

Organics Grant Program Cycle 7 (ORG7)

Orientation

CalRecycle
Greenhouse Gas Reduction
Grant Program Unit

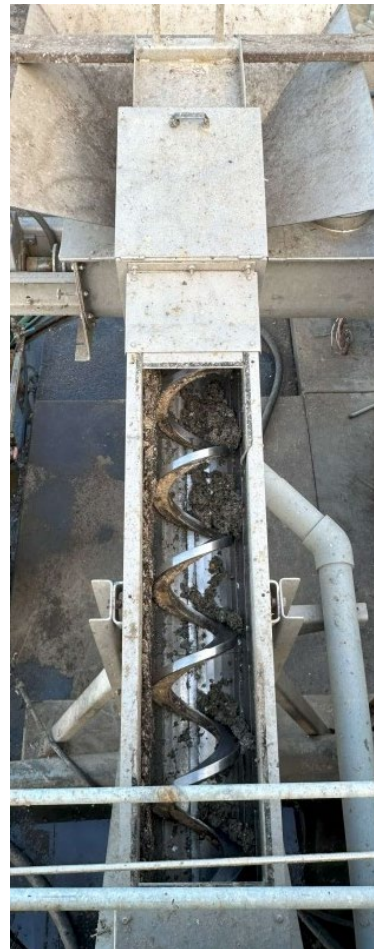
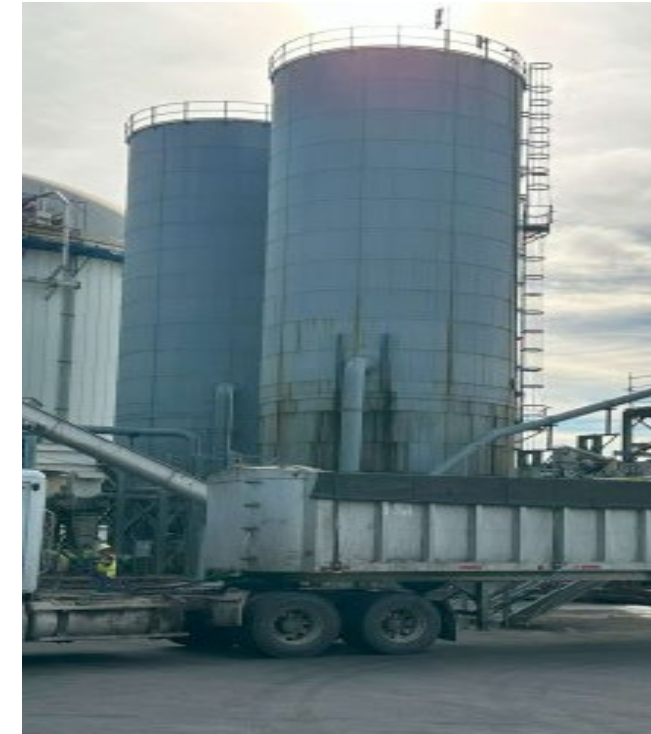
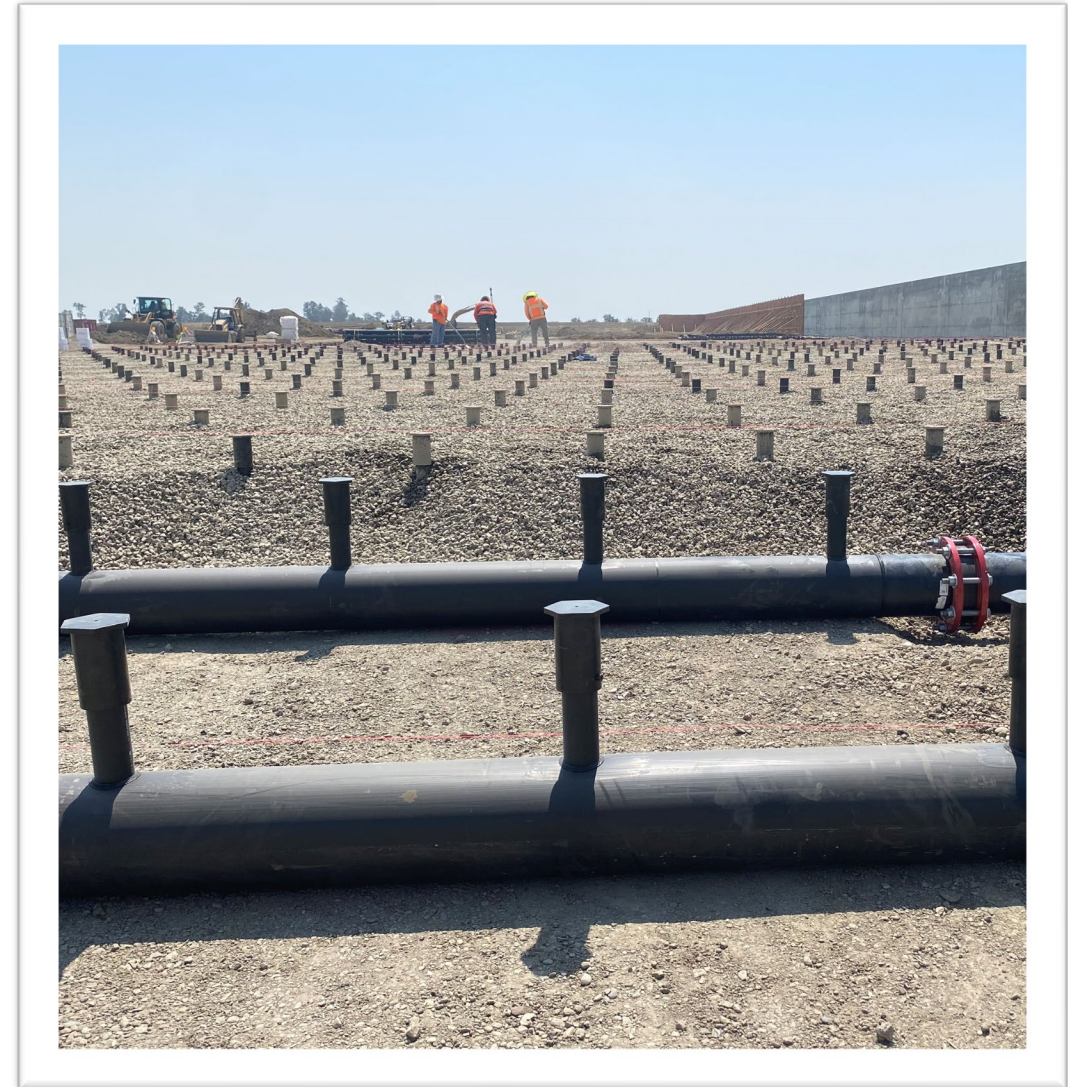


Table of Contents

- Welcome & Introduction
- Grant Term Schedule
- Grant Documents
- Grant Management System (GMS)
- Reporting Requirements
- Payment Requests
- Grant Close Out and Other Important Information
- Q&A



Grantee Contacts Notes

- Keep contacts updated in Grants Management System (GMS)
- The Primary Contact is the first point of communication on the grant
- Notify your Grant Manager if the Signature Authority changes
- Notify your Grant Manager of any communication preferences



Grant Term Milestones

- **Grant Award and Agreement Execution**
- **Notice to Proceed (NTP) Date**
 - Expenditures made prior to the NTP date are **not** eligible for reimbursement
 - Grant Term begins on date indicated in the Notice to Proceed email
- **Quarterly Reporting**
 - Check the Procedures & Requirements (P's & R's) for reporting schedule
 - Complete and submit the Progress Report & Performance Table templates
 - Submit a payment request as applicable
- **April 1, 2026: Grant Term Ends**
 - Final Report and Final Payment Request due on this day.

Grant Documents



Grant Agreement Documents

- **Grant Agreement Cover Sheet (CalRecycle 110)**
 - Executed Grant Agreement has been sent to you. Retain for your records.
- **Exhibit A: Terms and Conditions (T's & C's)**
 - Parameters for the grant, including legal definitions and explanations.
- **Exhibit B: Procedures and Requirements (P's & R's)**
 - Parameters for the grant, including information on operation of grant, grantee duties and requirements, process explanations, and more.
- **Notice to Proceed (NTP)**
 - Will be issued by your Grant Manager via email. Expenditures made prior to the NTP date are **not** eligible for reimbursement.

Operational Grant Documents

- Approved Budget
- Approved Work Plan
- Feedstock Certification
 - CalRecycle Form 778-GHG
- Reliable Contractor Declaration
 - CalRecycle Form 168
- Publications and Outreach Material
 - CalRecycle official statements and logos
 - Requires Grant Manager approval

Budget and Work Plan

- Submit changes to your Grant Manager for approval.
- Items requested in budget modifications should not be purchased until approved by the Grant Manager.
- The Work Plan should be reasonably current. If delays occur and your Work Plan becomes outdated by a quarter or more, or if your Grant Manager requests an update, provide a revised plan.
- Work Plans should include essential grant purchases and construction. Include procurement, installation and operational timelines, etc.

In-vessel Projects (only)

Additional documentation needed prior to receiving NTP:

- Documentation from Local Enforcement Agency confirming the project is within the limits of an excluded activity and permits are not required.
 - If the project is not exempt, then provide a permitting plan along with the communication of the Local Enforcement Agency.
- A system-specific temperature monitoring plan demonstrating that the proposed technology can achieve and maintain a temperature of 55 degrees Celsius or higher for a pathogen reduction period of 3 days.

Grant Forms

- **New location!** All CalRecycle Grant Forms can now be found on the [Application and Grant Management Tools](https://calrecycle.ca.gov/Funding/tools/) page
 - <https://calrecycle.ca.gov/Funding/tools/>



WebPass
First create a WebPass account to access GMS.

- WebPass accounts are for individuals, not organizations, and tied to your specific email address.
- You will need to create a new WebPass account to access GMS if:
 - If you change your email address
 - It becomes inactive.
- Individuals must have their own passwords. Do not share passwords within your organization.

[Create a WebPass Account](#)

Grant Management System (GMS)
GMS only provides access to grant information. Payment program information is contained in a separate system.

[GMS Sign-In](#)

In GMS you can:

- Search for grant applications you can submit online.
- Save an application and sign out, then easily access it when you sign back in.
- Complete and submit your grant application with the help of:
 - Instructions
 - Resource tools.

For help, email grantassistance@calrecycle.ca.gov.

Instructional Videos

- [How to Submit a Payment Request](#) [YouTube \(00:06:42\)](#) | [Transcript](#)
- [How to Submit a Report](#) [YouTube \(00:03:39\)](#) | [Transcript](#)
- [How to Update Contacts](#) [YouTube \(00:04:13\)](#) | [Transcript](#)
- [How to Upload Grant Management Documents](#) [YouTube \(00:03:35\)](#) | [Transcript](#)

Resolution and Letter Examples [Learn More](#)

Use these easy-to-use templates to create your grant and payment program Authorization Documents.

Forms

General Grant Forms	Local Government Waste Tire Cleanup Grants	Rubberized Pavement Grant Program
Farm and Ranch Cleanup	Local Government Waste Tire Enforcement Grants	Tire-Derived Aggregate Grants
Food Waste Prevention and Rescue Grant Program	Organics Grant Program	Tire Incentive Program
Household Hazardous Waste	Recycled Fiber, Plastic, and Glass Grant Program	Tire-Derived Product Grants
Local Government Waste Tire Amnesty Grants	Reuse Grant Program	Used Oil Recycling

[Grant Scoring Criteria and Writing Tips](#)

Grants Management System (GMS)



GMS WebPass

All applications were submitted through GMS, so you should have access to your approved grant to submit Progress Reports, Payment Request, and any other required documents.

Log into GMS via the sign-in link here:

<https://calrecycle.ca.gov/Funding/GMS/>

Use your email and password. If you have issues with this, contact:

grantassistance@calrecycle.ca.gov

Please see screenshots on the subsequent pages that detail how and where to upload documents. The Procedures and Requirements detail these steps.

GMS Demo Videos

Application and Grant Management Tools page: <https://calrecycle.ca.gov/Funding/tools/>

Instructional Videos table of the webpage include:

- How to Submit a **Payment Request**
- How to Submit a **Report**
- How to Update **Contacts**
- How to Upload Grant Management **Documents**

*To Access GMS, all new contacts will need to create a [GMS WebPass](#) on the CalRecycle WebPass page under option “Create Account.”

<https://secure.calrecycle.ca.gov/WebPass/>

Grant Management System (GMS) – Access Grant

My Grants
Apply for a Grant
Grant Forms

Home

Grants Management System (GMS): Home

Welcome to the CalRecycle Grants Management System. You can either [apply for a new grant](#), or select one of the current or past grants/applications associated with your account. For general information, visit the [CalRecycle grants webpage](#).

Export to Excel Refresh

My Active Grant Applications	Application Status
<input type="text"/>	<input type="text"/>

Your account is not associated with any active grant applications.

Export to Excel Refresh

My Awarded/Open Grants	Application Status	Project Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
23997: Recycled Fiber, Plastic, and Glass Grant Program (FPG4: 2019-20)	Awarded	Active	Application Grant Management

Click on "Application" to change Contact info, access Ps&Rs, Ts&Cs

Click on "Grant Management" to access Progress Reports, submit Payment Requests, and upload Documents

GMS – Grant Management Tabs

My Grants
Apply for a Grant
Grant Forms

[Home](#) > Grant Management

Grant Management: Recycled Fiber, Plastic, and Glass Grant Program (GrantID: 23997)

Applicant: [Redacted]
Grant Manager: [Sinan Dunlap](#) (916) 341-6273
Grant Number: [Redacted]
Term End Date: 4/3/2023
Project Status: Active

[Summary](#) [Payment Request](#) [Reports](#) [Documents](#) [Site](#)

[Access Grant Application Module](#)

Instructions

Welcome to the Grant Management System.

- The Budget Summary page provides a summary of the grant budget.
- Open the Progress Report page to upload your progress reports.

You must email your Grant Manager if changes are needed. (See the Progress Report page for more information.)

[Show Contacts](#)

Budget Summary

[Export to Excel](#)

[Refresh](#)

Budget Category	Total Budget	Approved Amount	Pending Amount	Reconcile/Reimburse Amount
Construction/Application	\$0.00	\$0.00	\$0.00	\$0.00

Click on "Payment Request" to create a new Payment Request and upload associated documents

Click on "Reports" and then the report date to upload Progress Reports and required documents

Click on "Documents" to access approved Budget and Work Plan

GMS – Accessing Documents

My Grants
Apply for a Grant
Grant Forms

[Home](#) > Grant Management

Grant Management: Recycled Fiber, Plastic, and Glass Grant Program (GrantID: 23997)

Applicant: [Redacted]
Grant Manager: [Sinan Dunlap](#) (916) 341-6273
Grant Number: [Redacted]
Term End Date: 4/3/2023
Project Status: Active

Summary | **Payment Request** | **Reports** | **Documents** | **Site**

[Access Grant Application Module](#)

Click on "Access Grant Application Module"


Instructions

Welcome to the Grant Management module!






- The Budget Summary is in a read only format; you must email your Grant Manager if changes are needed.
- Open the Procedures and Requirements (linked below) for specific directions on how to manage and report on this grant.

[Show Contacts](#)

Budget Summary

 Export to Excel

 Refresh

Budget Category	Total Budget	Approved Amount	Pending Amount	Reconcile/Reimburse Amount
<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
Construction/Application	\$0.00	\$0.00	\$0.00	\$0.00

GMS – Accessing Documents

Cycle Name: Recycled Fiber, Plastic, and Glass Grant Program

Cycle Code: FPG4

Grant ID: 23997

Application Due Date: 1/14/2021

Secondary Due Date: N/A

Resource Links

[Climate Change Homepage](#)
[Grant Program Forms](#)
[Grant Program's Homepage](#)
[Greenhouse Gas Reduction Grant and Loan Program Homepage](#)
[Resolution and Letter Examples](#)

Resource Documents

The documents below contain instructions for completing the application and grant provisions.

[FPG4 Application Guidelines and Instructions.pdf](#)
[FPG4 EPPP Information.docx](#)
[FPG4 Procedures and Requirements.pdf](#)
[FPG4 Scoring Criteria Assessment.docx](#)
[FPG4 Terms and Conditions.pdf](#)

Application Documents

The required documents must be completed, saved, and then uploaded in the Documents tab. There may be additional documents that are required to complete your application. As the Applicant, it is your responsibility to ensure that all required documents for your application are submitted by the appropriate due date. Please see *Application Guidelines and Instructions* for more information.

[FPG4 Budget.xls](#)

- Enter Primary Contact Information
- Enter Signature Authority Information
- Enter Budget Category Amounts
- Enter Address/Site Information
- Upload required documents
- Answer Application Questions
- Submit Application

Required Document(s) By Application Due Date

- Application Certification
- Budget
- Business Flow Chart
- CARB Benefits Calculator Tool Spreadsheet
- Community Benefits Worksheet
- Feedstock Certification/Feedstock Letter
- Material Flow Chart
- Narrative Proposal
- Nutrient Management Plan
- Plan of Work
- Plan of Commitment

Other Supporting Document(s) as applicable for your Application/Project

- Agreement/Contract
- Joint Powers Agreement
- Lease Agreement
- Letter of Designation
- Letter of Support
- Supplemental Business Information

Application Submission

[Print Application Certification](#)

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

- Procedures and Requirements
- Terms and Conditions

GMS – Adding Contacts

My Grants
Apply for a Grant
Grant Forms

[Home](#) > Grant Application
Grant: Recycled Fiber, Plastic, and Glass Grant Program (GrantID: 22564)

Applicant: [redacted]s
Grant Manager: [Sinan Dunlap](#) (916) 341-6273
Grant Number: [redacted]
Term End Date: 4/1/2022
Project Status: Active

Add contacts to manage the grant

- Summary
- Applicant/Participant**
- Detail
- Contacts**
- Budget
- Site(s)
- Documents

[Access Grant Management Module](#)

Instructions

Welcome to the Application module of CalRecycle’s Grant Management System Web. You will be able to log in and out of the system to complete your application until the application due date listed below. After the application due date, you will only be allowed to upload documents that are due by the secondary due date, if applicable. Please refer to the Application Guidelines and Instructions for specific information regarding your application.

When filling out your application, remember to do the following:

- Complete each tab
- Upload all required documents
- Print, sign, and upload Application Certification
- Submit application

Application Information
Application Status: Awarded

*To Access GMS, all new contacts will need to create a [GMS WebPass](#) on the CalRecycle WebPass page under option “Create Account”
<https://secure.calrecycle.ca.gov/WebPass/>

Progress Reporting




Progress Reports

- The Progress Report template is a Word document. Complete and submit it in that format. (No PDFs).
- Report on activities for the **current** reporting period in each Progress Report.
- **Answer all Questions!** No “N/A”s, explain reasoning.
- CalRecycle will review the report and note questions or comments in Track Changes if more information is needed.

**CalRecycle's
Organics Grant Program
CYCLE 7**

Anerobic and Co-Digestion Project Types
Progress Report Number (insert report number)
Covering activities from (insert start date of reporting period) to (insert end date of reporting period)

Grantee Name:
Grant Number: (Ex: ORG7-21-XXXX)
Prepared by:



(Replace the above image with Grantee's logo)

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

Progress Reports, continued

- Progress Reports **must** be approved before Payment Request can be approved.
- Photos (high resolution) are **required** with your Progress Report.
- Education and Outreach materials should be documented in Progress Reports and reviewed by Grant Managers. All logos, descriptions, etc. should be sent to Grant Manager for review.

Performance Table

- The **Performance Table** is part of the Progress Report submission, and must be submitted with each Progress Report *even if there is no diversion* to report (in which case you would enter zeros).
- Performance Tables detail diversion data and jobs information.
 - Feedstock Certification 778 needs to be submitted to verify diverted tons.
- Jobs and Training Tab
 - Only grant-funded positions should be recorded in the Performance Table.
 - Training received by individuals in the above positions, if and only if, it results in an industry-recognized certificate that adds a “job skill” such as a Class A Driver License or Safe Food Handling Certification.
- The next two pages detail an example of a Performance table.

Performance Table – Diversion Tab

Type of material diverted, residuals sent to landfills, and information on intermediate commodities

Associated Progress Report # and date range for the amount of material diverted and created

	Progress Report 1	Progress Report 2	Progress Report 3	Progress Report 4	Progress Report 5	Progress Report 6	Progress Report 7	Final Report	
COMPLETED	NTP - May 31, 2022	Jun 1 - Aug 31, 2022	Sept 1 - Nov 30, 2022	Dec 1 2022 - Feb 28, 2023	Mar 1 - May 31, 2023	Jun 1 - Aug 31, 2023	Sept 1 - Nov 30, 2023	Dec 1, 2023 - Feb 28, 2024	TOTALS
Food Material Processed (tons)									0.0
Green Material Processed (tons)									0.0
Residual Materials Sent to Landfill or Used as ADC (tons)									0.0
TOTAL PROCESSED (TONS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GHGs Reduced (MTCO2e)									0.0
PRODUCTS PRODUCED, AS APPLICABLE									TOTALS
Compost (tons)									0.0
Renewable Electricity Generated (kWh)									0.0
Renewable Vehicle Fuel Generated (gal)									0.0
Renewable Biomethane Generated for Injection into the Natural Gas Pipeline (scf)									0.0

Input the amounts in **tons**. This should match the submitted feedstock certifications

Grant Payments



Reimbursement Payment Requests

- Are only made when each Progress Report is due, and must be submitted on time
- Are only for eligible expenses in the approved Budget already incurred
- Services or items must be already ordered, fully paid for, and, if applicable, delivered and in use
- Reimbursement payment is only approved once Progress Report is approved
- Required Cost and Payment Documents must be provided
 - Payment Request Form 87
 - Expenditure Itemization Summary Form 777
 - Two supporting documents for each item: Invoice & Proof of Payment (Accepted types on page 17 of Procedures and Requirements)
 - Personnel Expenditure Summary Form 165-GHG (if applicable)

Reimbursement Payment Requests, continued

- Once Payment Requests are approved, they are sent to Accounting for processing, then to the State Controller's Office for payment
- You can expect funds within 45 days of approval, not submission
- 10% of each Payment Request will be withheld from your reimbursement
- Withhold will be released at the end of the Grant Term pending Grantee performance and approval of the Final Report
- The best way to support timely payment is to provide complete and clear cost and payment documentation, and ask your Grant Manager if you have questions about how to complete forms

Grant Payment Request Form 87

- Grantees **MUST** complete items #1 - #14, only #3 is optional
- Box 2. Grant Number = ORG7-21-00XX.
- Box 3. Payment Request Number **MUST** match GMS
- Expenditure period must cover all dates from receipts and invoices submitted, and must match the EIS/PES, etc.

Grantee Information:

1. Grantee Name (As Appears on Grant Agreement)	
[Redacted]	
2. Grant Number (Assigned by CalRecycle)	
[Redacted]	
3. Grantee Invoice Number (Optional)	
[Redacted]	
4. Payment Request Number	
[Redacted]	
5. Expenditure Period	
[Redacted]	
6. Type of Payment Request	
<input type="checkbox"/> Advance <input type="checkbox"/> Reimbursement <input type="checkbox"/> Final	
7. Amount Requested	
\$ [Redacted]	

Send Warrant To:

8. Grantee Name (Organization/Business Name)	9. Attention To
[Redacted]	[Redacted]
10. Address	11. City
[Redacted]	[Redacted]
12. State	13. Zip Code
[Redacted]	[Redacted]

14. I certify, under penalty of perjury under the laws of the State of California, that the above information is true and correct and that all costs for which reimbursement is requested herein were incurred in accordance with the above referenced CalRecycle Grant Agreement.

[Redacted Signature]	[Redacted Date]
Signature of Signature Authority or Authorized Designee (as authorized in Resolution, Letter of Commitment, or Letter of Designation)	Date
[Redacted Print Name]	[Redacted Title]
Print Name	Title

- Address must match the Details tab in GMS
- Needs to be signed with Adobe Digital ID by your signature authority
- CalRecycle staff will fill out the staff section on the next page

Expenditure Itemization Summary (EIS) Form 777

	A	B	C	D	E
1	State of California		Department of Resources Recycling and Recovery		
2	CalRecycle 777 (Rev. 5/19)				
3	Expenditure Itemization Summary				
4	Organics, Reuse, and Recycled Fiber, Plastic, and Glass Grant Programs				
5	Grantee's Name:				
6	Grant Number:				
7	For Expenses Incurred Between: (enter reporting period dates)				
8					
9	Admin (Expand rows and columns as needed)				
10	Vendor and Expense Description	Invoice Date	Invoice Number	Dollar Amount	
11					
12					
13					
14					
15			Subtotal	\$0.00	
16					
17	Construction/Application (Expand rows and columns as needed)				
18	Vendor and Expense Description	Invoice Date	Invoice Number	Dollar Amount	
19					
20					
21					
22					
23			Subtotal	\$0.00	
24					
25	Equipment (Expand rows and columns as needed)				
26	Vendor and Expense Description	Invoice Date	Invoice Number	Dollar Amount	
27					
28					
29					
30			Subtotal	\$0.00	
31					
32	Materials (Expand rows and columns as needed)				
33	Vendor and Expense Description	Invoice Date	Invoice Number	Dollar Amount	

Ensure the following:

- All line items are complete with correlating invoice date, number, and expense description
- Total matches the Amount Requested in GMS and Box #7 on the Grant Payment Request form
- Supporting documents should match items in the EIS.
- Expenses need to be listed under the correct budget category.

Cost and Payment Documentation

- Payment Requests must include uploaded cost documentation such as invoices, receipts, or purchase orders as described in the Procedures and Requirements. Highlight the claimed expense.
- Accepted forms of Proof of Payment:
 - Copy of cancelled check(s) that shows an endorsement from the banking institution
 - Copy of credit card or bank statement with the cost highlighted
 - Other examples from the Procedures and Requirements, page 17
- CalRecycle Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs of any amount
- Provide a Personnel Expenditure Summary (PES) for salaries/wages
 - This form is not required if you have an alternate time reporting method pre-approved by your Grant Manager

Grant Close Out

- Final Report template will be sent to you by your CalRecycle Grant Manager
- Final Payment Request, if applicable, and 10% Withhold Release will only be paid once Final Report is approved and all Grant Term obligations are completed
- Annual Survey may be distributed after the end of Grant Term
- Keep all records for at least 3 years after the end of the Grant Term

Other Important Information

- **Keep contact info up-to-date**
 - If a contact is replaced by another person, delete the original contact in GMS, and add the new person as a separate contact. If you have changes to your Signature Authority or address (where payments will get sent) please reach out to your Grant Manager.
- **Before beginning construction work, submit a Reliable Contractor Declaration form**

Other Important Information

- **Reach out to your CalRecycle Grant Manager with questions**
 - Please review the Procedures and Requirements and the Terms and Conditions as most answers are in these documents, *especially* the Procedures and Requirements. Let your Grant Manager know if you have additional questions that cannot be answered in either document.
- **Site visits**
 - Keep an eye out for site visit arrangement questions
- **Keep all records for at least 3 years after the end of the grant term**

Thank you for attending today!

Additional questions:

GHGReductions@CalRecycle.ca.gov

