



October 2023

Department of Resources Recycling and Recovery

# **Community Composting for Green Spaces Grant Program Application Guidelines and Instructions**

## **3rd Cycle (CCG3) Fiscal Year 2021–22**

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# Grant Cycle Overview

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

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's [Grants Management System \(GMS\)](https://www.calrecycle.ca.gov/Funding/GMS/) (<https://www.calrecycle.ca.gov/Funding/GMS/>). The applicant will need to sign in to GMS to complete and submit an application.

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

- “Applicant” refers to either the legal name of the entity that is legally responsible for grant administration and any entity that will receive and control grant funded equipment, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- “You” refers to a person who is completing the application on behalf of the Applicant.
- “Grantee” refers to an applicant after approval of grant award.

## Timeline

### **December 19, 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.

### **December 29, 2023 (tentative): Questions and Answers Posted**

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

### **January 23, 2024: 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.
- Approved Resolution and any other Applicant's Required Authorization Documents must be uploaded in GMS by this date and submitted with the application.

## **March 2024 (tentative): Grants Awarded**

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

Notice to Proceed—April 1, 2026: **Grant Term**

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

## **Eligible Applicants**

Eligible applicants include Qualifying Tribal Entities.

Qualifying Tribal Entity is defined as a tribe, band, nation or other organized group or community, residing within the borders of California, which:

1. Is recognized for special programs and services provided by the United States 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.

## **Individual Application**

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

## **Cooperative Application**

Entities may join together in a Cooperative Application in which two or more eligible entities join together for the purpose of grant implementation. A Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the entity who will be responsible for the performance of the grant and all required documentation. All Non-Lead Participants are considered applicants and will be grantees should the application be awarded. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. The Lead Participant is responsible for reimbursing Non-Lead Participants' costs prior to submitting a payment request to CalRecycle. All entities involved with a cooperative application will be required to execute a grant agreement.

## **Eligible Projects/Products**

Eligible grant projects include the creation, improvement, or expansion of community composting sites to increase composting of organics and reduce generation of methane from organic waste decomposing in landfills.

## **Project Requirements**

- All project sites must be located in California and on lands under the ownership, management, or stewardship of members of a tribal community.
- All project sites must result in the creation of new, improved, or expanded community composting sites.

## Available Funds

- \$510,000 is available for this grant cycle, fiscal year 2021–22, subject to funding availability.
- \$25,000 is the minimum award available, and \$100,000 is the maximum award available per applicant/application.

## Grant Term

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

## Indirect Costs

For detailed information about indirect costs, refer to the Procedures and Requirements document.

## Questions and Answers Process

Questions regarding applicant eligibility, project eligibility, the application documents, and other requirements may be emailed to [GHGReductions@CalRecycle.ca.gov](mailto:GHGReductions@CalRecycle.ca.gov). CalRecycle must receive the questions by December 19, 2023 or the questions may not be answered through this formal process. Applicants may still ask questions and receive application assistance from CalRecycle, but questions answered after December 19, 2023 may not be posted as part of the Questions and Answers process. For assistance submitting applications or using the Grants Management System, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or call (916) 324-4481.

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.

### **Confidential or Proprietary Information**

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

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

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

### **What if there is a question about what is confidential?**

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

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

Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide key financial information for three years to develop benchmarks to evaluate the program. Records no longer needed to provide

the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

# Application Instructions

## Application Access

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

To start an application:

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

Find (Community Composting for Green Spaces Grant Program (CCG3): 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.
3. Click **Save**.

## GMS Tabs - Application Contents and Instructions

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab, and detailed information about the requirements for each tab is listed below.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Community Composting for Green Spaces Grant Program.

Examples of disqualifications may include:

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

### Summary Tab

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



## Applicant/Participant Tab

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

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

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

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

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

## Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. Enter a minimum amount of \$25,000, not to exceed the maximum grant award amount of \$100,000. Please round all amounts to the nearest whole dollar. The requested funds must match the total grant budget.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the "Ctrl" key while selecting the numbers.
3. Enter the applicant's **Department Name**, e.g., "General Services." If the applicant does not have a department, enter the applicant's name.
4. Enter the grant payment mailing address.
5. **Project Summary/Statement of Use**: In three to five sentences, succinctly summarize your project and name any co-operating entities. Give a basic description of the project site, and the methods and equipment you plan to use.
6. Select the appropriate option for the **Resolution Requirement** and optional **Letter of Designation**.

## 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, or Letter of Designation (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required.)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required.)
- **Participant Signature Authority.** (Applicable to Cooperative applications only) The person(s) authorized to sign documents on behalf of their organization, as authorized by a Resolution, or Letter of Designation.

### **Budget Tab**

First, complete the budget document provided in GMS, then follow the steps below.

1. Transfer the total of each budget category from the budget document into the Budget tab of GMS.
  - a. Budget category subtotals in the budget document must match the category totals entered in the Budget tab. Enter a whole dollar amount and cost detail information for each category.
  - b. The total amount 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.

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

### **Site(s) Tab**

Add an entry for each grant project/site. List the site name, site type, and complete street address with zip code and county.

### **Documents Tab**

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

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.” Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

## Application Submittal and Deadline

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

Click the **Submit Application** button and the application status will change to **Submitted**. You can only submit the application once.

You must submit your application no later than 11:59 p.m. on (**January 23, 2024**). Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling (916) 324-4481, 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 document using the “Fill and Sign” function is considered incomplete and may be sent back to the applicant.

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

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto: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](mailto:grantassistance@calrecycle.ca.gov) or call (916) 324-4481.

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents.

**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 (not as a PDF).

Provide a clear accounting of all costs associated with infrastructure, materials, equipment, and programmatic/administrative activities necessary to complete the project. Indicate additional funding sources if applicable. The total amount of grant funded items must total a minimum of \$25,000, not to exceed the maximum grant award amount of \$100,000.

Budget line items must relate to Work Plan activities and information in the Narrative Proposal. For individual equipment items over \$500, upload a seller or manufacturer's quote, or other evidence of cost to GMS. For examples of expenses and how to classify them in your Budget, see the Eligible Costs section of the Procedures and Requirements.

## **Narrative Proposal**

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

Each section of the Narrative Proposal must have a response. Ensure your narrative responses are concise, detailed, and that they clearly address each prompt. Make sure the information in the Narrative Proposal is consistent with, and relates to, work activities in the Work Plan. Incomplete responses in the Narrative Proposal may result in the disqualification of your application.

## **Work Plan**

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

## **Applicant's Documents**

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

### **Equipment Quotes**

For individual equipment items over \$500, applicants must upload a seller or manufacturer's quote, or other evidence of cost to GMS. For examples of eligible expenses, see the Eligible Costs section of the Procedures and Requirements.

### **Indirect Cost Rate Statement**

A statement of Indirect or Overhead Cost Rate is a required application document. This requirement may be fulfilled by submitting a federally approved Indirect Cost Rate, or if the applicant does not have a federally approved Indirect Cost Rate, this requirement

may also be fulfilled by submitting an internally approved statement from the Qualifying Tribal Entity.

If a tribe does not have a tribal approved indirect cost rate by the application due date, then the tribe may budget for up to 25 percent of the total requested amount and follow the CalRecycle guidance for eligible indirect costs.

## **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 Authorization, 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 or to review your draft Resolution to ensure it meets the requirements of the grant program. You may email your draft Resolution to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

### **Individual Application Authorization Documents:**

Applicant must submit a Resolution no later than the 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.

### **Cooperative Application Authorizing Documents:**

#### **Lead Participant**

Applicants must submit a Resolution no later than the application 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. 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.

### **Non-Lead Participant**

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.

### **Letter of Designation**

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

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

The LOD must:

1. Be on the applicant's letterhead.
2. Include the job title of the designee and the scope of the designee's authority.
3. Include the time period during which the designee may exercise the authority.
4. Be signed by the Signature Authority.

The designee's authority may not extend beyond the effective date of the approved Resolution. For example, if the Resolution is effective until December 31, 2024, then the Letter of Designation may not be effective beyond December 31, 2024. 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 complete and eligible applications will be awarded unless the cycle is oversubscribed. If more funds are requested than are available, CalRecycle will conduct a random selection process and allocate grant funds by lottery in number order.

## Grant Award Process

If the Program is oversubscribed, any applicant that submitted two or more applications may only be awarded the first one submitted. One will be awarded, and any other applications will be put on hold pending award of all other applicants. Additional applications may be awarded in number order as funds become available.

After applications are fully funded, if there are remaining funds that are inadequate to award the next application in number order, CalRecycle may increase the grant award to greater than \$100,000 for those recommended for funding, so long as there are non-grant funded eligible costs listed in their budgets. Or remaining funds may be reallocated to another grant program for the purposes of paragraphs (1), (2), or (5) of subdivision (b) of Section 42999 of the Public Resources Code. Eligible applications that are not funded will be placed on a B List and will be awarded if additional funds become available.

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 March 2024. 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 cooperative applications).
- **(If applicable) Participant Grant Agreement Cover Sheet (CalRecycle 110-A)**
  - To be signed by Non-Lead Participants (if application was a cooperative application).
- **Exhibit A: Terms and Conditions**
  - Contain CalRecycle'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 instructions on how to sign the Grant Agreement Cover Sheet and the Participant Grant Agreement Cover Sheet (if applicable) using Adobe Sign.

## Reporting Process

CalRecycle requires grantees to report on the progress of their grant on a regular 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.