



August 2020

Department of Resources Recycling and Recovery



Reuse Grant Program Application Guidelines and Instructions

1st Cycle (GRU1) Fiscal Year 2019–20

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the pilot cycle of the Reuse Grant Program pursuant to Section 42999 of the Public Resources Code. The purpose of the grant is to further the goals of the California Global Warming Solutions Act (Assembly Bill (AB) 32) and lower overall greenhouse gas (GHG) emissions by expanding and improving landfill diversion and recycling in California through source reduction (i.e., reuse). The funds for the pilot cycle of the Reuse Grant Program are from the Greenhouse Gas Reduction Fund (GGRF) established to receive California's Cap-and-Trade Program auction proceeds and provide an opportunity for the State to invest in projects that help California achieve its climate goals and provide benefits to disadvantaged communities. These investments are collectively referred to as California Climate Investments (CCI).

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/>). You will need to sign into GMS to complete and submit an application.

Timeline

Date	Activity
August 20, 2020	Question and Answer Period <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date. • Questions must be submitted by email.
August 27, 2020 (tentative)	All answers to submitted questions will be posted.
September 10, 2020	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in GMS by 11:59 p.m. on this date. • Customer service will be available until 4:00 p.m. on this date.
September 24, 2020	Secondary Due Date <ul style="list-style-type: none"> • Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application. • Applicant must have an Environmentally Preferable Purchasing and Practices Policy by this date.
December 15, 2020 (tentative)	Grants Awarded CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month.
February 28, 2023	End of Grant Performance Period Grantee may incur program or project costs after issuance of the Notice to Proceed through this date.
March 1–March 31, 2023	Report Preparation Period Grantee may only incur costs for preparation of Final Report and final Payment Request during this month.
April 3, 2023	End of Grant Term Begins on the date of the Notice to Proceed and ends on this date.
April 3, 2023	Final Report and final Payment Request Deadline

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 jurisdictions are charter cities or joint powers authorities that include charter cities, the lead participating jurisdiction 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 jurisdiction 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, or Cities and Counties (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.
- **State agencies (including offices, departments, bureaus, and boards).**
- **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.**
 - The organization 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.
- **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. 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.
- **Qualifying Indian Tribes.**
 - A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
 - Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 - Can establish that it is a government entity, which meets the criteria of the grant program.

CalRecycle requires that any application that includes a charter city (either as the sole applicant, as a participant in a regional application, or as a member of an applicant Joint Powers Authority) include a certification by the applicant that all charter cities included in the application are eligible to receive grant funds for the project described in the

application. If it is discovered that grant funds were received in violation of Labor Code section 1782, the grant will be terminated, and the Grantee will be required to return any grant funds.

Applicants that have previously received funding from the GGRF are eligible if the project meets the program criteria, and the previously funded project is progressing in a manner that is satisfactory to CalRecycle.

Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its joint powers agreement giving it authority over solid waste management, listing all member entities, and containing the signature of all members. An entity may not submit an individual application if that entity is also a member of an applicant JPA.

Project Requirements

Projects must be located in California and facilitate reductions in GHG emissions and landfill disposal within the grant performance period. Projects must fall into one of the four categories listed below in the Eligible Projects section.

Eligible Projects

Each application must fall into one of the following project types:

- Replacement of single-use containers with refillables, including, but not limited to beverage, food, or personal care product containers.
- Replacement of single-use food service ware (plates, cups, utensils) with durable alternatives that will be reused.
- Replacement of single-use packaging with reusable packaging used to transport or distribute goods (e.g., crates, pallets).
- Recovery of lumber, wood flooring, or wood furniture from landfills or through deconstruction projects for reuse.

Ineligible Projects

Projects that do not fit into one of the four categories above. Including, but not limited to, projects reusing or replacing the following products are ineligible:

- Food
- Carpet, paint, or mattresses
- Tires
- Electronic waste
- Household hazardous waste
- Materials that are not legally landfilled
- Beverage containers that are subject to the Beverage Container Recycling Program

Available Funds

- \$2,000,000 is available for this grant cycle, fiscal year 2019–20, subject to funding availability.

- \$300,000 is the minimum and \$500,000 is the maximum amount of funding available for individual grant awards.

Grant Term, Grant Performance Period, and Report Preparation Period

The Grant Term begins on the date of the Notice to Proceed (NTP) email and ends on April 3, 2023.

The Grant Performance Period begins on the date of the NTP email and ends on February 28, 2023. Eligible program costs must be incurred after the date of the NTP email and before the Grant Performance Period end date, February 28, 2023.

The Report Preparation Period extends from March 1, 2023 through March 31, 2023. **Only costs incurred to prepare the Final Report and final Payment Request are eligible for reimbursement during the Report Preparation Period.**

The Final Report and final Payment Request are due on April 3, 2023.

Eligible Costs

Eligible costs may be incurred only during the Grant Term, which starts on the date of the NTP email and ends on April 3, 2023. (See “Grant Term, Grant Performance Period, and Report Preparation Period” for additional information.) All grant expenditures must be for activities, products, and costs specifically included in the approved Work Plan and approved Budget.

Eligible costs are limited to the following:

1. Costs necessary to directly implement a project such as equipment, shelter, and materials.

Eligible costs include:

- Supplies and materials.
- Shelters or receiving stations at landfills and transfer stations to protect recovered lumber from weather damage.
- Construction improvements on owned or long term leased (minimum lease term through Grant Term) properties directly related to program.
- Equipment and tools used to transport or minimally process lumber for resale or reuse (examples include, but are not limited to, de-nailers, saws, mills).
- Specialized vehicles used to transport recovered lumber or reusables such as forklifts, trucks, and trailers.

2. Costs necessary to replace single-use items with reusable alternatives.

Eligible costs include:

- Dishwashers, dishwashing racks, materials related to dishwashing (excluding consumables).
- Personnel directly related to the project (maximum of 25 percent of the requested grant amount).

- Education and outreach directly related to the project (maximum of 25 percent of the requested grant amount) on how to reuse the product and the benefits of reuse.
- Design fees directly related to installation, design, construction.
- Collection bins for reusable items with an associated program, incentive, or deposit.
- Shelving, racks, storage for reusable items.
- Products that replace single-use items.

3. Expenditures that conform to the budget category caps, are made in compliance with federal, state and local laws and regulations as applicable, and are determined to be:

- Necessary and reasonable for proper implementation of the project and associated reporting requirements.
- Easily identifiable to a specific project activity and tracked separately from other funding sources.
- In accordance with generally accepted accounting principles.
- Authorized or not prohibited under federal, state, and local laws, regulations, and ordinances.

Indirect Costs

Indirect costs can be claimed by the grantee. The following guidelines must be used when claiming these costs.

- **Total indirect costs shall not exceed five percent of the total grant award.**
 - These costs are expenditures not directly related to the grant project but considered necessary for the operation of the organization and the performance of the project.
 - The costs of operating and maintaining facilities, accounting services, and administrative salaries (e.g., management not directly working on the grant project) are examples of indirect costs. All indirect costs charged to the grant must be associated with grant activities as shown in the approved Budget.
 - Personnel costs associated with supervision performed by managers and supervisors are an indirect cost. However, if a manager or supervisor independently performs an activity that is directly related to the execution of the grant (and that activity is not supervising staff working on the project), the costs associated with this activity may be included as a direct charge. Such activity must be clearly supported by appropriate documentation and shall not be charged to the grant as an indirect cost.
- The grantee must maintain organized and accurate records that follow generally accepted accounting principles that can be documented in an audit. The grantee must provide access to all documents related to the grant program and fiscal operation of the grant program as deemed necessary by CalRecycle.

Ineligible Costs

Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the NTP email or after February 28, 2023 (except personnel costs to prepare the Final Report and final Payment Request up to March 31, 2023).
- Costs associated with purchasing or installing general use equipment (baler, unspecialized or unlabeled collection bins, etc.) that will be used primarily for non-reuse activities.
- Indirect costs exceeding five percent of the total requested grant budget.
- Permitting costs exceeding five percent of the total requested grant budget.
- Personnel costs exceeding 25 percent of the total requested grant budget.
- Costs for education and outreach exceeding 25 percent of the total grant budget.
- Advertisement or promotion of product sales.
- Activities, tasks, materials, or equipment already eligible through other agencies using California Climate Investment funds.
- Duplicate payments: costs paid by another CalRecycle loan, grant, or contract, or paid by a grant or contract offered by another state agency.
- Environmental review for project permitting, including the preparation of Environmental Impact Reports or related documents.
- Purchase, rent, or lease of land or buildings.

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 (if applicable)

If the applicant wants to establish facilities or expand existing facilities on property not owned by the applicant, he or she must prove that a legally binding long-term commitment has been executed detailing the approved use of the property for the duration of the grant term. 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. Evidence of a lease agreement is not required for locations that are only replacing single use products with reusable ones.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, all applicants are required to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations. To see examples of existing EPPP Policies, visit:

- [Responsible Purchasing Network](http://www.responsiblepurchasing.org/purchasing_guides/all/policies/) (http://www.responsiblepurchasing.org/purchasing_guides/all/policies/)
- Environmentally Preferable Purchasing [Laws and Policies](https://www.calrecycle.ca.gov/EPP/LawPolicy/) (https://www.calrecycle.ca.gov/EPP/LawPolicy/)
- [Tools and Resources](https://www.calrecycle.ca.gov/EPP/Resources/) (https://www.calrecycle.ca.gov/EPP/Resources/)

Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies include:

- 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 & 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.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact on the Detail tab in the application.

Applicants that do not have an EPPP Policy at the time of application submittal must adopt one by the secondary due date and upload the EPPP Notification to the application.

For more information, visit the [EPPP Frequently Asked Questions webpage](https://www.calrecycle.ca.gov/Funding/EPPPQandA) (<https://www.calrecycle.ca.gov/Funding/EPPPQandA>).

Question-and-Answer Process

Questions regarding the application and its requirements must be in writing and emailed to GHGReductions@calrecycle.ca.gov. Questions must be received by August 20, 2020 or they will not be accepted.

Periodically during the Question-and-Answer (Q&A) period, Qs&As will be posted on the Qs&As website. The Qs&As website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Qs&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

Public Records Requests

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the [laws](#) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>) 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 your submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. If your application contains restricted documents, the restricted documents are excluded from disclosure.

Note: The entire contents of your submitted application are subject to California Public Records Act requests. This may include contact information, project summary, uploaded documents, and scoring information. If your application contains restricted documents, the restricted documents are excluded from disclosure.

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 in order to log in to the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site](https://secure.calrecycle.ca.gov/WebPass) (<https://secure.calrecycle.ca.gov/WebPass/>).

When you are ready 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.
3. Open grant cycles are displayed in a table.
4. Find “Greenhouse Gas Reduction Grants, Reuse Grant Program, 2019–20, and GRU1”, and select “Start Application.”
 - a. A pop-up window will appear asking for contact information.
 - b. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later.
 - c. The application then opens to the Summary Tab.

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 Reuse 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 ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

1. Select the Add Applicant button and type in the Applicant Name and County.
2. Search the table for the correct applicant name and select Add Applicant.
3. Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
 - If it is not listed, click on Add New Applicant. Complete the items marked with a red asterisk and save the information.
4. Enter the Applicant Name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
 - For County applications, County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
 - For City applications, City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."
5. For Joint Powers Authority, add the name of each eligible participating jurisdiction and choose 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 of at least \$300,000 in the Grant Funds Requested field.
 - Do not exceed the maximum grant award amount of \$500,000.
 - Please round all amounts to the nearest whole dollar.
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 the applicant's name may be entered.
4. Enter the grant payment mailing address.
5. Enter Project Summary/Statement of Use.
 - In three to five sentences, succinctly summarize the proposed project and name any operating entities and collaborators. Give a basic description of the products which will be replaced and reused, and the method and equipment that will be purchased.
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

The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application 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 his/her own CalRecycle WebPass, and access the application.

- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee 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/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, 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)

Budget Tab

Complete the budget document provided in GMS. Transfer the total of each budget category from the document into the Budget tab. The budget document must be uploaded in the Documents tab and the budget amounts must match those entered in the Budget tab. The total must equal the Grant Funds Requested amount shown on the Detail tab.

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. 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 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."

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section.

Application Submittal and Deadline

The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and the application status will change to **Submitted**. The application can only be submitted once. However, you will be able to upload documents, such as the EPPP Notification, until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on September 10, 2020. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling Maria Elena Kennedy at (916) 341-6228.

Note: Applications that are not submitted by the due date will be deleted from GMS.

Application Documents

Electronic and Original Signatures

CalRecycle documents or forms that certify legally binding information require an original wet ink signature. If a signature block with penalty of perjury language is provided, please provide a wet ink signature. CalRecycle will accept electronic signatures on all other documents. If you have questions, email grantassistance@calrecycle.ca.gov.

CalRecycle Documents

CalRecycle documents are on the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab.

Below is a list of the documents. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call Maria Elena Kennedy at (916) 341-6228. Altered or reproduced CalRecycle documents or templates 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 each tab of the application is complete and documents are uploaded, generate the Application Certification from the Summary tab. A wet ink signature from the authorized Signature Authority (identified in your Resolution or Letter of Commitment) is required. Scan the signed document, upload it, and retain the original hard copy document.

Budget Worksheet

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 and your ability to commence work on the project while waiting for grant payments in arrears.

There are additional Budget questions located in the Narrative Proposal document. 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	Overhead, indirect (Capped at five percent of total requested grant amount, see Indirect Costs section under Grant Cycle Overview)
Construction/Application	Construction of 1000 square foot shelter for reused products.
Equipment	Commercial dishwasher, de-nailers, low emission 16 foot truck, forklift
Material	Reusable service ware
Personnel²	Program coordinator (grant reporting), outreach coordinator

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

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 components (including separate diverted tonnage) than funding from the grant program. Applicant must explain, in the Narrative Proposal, how funding from the two programs will work together.

Community Benefits Worksheet

The Community 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 priority populations. AB 1550 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).

Each section of the Community Benefits Worksheet must have a response. After you complete the Community Benefits Worksheet, save it to your computer and then upload it to the Documents tab of your application. Make sure the information in the Community Benefits Worksheet is consistent with and relates to work activities in the Work Plan and line items in the Budget.

¹ Combined cost for permitting, indirect costs, and salaries not related to construction or installation cannot exceed five percent of the total requested grant budget.

² Personnel costs cannot exceed twenty-five percent of the total requested grant budget.

Upload any supporting documentation into GMS (e.g. education and outreach plans, sign-in sheets from community meetings, presentations, letters, and emails).

Environmentally Preferable Purchasing and Practices Policy (EPPP) Notification

If you checked “No our organization does not have an EPPP Policy” on the Detail tab of your application, your organization must adopt one by the secondary due date and upload the EPPP Notification or your application will be disqualified.

Note: Do not upload a copy of your organization’s policy. Your policy does not replace the required EPPP Notification document.

For more information, visit the [EPPP Frequently Asked Questions](https://www.calrecycle.ca.gov/Funding/EPPPQandA) webpage (<https://www.calrecycle.ca.gov/Funding/EPPPQandA>).

Narrative Proposal

The Narrative Proposal is a required application document that describes the details of your proposed project. The response size for each section 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 [Scoring Criteria for the Pilot Cycle of the Reuse Grant Program FY 2019–20](https://www2.calrecycle.ca.gov/PublicNotices/Documents/11843) (<https://www2.calrecycle.ca.gov/PublicNotices/Documents/11843>). For additional detail on the scoring criteria used, please refer to the Grant Review and Award Process section.

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 work activities in the Work Plan and line items in the Budget.

Net Tons Worksheet

The Net Tons Worksheet is a required application document that records the expected tons of materials replaced or reused during the Grant Performance Period. All projects must show a measurable reduction in landfill disposal.

Work Plan

The Work Plan is a required application document. Include all grant-eligible procedures or tasks used to complete your project. Additional Work Plan requirements are located in the Narrative Proposal document. Ensure all activities relate to the line items in the Budget.

Supplemental Business Information

The Supplemental Business Information is an **optional** document and will not be scored as part of your application. Completing this document may help CalRecycle provide your company with business assistance.

California Air Resources Board’s Reuse Grant Program Benefits Calculator Tool

The Reuse Benefits Calculator Tool is a required application document for all projects that recover lumber, wood flooring, or wood furniture from landfills or through deconstruction for reuse. The tool is located at [CCI Quantification, Benefits, and Reporting Materials](https://ww2.arb.ca.gov/resources/documents/cci-quantification-reporting-materials) ([https://ww2.arb.ca.gov/resources/documents/cci-quantification-](https://ww2.arb.ca.gov/resources/documents/cci-quantification-reporting-materials)

benefits-and-reporting-materials) under the Natural Resources and Waste Diversion heading, Agency/Department name, Department of Resources Recycling and Recovery (CalRecycle). This calculator is an Excel spreadsheet that contains several tabs. 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 (MTCO_{2e}) and the MTCO_{2e} per grant dollar.

Applicant's Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the Resolution and Letter Examples on CalRecycle's [website](https://www.calrecycle.ca.gov/funding/sampledocs) (<https://www.calrecycle.ca.gov/funding/sampledocs>).

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional applications. See the **Resolution and Letter Examples** link for more information. CalRecycle staff are available to answer questions about the Resolution or letter examples, or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a Draft Resolution or for immediate review email it to grantassistance@calrecycle.ca.gov.

Note: Some publicly held businesses or private companies with a governing body may submit a Letter of Commitment, see Letter of Commitment section below.

Individual Application Requirements:

1. The Resolution must 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. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must 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).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment that authorizes specific grant-related matters. Some publicly held businesses or private companies with a governing body may submit a Letter of Commitment under the

condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The Letter of Commitment is due by the secondary due date or the application will be deemed incomplete and will be disqualified. The applicant/grantee must maintain the letter with the original signature in the grant file.

Letter of Commitment Requirements:

1. The letter must authorize submittal of the Pilot Cycle of the Reuse Grant Program application on behalf of applicant.
2. The letter must 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).
3. Optional. The letter may authorize the Signature Authority to delegate this authority.

Joint Powers Agreement

Joint Powers Authorities (JPA) must upload a copy of its joint powers agreement giving it authority to conduct the project, listing all member entities, and containing the signature of all members. Letters of Authorization are not required for JPA applicants.

Letter of Designation

A Letter of Designation is required only when the authorized Signature Authority title identified in the approved Resolution delegates his/her authority to another person.

First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must be on the applicant's letterhead, signed by the Signature Authority, and include the information below.

- Identify the job title of the Designee and the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the 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, 2020, then the Letter of Designation may not be effective beyond December 31, 2020. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

Letter of Support/Agreements

If a collaborative arrangement exists, upload any applicable letters of support and/or agreements.

Lease Agreement for Facilities on Non-Owned Property

If the applicant wants to establish facilities or expand existing facilities on property not owned by the applicant, he or she must prove that a legally binding long-term commitment has been executed detailing the approved use of the property for the duration of the grant term. 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. Evidence of a lease agreement is not required for locations that are only replacing single use products with reusable ones.

Peer-reviewed Literature or Studies

For all projects, except projects which extend the useful life of lumber, wood flooring, or wood furniture, provide copies of peer-reviewed literature or studies that support the GHG emission reductions calculations.

Resumes

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

Grant Application Review Process

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Complete and eligible grant applications will be evaluated and scored by a review panel of CalRecycle staff based on the Reuse Grant Program Scoring Criteria. An application may receive a maximum of 85 possible points.

Applicants must receive a minimum passing score of 55 points to be considered for funding. Applications scoring less than 55 points will be disqualified.

The top scoring application with a passing score from each project type will receive funding. All remaining funds will go to the next highest scoring project, regardless of project type, until all funds are expended. In the event of a tied score, funding order will be determined by highest score in the Community Benefits category and then, if needed, the Project Viability category.

Scoring Criteria Assessment

Each section will be scored as follows:

Project Concept and Experience (25 points possible)

- 1) CalRecycle staff is able to gain a clear understanding of the project, the organization, and its role in implementing the project based on responses to narrative questions and supplied documentation. (Maximum of 5 points)
 - Applicant provides a clear and detailed description of the project's scope, structure, and implementation. (5 points)
 - Applicant provides a general overview of the project's scope, structure, and implementation. (3 points)
 - Applicant's description of the project's scope, structure, and implementation are inconsistent and unclear. (1 point)
 - Applicant fails to clearly describe the project's scope, structure, and implementation. (0 points)
- 2) The applicant describes the products reused or replaced and how the project will result in reduced landfill disposal. (Maximum of 5 points)
 - Description of products is clear and the project will likely result in reduced landfill disposal. (5 points)
 - Description of products is general and the project will likely result in reduced landfill disposal. (4 points)
 - Description of products is vague and the project may result in reduced landfill disposal. (2 point)
 - Description of products is unclear and project may result in reduced landfill disposal. (1 point)
 - The applicant did not describe how the project will result in reduced landfill disposal. (0 points)
- 3) The applicant, its contractors, and cooperating organizations, demonstrate they have sufficient resources to execute and operate the project. (Maximum of 5 points)
 - Application and documentation fully demonstrate the project is supported by sufficient resources. (5 points)

- Application and documentation demonstrate a lack some of the resources needed to execute and operate the project. (3 points)
 - Application and documentation do not demonstrate the necessary resources to execute and operate the project. (0 points)
- 4) The applicant and their collaborators have the necessary experience and technical expertise to implement the project. (Maximum 5 points)
- The applicant and their collaborators demonstrate through provided resumes and narrative responses that they have the experience and technical expertise necessary to implement the project. For collaborative projects, the applicant provides a thoughtful contingency plan explaining how the applicant will complete the proposed grant project on their own, if necessary. (5 points)
 - The applicant and their collaborators demonstrate some but not all the necessary experience and technical expertise to implement the project. (3 points)
 - The applicant does not demonstrate the ability to execute and operate the project. (0 points)
- 5) The education and outreach strategy supports the proposed grant project. (Maximum of 5 points)
- Clearly. (5 points)
 - Vaguely. (2 points)
 - Inadequately. (0 points)

Single-Use Products Replaced or Wood Products Reused, and Expected GHG Emission Reductions (15 points possible)

- 1) The tons of products reused or replaced is: (Maximum of 5 points)
- Well described, documented, and consistent with the information in the project description. (5 points)
 - Well described, documented, but has minor inconsistencies with the information in the project description. (4 points)
 - Described in general terms, documented, and consistent with the information in the project description. (3 points)
 - Described in general terms, documented, but has minor inconsistencies with the information in the project description. (2 points)
 - Lacking in detail or documentation has major inconsistencies with the project concept section. (1 point)
 - Lacking in detail and no documentation provided. (0 points)
- 2) The methodology to quantify the GHG emission reductions is (Maximum of 5 points)
- Sound and well documented. (5 points)
 - Generally sound and documented. However, CalRecycle staff may have minor questions or may need clarity on some assumptions or the GHG emission reduction calculations. (3 points)
 - Unclear and includes minimal supporting documentation for assumptions. (1 point)
 - Unclear and does not include supporting documentation for key assumptions. (0 points)

- 3) The project will facilitate a reduction in greenhouse gas emissions during the Grant Performance Period. (Maximum of 5 points)
 - High likelihood of greenhouse gas emission reductions. (5 points)
 - Likely to result in greenhouse gas emission reductions. (3 points)
 - Unlikely to result in greenhouse gas reductions. (0 points)

Project Viability (15 points possible)

- 1) The applicant demonstrates that the project is economically viable. (3 points)
 - Applicant provides clear descriptions of costs, revenues, and cost savings or supporting documentation. (3 points)
 - Applicant provides general descriptions of costs, revenues, and cost savings or supporting documentation. (2 points)
 - Descriptions or supporting documentation of costs, revenues, or cost savings lack detail. (1 point)
 - Applicant does not demonstrate that the project is economically viable. (0 points)
- 2) The applicant demonstrates that the project is technically viable. (3 points)
 - Applicant provides clear descriptions and supporting documentation of related projects. (3 points)
 - Applicant provides general descriptions of related projects. Narrative or supporting documentation has minor issues or inconsistencies that can be clarified before project is issued the NTP email. (2 points)
 - Descriptions of related projects do not support the technical viability of the proposed project. (1 point)
 - The applicant does not provide examples of related projects. (0 points)
- 3) The applicant provides documentation and information indicating the likelihood that the project will be completed with reportable results within the Grant Term. (3 points)
 - Highly likely. (3 points)
 - Likely. (2 point)
 - Unlikely. (1 point)
- 4) The applicant demonstrates an understanding of relevant statutory and regulatory requirements, municipal/county codes, and local ordinances, if applicable, as they relate to the project. (3 points)
 - A clear understanding. (3 points)
 - A vague understanding. (2 points)
 - A poor understanding. (1 point)
- 5) The amount of progress in obtaining any applicable permits needed to ensure that the project will be completed within the Grant Performance Period. (3 points)
 - Sufficient progress. (3 points)
 - Some progress. (2 points)
 - Insufficient progress. (1 point)

Budget (10 points possible)

- 1) Applicant correctly completed the Budget Template with all necessary costs to complete the project (8 points)
 - All costs are described and accounted for. (2 points)

- Invoices or quotes are provided for major pieces of equipment and material. (2 points)
 - All costs are clearly eligible costs. (2 points)
 - All costs are clearly associated with a grant activity described in the project concept section. (2 points)
- 2) Applicant clearly explains how all costs support the implementation and completion of the project. (2 points)

Community Benefits (10 points possible)

- 1) The project results in measurable and assured benefits to priority populations as defined by Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016) and the [California Air Resources Board 2018 Funding Guidelines for Agencies Administering California Climate Investments](https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies) (<https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>). The applicant completed the Community Benefits Worksheet and the project meets all three steps of either the Waste Diversion Table or the Jobs Training and Workforce Development Table. (Maximum of 5 points)
- The project meets all three steps of at least one of the two tables, and clear descriptions and documentation are provided. If the project meets all three steps of the Jobs Training and Workforce Development Table, a targeted hiring strategy has been clearly described. (5 points)
 - The project meets all three steps of at least one of the two tables. However, descriptions and documentation are general and lack details. If the project meets all three steps of the Jobs Training and Workforce Development Table, a targeted hiring strategy has been generally described. (3 points)
 - The project does not meet all three steps of at least one of the tables. (0 points)
- 2) The project creates jobs or the applicant provides job training. (Maximum of 4 points)
- The applicant thoroughly describes the jobs created or job training provided. All or most of the job quality related details have been provided. (4 points)
 - The applicant generally describes the jobs created or job training provided. Some of the job quality related details have been provided. (3 points)
 - The applicant inadequately describes jobs created or job training provided. (2 points)
 - The applicant makes claims of job creation or job training but does not provide details. (1 point)
 - No jobs or job training will be provided by the project. (0 points)
- 3) The applicant demonstrates that they considered the impacts and benefits of the proposed project and have incorporated strategies that minimize negative impacts and maximize benefits to the local community. (Maximum of 1 point)

Work Plan (5 points possible)

- 1) Applicant provides a project timeline that clearly details how the project will be completed within the grant term, including any necessary ramp-up or testing period. (3 points)
- 2) All major tasks and critical milestones have specific deadlines. (1 point)
- 3) Any equipment listed in the Budget Template has a clear installation date and operational date. (1 point)

Scalable and Repeatable (5 points possible)

- 1) The products reused or replaced are commonly used throughout California and are disposed at landfills in California. (3 points)
- 2) The applicant clearly describes the scale and extent of the project and a feasible plan for scaling up or repeating the project. (2 points)

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; this is tentatively scheduled for December 2020. 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 CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the date of the award email.
- 2) The recommended grantee's Signature Authority (or where delegation is authorized, his or her Designee) must sign and return the Grant Agreement to CalRecycle. The signed Grant Agreement must be received by CalRecycle 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. An original signature is required on the Grant Agreement. We cannot accept an electronic signature. 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)
- Exhibit A - Terms and Conditions: contain CalRecycle standard legal requirements for grants
- Exhibit B - Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements
- Exhibit C - Grantee's approved application with revisions, if any, and any amendments

Acknowledgements

The grantee shall acknowledge CalRecycle's support through California Climate Investments each time a project funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. See Procedures and Requirements for more detail.

Reporting Process

Grantees are required to report on the progress of their grant on a quarterly basis for the first three reports, and on a semi-annual basis for the remaining portion of the grant term. Detailed reporting requirements are listed in Exhibit B, Procedures and Requirements. The Final Report is due on April 3, 2023. Detailed reporting information is included in the Procedures and Requirements (Exhibit B).

Payment Request Process

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report.

Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). 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. Failure to submit these final documents by the deadline specified in the Procedures and Requirements (Exhibit B) or failure to receive the Grant Manager's approval of these documents, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements (Exhibit B).