



March 2018
 Department of Resources Recycling and Recovery



ORGANICS GRANT PROGRAM

SUPPLEMENTAL APPLICATION GUIDELINES AND INSTRUCTIONS

3rd Cycle (ORG3) – Fiscal Year 2017–18

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GRANT CYCLE OVERVIEW

The Department of Resources Recycling and Recovery (CalRecycle) offers the Organics Grant Program pursuant to Section 42999 of the Public Resources Code. The purpose of the grant is to further the purposes of the California Global Warming Solutions Act (AB 32) and 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.

The funds for the Organics Grant Program are from the Greenhouse Gas Reduction Fund (GGRF) established for California's Cap-and-Trade Program auction proceeds, which 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).

CalRecycle received an additional CCI appropriation for FY 2017–18 and has the authority to use the appropriation to fund additional applicants from the previous cycle (FY 2016–17). The California Air Resource's Board (CARB) has updated their Funding Guidelines for FY 2017–18 with new requirements for low-income communities under Assembly Bill (AB) 1550. CalRecycle has created a supplemental application in order to evaluate unfunded applications from the FY 2016-17 grant cycle against the new requirements. The Disadvantaged and Low-income Communities (AB 1550) Worksheet and Narrative Proposal portions of the supplemental application will be scored and evaluated, and must be completed based on the project as proposed at the time of the Organics (ORG2) fiscal year 2016–17 application submission date (March 16, 2017). No new applicants will be accepted for this cycle and no modifications or revisions to the applications submitted during the FY 2016-17 grant cycle may be made as part of this supplemental application.

This resource document provides applicants with instructions to complete the application and information about grant administration.

TIMELINE

Date	Activity
March 20, 2018	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
March 27, 2018	<ul style="list-style-type: none">• All answers will be posted (tentative)
April 3, 2018	Supplemental Application Due Date <ul style="list-style-type: none">• Supplemental Applications must be emailed to grantassistance@calrecycle.ca.gov by 11:59 p.m. on this date• Customer service will be available until 4:00 p.m. on this date
June 2018	Grants Awarded <p>CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month</p>

	(tentative)
April 1, 2021	Grant Term Notice to Proceed to this date
April 1, 2021	Final Report and final Payment Request Deadline

ELIGIBLE APPLICANTS/PROJECTS

Applicants/projects that are eligible to submit a supplemental application are those that submitted an eligible application in the FY 2016–17 Organics Grant Program Cycle 2 (ORG2) solicitation and scored 55 or higher. Applicants/projects that are eligible to receive funding in the FY 2017-18 Organics Grant Program Cycle 3 (ORG3) solicitation are those that receive a total passing score of 70 or higher for ORG3.

AVAILABLE FUNDS

- \$ 33,611,491 is available for this grant cycle, fiscal year 2017–18.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed. The Grant Term ends on April 1, 2021. 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, 2021.

CalRecycle recommends reserving the period from March 1, 2021 to March 31, 2021 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier. **Costs incurred to prepare the Final Report and final Payment Request are only eligible for reimbursement during the Grant Term.**

CALIFORNIA ENVIRONMENTAL QUALITY ACT COMPLIANCE

Applicants shall complete all California Environmental Quality Act (CEQA) requirements for their project within 12 months of the notice of award. The Notice to Proceed will not be issued until CalRecycle has received notice of completion of all CEQA/permit requirements. Failure to complete CEQA or failure to notify CalRecycle of such completion within the 12-month timeframe may result in a termination of the award.

QUESTION-AND-ANSWER PROCESS

Questions regarding the supplemental application and its requirements must be in writing and emailed to ghgreductions@calrecycle.ca.gov. Questions must be received by March 20, 2018 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. Similar or related questions may be grouped together or re-worded 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.

PUBLIC RECORDS REQUESTS

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the [laws](#) governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or

information is not a public record or is exempt or prohibited from disclosure. Upon request, the entire contents of your submitted supplemental application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. If your supplemental application contains restricted documents, the restricted documents are excluded from disclosure.

APPLICATION ACCESS

The supplemental application documents will be emailed directly to each applicant. You will be able to access your FY 2016–17 application documents for reference purposes using CalRecycle’s web-based Grants Management System (GMS). Log into [GMS](https://secure.calrecycle.ca.gov/Grants/SignIn.aspx) (<https://secure.calrecycle.ca.gov/Grants/SignIn.aspx>) and find the Application link under the “My Closed Grants/Grant Applications” section. No changes can be made to your ORG2 application.

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](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

SUPPLEMENTAL APPLICATION CONTENTS AND INSTRUCTIONS

The supplemental application will be emailed to you. General directions for each section of the supplemental application are detailed below.

Do not alter CalRecycle documents. If you are having trouble with a document, email grantassistance@calrecycle.ca.gov or call (916)-341-6117. Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application.

Project Status

The Project Status is a required section used to determine the progress of the overall project from the date of ORG2 application submission to current date. This section will not be scored and does not affect the overall ORG3 supplemental application score. Each portion of the Project Status must have a response.

Disadvantaged and Low-income (AB 1550) Communities Worksheet

The Disadvantaged and Low-income Communities (AB 1550) Worksheet section is a required part of the supplemental application and **will be scored**. This section will determine if your project meaningfully addresses an important community need and provides direct, meaningful, and assured benefits to a disadvantaged or low-income community (AB 1550 communities) per the criteria established in Appendix 2.A of the *Draft Cap-and-Trade Auction Proceeds Funding Guidelines for Agencies that Administer California Climate Investments*, Release Date: August 4, 2017 (Funding Guidelines) available at:

https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/2017_draft_funding_guidelines.pdf.

AB 1550 communities are identified based on Office of Environmental Health Hazard Assessment (OEHHA)’s CalEnviroScreen 3.0 map and CARB’s Disadvantaged and Low-Income Community map. Links to both maps used to identify AB 1550 communities are available on CARB’s website at:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>.

Projects claiming to benefit AB 1550 communities must be designed to avoid substantial burdens (e.g., displacement of low income and/or disadvantaged community residents and businesses, or increased exposure to toxics or other health risks). Evaluation of substantial burdens will be considered during the scoring process.

Disadvantaged and Low-income Communities (AB 1550) Narrative Proposal

The Disadvantaged and Low-income Communities (AB 1550) Narrative Proposal questions are a required section of the supplemental application and **will be scored**. This section focuses solely on AB 1550 and low-income community requirements. Each question of the Narrative Proposal section must have a response. The response size for each section is limited to 4,000 characters and cannot be expanded.

Supplemental Application Certification

A wet ink signature in the Supplemental Application Certification section from the authorized Signature Authority (identified in your resolution or letter of commitment) is required.

SUPPLEMENTAL APPLICATION SUBMITTAL AND DEADLINE

All supplemental application documents must be emailed to grantassistance@calrecycle.ca.gov no later than 11:59 p.m. on April 3, 2018. Customer service will be available until 4:00 p.m. on the application due date either by emailing the above email or calling (916)-341-6177.

The applicant is responsible for a complete supplemental application. This includes signing documents, completing required documents, and submitting the supplemental application by the due date. Failure to do so will result in disqualification from the FY 2017–18 Organics Grant Program. Examples of disqualifications may include:

- Failure to use required CalRecycle documents or forms
- Submitting incomplete or blank documents
- Signature Authority fails to sign Supplemental Application Certification
- The supplemental application is incomplete or missing information
- Submitting after the due date

GRANT REVIEW AND AWARD PROCESS

GRANT SUPPLEMENTAL APPLICATION REVIEW PROCESS

After the close of the supplemental application period, CalRecycle staff will review the supplemental applications for completeness and eligibility. If an applicant attempts to modify an application, that application will be deemed ineligible. Only complete and eligible supplemental applications will be considered for award.

All eligible supplemental applications will be scored. The new score for the Disadvantaged and Low-income Communities (AB 1550) section of the ORG3 application will replace the Disadvantaged Communities section of the ORG2 application. All the other criteria scores from ORG2 will remain the same. The combined total of the ORG3 supplemental application and all the other criteria scores from the original ORG2 application will be your official total score for ORG3. An application must meet the minimum total score of 70 points in order to be considered eligible for funding. 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. (Note: Ranking order may change for ORG3 compared to ORG2 due to the new AB 1550 requirements.)

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee. CalRecycle will post a list of applicants that received a passing score (in alphabetical order) a month before the Public Meeting which is tentatively scheduled for June 2018. A list of those applicants being recommended for award, as well as applicants that passed but not enough funding was available, will be posted a week before this meeting. 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 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.
- 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.
- Exhibit D – Approved Greenhouse Gas and Tonnage Numbers

REPORTING PROCESS

A Critical Project Review is required in the first quarter of 2019. If program staff conclude that you are not able to successfully complete your grant at any time, your grant may be terminated in accordance with the discretionary termination clause of the Terms and Conditions (Exhibit A).

Grantees are required to report on the progress of their grant on a quarterly basis. The Final Report is due on April 1, 2021. Detailed reporting information is included in the Procedures and Requirements (Exhibit B) of the Grant Agreement. The state has the right to review project documents and conduct audits during project implementation and over the project life (2018–2027).

PAYMENT REQUEST PROCESS

Eligible costs and performance payments are authorized for reimbursement or payment 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), or verification of tonnage diverted from a landfill (i.e. Feedstock Certification CalRecycle 778-GHG). Ten percent of each approved Payment Request amount will be retained by CalRecycle 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 or failure to receive the Grant Manager's approval of these documents by April 1, 2021, 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. Required documents and reports are subject to change due to CARB Funding Guidelines or legislative requirements.