



April 2014

**Department of Resources Recycling and Recovery**

**ORGANICS GRANT PROGRAM  
APPLICATION GUIDELINES and INSTRUCTIONS**

1<sup>st</sup> Cycle (ORG1) – Fiscal Year 2014/15

Revised May 13, 2014

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## GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed in [Grant Management System \(GMS\)](#).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Organics Grant Program pursuant to proposed Public Resources Code section 42999 pending approval of the Governor’s proposed budget and Trailer Bills. The purpose of this competitive grant program is to lower overall greenhouse gas emissions by expanding existing capacity or establishing new facilities in California to reduce the amount of California-generated green materials, food materials, or alternative daily cover (ADC) being sent to landfills.

### TIMELINE

Date	Activity
May 27, 2014	<b>Question and Answer Period</b> <ul style="list-style-type: none"> <li>• Questions may be submitted from application release date to this date</li> <li>• Questions must be submitted by email</li> </ul>
June 3, 2014	<ul style="list-style-type: none"> <li>• All answers will be posted (tentative date)</li> </ul>
<del>July 1, 2014</del> June 10, 2014	<b>Application Due Date</b> <ul style="list-style-type: none"> <li>• Applications must be submitted in GMS by 11:59 p.m. on this date</li> <li>• Customer service will be available until 4:00 p.m. on this date</li> </ul>
<del>July 31, 2014</del> July 8, 2014	<b>Secondary Due Date</b> <b>If Resolution not submitted with the application:</b> <ul style="list-style-type: none"> <li>• Approved Resolution must be uploaded in GMS by this date</li> </ul> <b>If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application:</b> <ul style="list-style-type: none"> <li>• EPPP Policy must be adopted and Notification must be uploaded in GMS by this date</li> </ul>
September 2014	<b>Grants Awarded</b> CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative date)
April 1, 2019	<b>Grant Term</b> Notice to Proceed to this date

### ELIGIBLE APPLICANTS

Eligible applicants may submit an individual, regional, or cooperative application. In a regional or cooperative application, one entity must be identified as the Lead Participant to act on behalf of the Participating Jurisdictions or Participating Entities.

A qualifying entity may submit up to two applications for the Organics Grant Program or Recycled Fiber, Plastic and Glass Grant Program. A qualifying entity may submit one

application for each program or two applications for one program. Each application must be for a single project. Each application must be a distinct and different project. A food waste prevention component is not considered a separate project. See *Eligible Projects* section below.

The grants are available to:

- Local governments
  - Cities, counties, and cities and counties as defined in Public Resources Code Section 30109.
  - Regional or local sanitation agencies, waste agencies, or Joint Powers Authorities.
- Private, for-profit entities. For purposes of this program, a “private, for-profit entity” is defined as a business intended to operate at a profit and return a profit to its owners. This definition includes benefit corporations, as defined in Corporations Code section 14601(a). The business must be qualified to do business in California and in good standing with all applicable California state agencies, including, but not limited to, the Secretary of State and the Franchise Tax Board.
- Solid waste service providers, owners/operators of solid waste facilities (e.g., landfills and transfer stations).
- Operators of composting or anaerobic digestion facilities or other related digestion or fermentation facilities.
- State agencies (including offices, departments, bureaus, and boards).
- The University of California, the California State University, or other public universities or colleges.
- 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.
- 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:
  1. Is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians.
  2. Can establish that it is a government entity and which meets the criteria of the grant program.

## **PROJECT REQUIREMENTS**

Projects must be located in California and result in permanent, annual, and measurable:

1. Reductions in Greenhouse Gas (GHG) emissions from the handling or landfilling of California-generated green and food materials; **and**
2. Increases in quantity (tons) of California-generated green materials, food materials, or ADC diverted from landfills **and** composted, digested or diverted to other fermentation processes.

## **ELIGIBLE PROJECTS**

- Construction, renovation or expansion of facilities in California that compost, anaerobically digest, or use other related digestion or fermentation processes to turn green or food materials into value-added products; this includes purchase of equipment, machinery and real estate improvements associated with the installation thereof.
  - A food waste prevention component may be included within a project described in the bullet above, that rescues edible food from becoming waste normally destined for landfills and results in increased food distribution to people, with any

food waste residuals from the project being sent to composting or anaerobic digestion or other digestion or fermentation process when they are available within their service areas.

### **REGIONAL APPLICATION REQUIREMENTS**

Local governments may join together in a regional grant application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Lead Participant must be designated to act on behalf of all Participating Jurisdictions. The Lead Participant is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead Participant.

### **COOPERATIVE APPLICATION REQUIREMENTS**

Private entities may join together in a cooperative grant 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 participating entities. The Lead Participant is the applicant/grantee who will be responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead Participant.

### **JOINT POWERS AUTHORITY APPLICATION REQUIREMENTS**

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must submit a copy of their joint powers agreement giving them authority over solid waste management, listing all member entities, and containing the signature of all members.

### **AVAILABLE FUNDS**

- A total of \$14,521,000 is available for this grant cycle, FY 2014/15, subject to funding availability.
- \$3,000,000 is the maximum available grant award per application.

### **GRANT TERM**

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on April 1, 2019. **This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.**

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than April 1, 2019.

CalRecycle recommends reserving the period from March 1, 2019 to March 30, 2019 exclusively for the preparation of the Final Progress Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Progress Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

## **ELIGIBLE COSTS**

Costs associated with implementation of the project are eligible with the exception of Ineligible Costs listed below. Costs may be incurred only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on April 1, 2019. If you have questions about eligible costs, contact your Grant Manager.

## **INELIGIBLE COSTS**

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed letter or after the end of the Grant Term.
- The purchase or retrofitting of vehicles or containers for collection of feedstock when not associated with a food waste prevention component.
- Collection/delivery/purchase of feedstock.
- Food dehydrators and liquefiers unless coupled with increased tons of California-generated food materials diverted from landfills and composted or digested.
- Costs exceeding 5 percent of the total amount requested for permitting, public education/outreach, indirect/overhead, and salaries not related to construction or installation.
- Design and engineering costs exceeding 5 percent of total amount requested.
- The same activities or purposes already being funded through other agencies using Greenhouse Gas Reduction Funds.
- Costs currently covered by another CalRecycle loan, grant, or contract, or covered 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.
- Lease of land or buildings.
- Purchase of buildings that are not associated with the processing of materials.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Purchases of offsets or allowances.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager.

## **COORDINATION WITH AIR RESOURCES BOARD**

As part of project selection, monitoring, and ongoing reporting, CalRecycle will consult with the California Air Resources Board to ensure that the GHG emission reduction estimation methodologies are as consistent as practicable with methodologies used in other AB 32 program areas.

## **ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY REQUIREMENT**

Consistent with CalRecycle's core values, all applicants are required to develop, adopt, and implement an EPPP Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the Detail Tab of the application. Applicants that do not have an EPPP Policy must adopt one by the secondary due date or the application will be disqualified. To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies, open the EPPP Information document located in the Resource Document section on the Summary Tab of the grant application.

## **CONFIDENTIALITY**

We appreciate applicants' desire to treat certain documents provided to CalRecycle as confidential. The following describes what is considered "confidential or proprietary information" (also known as "trade secrets") under the California Public Records Act ([Government Code 6250](#), et seq.) and related regulations. It also describes how questions are resolved whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

### **What is "confidential?"**

Title 14 of the California Code of Regulations (14 CCR), [sections 17041-17046](#), states that confidential or proprietary information shall include, but is not limited to:

- (1) 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, certification or other documents submitted to the Board which if released would result in harmful effects on the person's competitive position.
- (2) 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/proprietary information" will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041-17046. However, the mere marking of documents (such as sales brochures, promotional literature and other general nonfinancial documents) as "confidential/proprietary information" will not result in their being treated 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 received a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and that it was reviewing the documents to determine whether information was correctly identified as "confidential." If there was any question whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in 14 CCR 17046.

### **What program procedures will keep information confidential?**

Financial information will be analyzed, on a need-to-know basis, by staff from either the grant program or the Recycling Market Development Zone Loan Program, kept confidential, and will be maintained with restricted access. Grantee businesses will agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. The Public Records Act only applies to records maintained and retained by CalRecycle. Therefore, when an individual business's financial information is no longer needed to provide the services offered under the grant program, it will be destroyed, thus ensuring confidentiality.

## **QUESTION-AND-ANSWER PROCESS**

Questions regarding the application and its requirements must be in writing and emailed to [GHGReductions@CalRecycle.ca.gov](mailto:GHGReductions@CalRecycle.ca.gov). Questions must be received by May 27, 2014 or they will not be accepted. Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or reworded for clarity and responded to as one question. All Q&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.

# 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 into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass site](#).

When you are ready to start an application, log into [GMS](#), select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find (Organics Grant Program and ORG1: 2014/15) and select "Apply." The application 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.

### 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.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radial 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/Participant. Complete the items marked with a red asterisk and save the information.
- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."

### For Regional, Joint Powers Authority or Cooperative Applications

- Add the name of each eligible Participating Jurisdiction, or Participating Entity and choose the Participating Jurisdiction radial button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

## Detail Tab

Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$3,000,000. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the “Ctrl” key while selecting the numbers.
- 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.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: Briefly and concisely summarize what will be built, expanded or improved, how many additional tons of materials will be diverted from landfilling and associated reduction in GHGs. If value added products such as compost, low-carbon fuels or fertilizers are to be produced, estimate their quantity.
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.

## 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 bottom of the contact’s detail screen. The contact will be able to log into 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 Tab and the Budget document. Transfer the grant 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, complete street address, with zip code and county. In the summary section, include the GPS coordinates if available.

### **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. The applicant must obtain a signature from the authorized Signature Authority, scan the document, upload it, and retain the original hard copy document.

### **APPLICATION SUBMITTAL and DEADLINE**

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

Applications must be submitted no later than 11:59 p.m. on **July 1, 2014** ~~June 10, 2014~~. Customer service will be available until 4:00 p.m. on the application due date.

# APPLICATION DOCUMENTS

## CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab in the Application Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list of the documents.

### Budget

The Budget is a required application document. Provide a clear accounting of all costs associated with all 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. Below are some examples of expenses and how to classify them in your budget.

Budget Category Name	Examples
Admin	Overhead, indirect
Construction/Application	Design, Site preparation, installation, engineering costs
Equipment	Windrow turner, electric grinder, gas cleanup system
Material	Pipes, valves, concrete, clay, liner, pad, cover
Personnel	Salaries

**Payment will only be made on a reimbursement basis. Applicant/grantee shall not incur costs prior to CalRecycle's issuance of Notice to Proceed.**

If applicant is also applying for a loan from the Greenhouse Gas Reduction Revolving Loan Program, funding from the loan program must be used for separate project components than funding from the grant program and applicant must explain, in the Narrative Proposal, how funding from the two programs will work together.

### Environmentally Preferable Purchasing and Practices Policy Notification

Any applicant who **does not** have an EPPP Policy in place when it submits its application must adopt one and upload the EPPP Notification by the secondary due date or the application will be disqualified. **Do not upload a copy of the policy.**

### Economic/Environmental Benefits and Impacts to Disadvantaged Communities Information

The Economic/Environmental Benefits and Impacts to Disadvantaged Communities Information is a required application document. Use the Office of Environmental Health Hazard Assessment's [CalEnviroscreen](#) to determine the ranking of each disadvantaged community benefiting from the project.

### Financial Information

Financial information is a requirement of the application. Financial information is documentation regarding your organization's financial strength. This may include your three most recent fiscal year balance sheets, profit/loss statements, and federal tax returns, or other documentation that proves your organization's financial stability (e.g., other funding sources, the ability to continue the project beyond grant funding, partnerships.) *When the "Financial Information" document type is selected when uploading these documents to the application, additional securities that restrict access to view this document will be automatically in place.*

## **General Checklist of Business Permits, Licenses and Filings (CalRecycle 669)**

CalRecycle 669 is a required application document. Check the appropriate box on **each** line. It must be signed by the Signature Authority, scanned, and uploaded to the Documents tab along with copies of any documentation related to this form (i.e. Solid Waste Facilities Permit, Water Permit, Conditional Use Permit, Air Quality Permit, licenses and filings, letter describing what has been done to achieve full compliance). CalRecycle staff will use this information to determine your permitting, constructions, and start-up status.

## **Narrative Proposal**

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

Each section of this form must have a response. Ensure your narrative responses are concise, detailed, and most importantly, address each of the criteria in the *Organics Grant Program - Scoring Criteria Fiscal Year 2014/15*. After you complete this document, save it to your computer and then upload it to the Documents Tab of your application.

## **Project Readiness**

The Project Readiness documents are required application documents. CalRecycle staff will use this document to assess the likelihood of your project being completed within the grant term.

- California Environmental Quality Act
- Conditional Use Permit
- Air Quality Permit
- Water Quality Permit

## **Summary of Greenhouse Gas Reductions**

This is a required application document. Use the summary document to capture the calculation of GHG reductions from tonnage of feedstock's diverted to metric tons of carbon dioxide equivalent (MTCO<sub>2e</sub>) and the MTCO<sub>2E</sub> per grant dollars.

## **Tons of Organic Material Composted, Digested or Prevented**

This is a required application document. Use the document to provide the annual tons of materials expected to be diverted away from landfilling and toward more beneficial uses once the project is up and running. Although GHG reductions are the primary purpose of this grant program, all projects must show a measurable increase in tons diverted.

## **Work Plan**

The Work Plan is a required application document. Use it to list of all grant eligible procedures or tasks used to complete your project. There are additional Work Plan questions located in the Narrative Proposal document.

## **APPLICANT'S DOCUMENTS**

Below is a list of documents that the applicant is responsible for obtaining and uploading to their application. See **Resolution and Letter Examples** located on the Summary Tab of the application.

## **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 lead applications.

### 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 submitted to CalRecycle 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 job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority)

*(Optional but encouraged)* The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

### Regional Lead Application Requirements:

- The Lead Participant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Participant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Participant to act on their behalf for this cycle.
- If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
- Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Lead Participant authorizing the Lead Participant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

## **Letter of Commitment**

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Organics Grant Program application on behalf of applicant.

- 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).
- Authorize the Signature Authority to delegate this authority (*not required but encouraged*).

#### Cooperative Lead Application Requirements:

- The Cooperative Lead Participant must submit a Letter of Commitment that, in addition to the requirements below, authorizes it to act as a lead for a cooperative program. The Letter of Commitment shall also authorize the submittal of a cooperative application on behalf of the specifically named Participating Entities.
- Participating Entities must provide a Letter of Authorization, dated within the last 12 months, to the Lead Participant authorizing the Lead Participant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

#### **Letter of Designation**

A Letter of Designation is required ONLY when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution or Letter of Commitment 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.
- Identify the job title of the Designee.
- Identify 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 (for example, if the Resolution is effective until December 31, 2014, then the Letter of Designation may not be effective beyond December 31, 2014). If a time period is not identified then the letter will follow the same time frame as the Resolution.
- It must be signed by the Signature Authority.

#### **Letter of Authorization**

A Letter of Authorization is used for grants that allow for regional or cooperative applications. It is prepared by the Participating Jurisdiction or Participating Entity and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant/program. The Lead Participant must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdictions, or Participating Entities will be removed from the application. The letter with the original signature must be maintained in applicant/grantee grant file. The letter must:

- Be on the Regional Participant's or Participating Entity's official letterhead.
- Be dated within 12 months prior to the application deadline.
- Authorize the Lead Participant to submit a regional or cooperative application and act as Lead Participant on behalf of the Participating Jurisdiction or Participating Entity.
- Authorize the Lead Participant to execute all documents necessary to implement the grant.
- Be signed by an individual authorized to contractually bind the Participating Jurisdiction or Participating Entity.

# 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 can be considered for award.

Grant applications will be evaluated and scored by a CalRecycle review panel based on the approved *Organics Grant Program - Scoring Criteria for fiscal year 2014/15*. This document can be located on the Summary tab, in the Resources Document section.

All eligible proposals will be ranked according to the total number of points received. An application may receive a maximum of 100 possible points, with a 60-point minimum score required to be considered eligible for funding. Concise applications with strong detail and justification, logical work plans and budgets, proven readiness to move forward, and the greatest plausible environmental benefits will earn maximum points. Applications receiving a passing score will be recommended for funding. Grant recommendations will be in rank order according to applicant's score (highest passing score to lowest passing score) until funds are exhausted. When eligible grant requests among applicants with tie scores exceed funding availability, the tie shall be brought forward to the Director at the time the awards are considered. The Director shall make the determination on tie scores, as to which applicant, if any, shall receive an award or portion of an award, in a manner that is both fair and equitable.

Applicants who are also applying for a loan from the Greenhouse Gas Reduction Revolving Loan Program should note that loan applications will be evaluated competitively based on the first three categories of the *Organics Grant Program - Scoring Criteria for fiscal year 2014/15* (greenhouse gas emission reductions; tons of organic material composted, digested, or prevented; and disadvantaged communities benefits.)

## GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for September 2014. 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's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of emailing by CalRecycle.
- 2) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the grant.

**Failure to comply with either requirement will void the grant award.**

# **GRANT PROGRAM ADMINISTRATION**

## **GRANT AGREEMENT**

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- 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.

## **REPORTING PROCESS**

A Critical Project Review is required in the fourth quarter of 2015. If program staff conclude that you are not able to successfully complete your grant at any time, your grant will be terminated.

Grantees are required to report on the progress of their grant on a quarterly basis. The Final Progress Report is due on April 1, 2019. Detailed reporting information is included in the Procedures and Requirements – Exhibit B of the Grant Agreement.

## **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 Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress 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 or failure to receive the Grant Manager's approval of these documents by April 1, 2019, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements – Exhibit B of the Grant Agreement.