will be used for composting, anaerobic digestion/co-digestion, stand-alone pre-processing, and in-vessel composting projects. The approved [Organics Grant Program - Scoring Criteria Fiscal Year 2021–22 and 2022–23](https://www2.calrecycle.ca.gov/PublicNotices/Documents/14568) (<https://www2.calrecycle.ca.gov/PublicNotices/Documents/14568>) can be found in GMS, on the **Summary** tab, under **Resource Documents**.

All eligible applications will be ranked according to the total number of points received. An application may receive a maximum of 100 possible general criteria points and 5 bonus points, for a total maximum possible score of 105 points. A 60-point minimum score is required to be considered eligible for funding. Concise applications with strong detail and justification, logical work plans and budgets, proven readiness to move forward, relevant supporting documentation, and the greatest plausible environmental benefits will earn maximum points. Applications receiving a passing score will be recommended for funding. Applications will be funded in rank order by score within each project type allocation. The highest-ranking passing rural project will receive priority funding in order to ensure that at least one such project receives an award. In the event of a tie between applicants with the same overall score, funding order will be determined by comparing the score received in the first category in the scoring criteria. If any project allocation is undersubscribed, those funds may be moved to another project type, with priority going to the highest scoring application in the Composting or Anaerobic Digestion/Co-Digestion 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 October 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 will send the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

These documents shall guide the grantee's administration of the grant project.

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

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
 - To be signed by the grantee (this is the Lead Participant in a cooperative application).
- **(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's standard legal requirements for grants.
- **Exhibit B: Procedures and Requirements**
 - Contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- **Exhibit C: Grantee's approved application with revisions, if any, and any amendments**
- **e-Signature Instructions for Awardees**
 - Contains instruction on how to sign the Grant Agreement Cover Sheet and the Participant Grant Agreement Cover Sheet (if applicable) using Adobe Sign.

Reporting Process

A Critical Project Review is required as needed. If program staff conclude that you are not able to successfully complete your grant at any time, your grant may be terminated in accordance with the discretionary termination clause of the Terms and Conditions (Exhibit A).

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

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.

Required documents and reports are subject to change due to [Cap-and-Trade Auction](#)

Proceeds Funding Guidelines for Agencies that Administer California Climate Investments (<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/arb-funding-guidelines-for-ca-climate-investments.pdf>) or legislative requirements.