



November 2020

Department of Resources Recycling and Recovery

Recycled Fiber, Plastic, and Glass Grant Program Application Guidelines and Instructions 4th Cycle (FPG4) Fiscal Year 2019–20

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Recycled Fiber, Plastic, and Glass Grant Program (FPG program) pursuant to Section 42999 of the Public Resources Code. The purpose of the competitive grant program is to further the purposes of the California Global Warming Solutions Act (Assembly Bill 32) by lowering overall greenhouse gas emissions through the expansion of existing capacity or establishment of new facilities in California that use California-generated postconsumer recycled fiber (paper, old corrugated cardboard, paper board, wood, or textiles), plastic, or glass to manufacture products.

The Greenhouse Gas Reduction Fund established for California's Cap-and-Trade Program auction proceeds provides opportunities for the state to invest in projects to help California achieve its climate goals while providing benefits to priority populations covered under Assembly Bill (AB) 1550 requirements. These investments are collectively referred to as California Climate Investments (CCI). Funding for the Recycled Fiber, Plastic, and Glass Grant Program is provided by this fund.

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

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

- "Applicant" refers to either the legal name of the entity that is legally responsible for grant administration, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- "You" refers to a person who is completing the application on behalf of the Applicant.

Timeline

December 22, 2020: Alternative Greenhouse Gas Methodology Request Period

- If an eligible project cannot be calculated using the standard quantification methodology, applicants or interested parties must request to use an alternative methodology by this date. Please refer to the [Alternative Methodology Request and Process](#) section for more information.
- CalRecycle notifies applicant via email on decision of whether applicant or interested party may propose an alternative methodology.

December 22, 2020: Questions and Answers Period Ends

- Applicants or interested parties may submit questions from the application release date to this date.
- Applicants or interested parties must submit questions by email.

January 6, 2020: (tentative): All Questions and Answers Posted

Applications Guidelines and Instructions

Recycled Fiber, Plastic, and Glass Grant Program, FPG4 (FY 2019–20)

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

January 14, 2021: Application Due Date

- Applicants must submit applications in GMS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

April 2021: (tentative): Grants Awarded

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

Notice to Proceed – April 3, 2023: Grant Term

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

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 entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity 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 entity 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.

Only one application per qualifying entity will be accepted. Eligible applicants may submit an individual or joint application. One entity must be identified as the Lead Participant to act on behalf of the participating entities.

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.
- 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 Recycled Fiber, Plastic, and Glass Grant Program. A business is considered an “affiliated business” if it has at least one owner with a 40 percent or greater interest in another applicant business.
- State agencies (including offices, departments, bureaus, and boards).
- The University of California, the California State University, or California Community 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.
 - 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 Department of Justice’s Registry of Charitable Trusts and the Secretary of State.
- 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; or
 2. Can establish that it is a government entity and which meets the criteria of the grant program.

Joint Application Requirements

Eligible entities may join together in a joint grant application in which two or more eligible entities join together to implement the grant. A Lead Participant (Lead) must be designated to act on behalf of all participating entities. The Lead is the applicant, and if awarded, will be the grantee responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead. Lead must reimburse all participating entities, then submit payment request to CalRecycle for reimbursement.

All participating entities will be grantees and will be required to sign and execute a Participant Grant Agreement.

Notes:

- An entity may not submit an individual application if that entity is also a participant of a joint application.
- Only one application per qualifying entity will be accepted. If more than one application is submitted by an applicant, it will be the applicant’s responsibility to decide which applications should go forward. If the additional application(s) are not withdrawn, the first application, as determined by timestamp, will move forward and all other applications will be disqualified.

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 JPA Agreement that:

1. Gives authority over solid waste management.
2. Lists all member entities.
3. Contains the signature of all members.

Note: 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 result in permanent, annual, and measurable:

1. Reductions in Greenhouse Gas (GHG) emissions by producing an intermediate commodity and/or manufacturing a finished product with California-generated fiber, plastic, or glass compared to the existing practice of landfilling; **and**
2. Increases in quantity (tons) of California-generated fiber, plastic, or glass diverted from landfill disposal.

”Diverted” means the tons of materials that will be diverted from landfill disposal as a result of the project. For the purpose of this program, the definition of “finished product” is a good or package in a form which requires no further processing or forming before it is offered for sale to an end-user. “Intermediate commodity” is defined as a material that is interchangeable with equivalent post-industrial or virgin commodities (such as plastic pellets, flake, paper rolls, or glass cullet) and is sold to a manufacturer or converter to use as feedstock to produce a finished product.

Eligible Projects/Products

- Construction, renovation or expansion of facilities to increase in-state infrastructure to manufacture a finished product using California derived recycled fiber (paper, old corrugated cardboard, paper board, wood, or textiles), plastic, or glass.
 - The project must result in an increase in tons of material diverted from landfills.
 - Applicant/Grantee must provide an agreement/contract with a California entity (e.g. Materials Recovery Facility (MRF) that will supply the feedstock
 - Wood projects are only eligible if producing a finished engineered wood product intended for use in construction, including but not limited to plywood, medium-density fiberboard (MDF), particle board, or mass timber products.
- Construction, renovation, or expansion of facilities to increase in-state infrastructure for production of a fiber, plastic or glass intermediate commodity that will be supplied to a manufacturing facility for the production of a finished product.
 - The project must result in an increase in tons of material diverted from landfills.
 - Applicant/Grantee must provide an agreement/contract with a California entity (e.g. MRF) that will supply the feedstock, which will be converted to an intermediate commodity.
 - If the manufacturing facility that will receive the materials from the grant applicant also submits an application, applicants must demonstrate how each project will result in discrete increases in tons of material diverted from landfills and reductions in GHG emissions.
- Expansion of projects that have previously received GHG reduction funds are eligible provided the project meets the grant criteria and the previously funded project is progressing in a manner satisfactory to CalRecycle.

Ineligible Projects

- Projects that include an ineligible component such as, but not limited to, gasification or pyrolysis, or do not meet the intent of the Greenhouse Gas Reduction Fund (GGRF) grant program.
- Projects that result in the production of animal feed or energy products.
- Research and development projects.
- Projects that use carpet or mattresses as a feedstock
- Projects that use California Redemption Value (CRV) material as a feedstock.

Available Funds

\$10,460,830 is available for this grant cycle, fiscal year 2019–20, subject to funding availability.

- Large Project Tier: \$9,460,830 allocation for large tier projects with a minimum grant award of \$250,001 and a maximum grant award of \$3,000,000 per application.
- Small Project Tier: \$1,000,000 allocation for small tier projects with a minimum grant award of \$125,000 and a maximum grant award of \$250,000 per application.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. The Grant Term ends on April 3, 2023 and all eligible program costs must be incurred by this date.

For detailed information about requirements within the grant term, refer to the Procedures and Requirements document.

Eligible and Ineligible Costs

Grantees may incur eligible costs only during the Grant Term. For detailed information about eligible and ineligible costs, refer to the Procedures and Requirements document and the [Budget](#) section of this document.

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 reduction estimation methodologies are as consistent as practicable with methodologies used in other AB 32 program areas.

Facilities on Non-Owned Property

Applicants that want to establish facilities or expand existing facilities on property not owned by the applicant must prove a legally binding long-term commitment. 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.

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. A grant agreement will not be issued to the awarded applicant until CalRecycle has received notice of completion of all CEQA requirements from the lead agency. 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.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, CalRecycle requires all applicants to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations. Applicants must certify on the Detail tab in the application that they have an EPPP.

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 and Environmental Design [LEED 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.

Additional EPPP Policy resources include:

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

Note: In Joint Applications, the lead and the participants will each need an EPPP Policy. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

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

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to [GHG Reductions inbox](mailto:GHGReductions@CalRecycle.ca.gov) (GHGReductions@CalRecycle.ca.gov). CalRecycle must receive the questions by December 22, 2020 or the questions will not be accepted.

CalRecycle may post the Questions and Answers periodically during the Questions and Answers period. Applicants or interested parties may access the Questions and Answers web page from the Notice of Funds Available web page or from the application. CalRecycle may group together similar or related questions or re-word

them for clarity, and respond to them as one question. CalRecycle will post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates. It is the applicant's responsibility to check the Questions and Answers web page 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 the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>). If the application contains restricted documents, the restricted documents are excluded from disclosure (delete if not applicable).

Confidentiality

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information

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

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

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

What if there is a question about what is confidential?

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

What program procedures will keep information confidential?

Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide specific key financial information for three years to develop benchmarks to evaluate the program. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Instructions

Application Access

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

To start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>).
2. Select **Apply for a Grant** on the left.
 - All open grant cycles are displayed in a table.
3. Find Greenhouse Gas Reduction Grants, Recycled Fiber, Plastic, and Glass Grant Program and FPG: 2019-20 and select **Start Application**.
 - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
 - GMS will automatically add you as the Primary Contact for the new grant application, however you may update this later.
4. Click **Save**.

GMS Tabs - Application Contents and Instructions

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

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Recycled Fiber, Plastic, and Glass 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 due date.
- Submission of more than one application

Summary Tab

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

Applicant/Participant Tab

The applicant name is the legal name of the entity that is legally responsible for grant administration, if awarded. This name matches the name reflected in the applicable state agencies that the applicant must be registered with in order to do business in California.

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

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

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

For Joint Applications, or Joint Powers Authority Applications, add the name of each eligible participating jurisdiction and select the Participating Jurisdiction radio button.

Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field.
 - For the Large Project Tier, do not exceed the maximum grant award amount of \$3,000,000 or the minimum grant award amount of \$250,001.
 - For the Small Project Tier, do not exceed the maximum grant award amount of \$250,000 or the minimum grant award amount of \$125,000.
 - 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, enter the applicant's name.
4. Enter the grant payment mailing address.
5. **Project Summary/Statement of Use**: In **three to five sentences**, briefly and concisely summarize:
 - What will be built, expanded, or improved.
 - How many additional tons of materials will be diverted annually from landfills and what is the associated reduction in GHGs.
 - The quantity of intermediate commodity or finished product manufactured in California annually using the feedstock described above.

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

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact may be granted access by checking the box on the top of the contact's detail screen. The contact will be able to log into GMS using their own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

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.

Note: Utilizing a budget document form other than the official CalRecycle version, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

Site(s) Tab

Add an entry for each grant project/site. List the site name, site type, the complete address, and Environmental Protection Agency (EPA) ID or Solid Waste Information System (SWIS) numbers, as applicable. 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 in the Summary tab for documents that must be uploaded in the Documents tab.

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

Application Submittal and Deadline

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

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

You must submit your application no later than 11:59 p.m. on January 14, 2021. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grant assistance](mailto:grantassistance@calrecycle.ca.gov) (grantassistance@calrecycle.ca.gov) or calling (916) 341-6534.

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

Application Documents

Electronic and Original Signatures

CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

Note: The e-Signature must be the Adobe Digital ID or through another certified digital signature program, and cannot be the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method, will be considered as incomplete and may be sent back to the applicant.

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

If you have questions, email [grant assistance](mailto:grantassistance@calrecycle.ca.gov) (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. If you are having trouble with a document, email [grant assistance](mailto:grantassistance@calrecycle.ca.gov), (grantassistance@calrecycle.ca.gov) or call (916) 341-6534.

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

Note: CalRecycle or CARB may make adjustments deemed necessary to correct calculations, figures, costs, etc. during the review and evaluation of submitted documents. Approved changes will be reflected in the grant agreement if awarded.

Below is a list of the documents:

Application Certification

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification from the Summary tab. Once the Application Certification is signed, upload it to the Documents tab.

Budget

The Budget document 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. Budget line items should relate to Work Plan activities and information in the Project Narrative. The applicant must upload invoices

and quotes to support costs listed in the budget. Below are some examples of expenses and how to classify them in your budget.

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.

Please see Procedures and Requirements for all eligible, indirect, and ineligible costs.

Table 1. 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^{1, 2}	Design, site preparation, permitting, installation, engineering costs, maintenance
Education and Outreach¹	Materials such as fliers, brochures, signs, etc.
Equipment¹	Extruder, glass furnace, conveyors, molding machine, pulper, etc.
Maintenance	Service/repair of related equipment
Material	Pipes, valves, concrete, supply lines, solvents, lubricants, etc.
Personnel¹	Salaries

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

If applicant is also applying for a loan from CalRecycle’s Greenhouse Gas Reduction Loan Program or has a former or existing CalRecycle GHG grant, funding from the loan or grant program must be used for separate project components (including separate diverted tonnage) than funding from the FPG4 grant program. The applicant must explain in the Narrative Proposal how funding from the two programs will work together, and how diversion will be separate and distinct for each funding source.

CARB Benefits Calculator Tool or an Approved Alternative Quantification Methodology Document

The Benefits Calculator Tool is a required application document that calculates the GHG emission reductions of your proposed project.

CARB Benefits Calculator Tool Spreadsheet

Applicants must demonstrate that the proposed project results in GHG emission reductions. Applicants are expected to use the CARB quantification methodology approved on March 6, 2019 available at: [CCI Quantification, Benefits, and Reporting](#)

¹ Combined cost for permitting, public education and outreach, indirect costs, and salaries not related to construction or installation cannot exceed five percent of the total requested amount. EJ Consultant salary is capped separately at \$120,000.

² Design and engineering costs cannot exceed five percent of total amount requested amount.

[Materials](https://ww2.arb.ca.gov/resources/documents/ci-quantification-benefits-and-reporting-materials) (https://ww2.arb.ca.gov/resources/documents/ci-quantification-benefits-and-reporting-materials).

Alternative Methodology Request and Process

Applicants that propose eligible projects (i.e. consistent with the eligibility requirements within CalRecycle's solicitation materials) that cannot be calculated using the CARB Recycled Fiber, Plastic and Glass Grant quantification methodology, **must** propose an alternative GHG quantification method. The process for doing so is as follows:

1. Applicant emails their request to CalRecycle Grant.Assistance@CalRecycle.ca.gov (Grant.Assistance@CalRecycle.ca.gov), by **December 22, 2020** and indicates the proposed project fits outside of scope of the CARB Benefits Calculator Tool for the Recycled Fiber, Plastic, and Glass Grant Program and would like to use an alternative methodology.
2. CalRecycle, in consultation with CARB, will evaluate whether the proposed project is substantially outside of the scope of the Benefits Calculator Tool and warrants project-specific calculations. If both agencies agree that project is sufficiently outside the scope of the Benefits Calculator Tool, the applicant receives permission via email from CalRecycle that it is okay to submit an alternative methodology. Applicants will receive this email no later than **one week** prior to the Application Due Date.
 - a. **Note:** CARB and CalRecycle have one week to confer and respond to the applicant. CARB and CalRecycle will provide guidance to the applicant on the parameters of the GHG quantification analysis.
3. Applicant indicates via radio button on the Detail tab in GMS if they are using the CARB Benefits Calculator Tool or alternative methodology. Applicant submits GHG quantification estimate and supporting documentation with their application by the Application Due Date via GMS.
4. CalRecycle and CARB will review the alternative GHG quantification estimate and supporting documentation and, if necessary, may make adjustments after the application and supporting documentation are submitted and before applications are scored to make sure alternative quantification methodology is consistent with the CARB-approved quantification methodology where appropriate.
5. Application, including GHG emission reductions, will be scored and ranked against other applicants.

Community Benefits Worksheet

The Community Benefits Worksheet is a required application document.

- Applicants that submit a completed Community Benefits Worksheet who meet the criteria to provide a benefit to an Assembly Bill 1550 (AB 1550) community are eligible for up to 15 points for the Community Benefits section of the [Recycled Fiber, Plastic, and Glass Grant Program - Scoring Criteria Fiscal Year 2019–20](https://www2.calrecycle.ca.gov/PublicNotices/Details/4118), (https://www2.calrecycle.ca.gov/PublicNotices/Details/4118)
- Applicants that do not submit a completed Community Benefits Worksheet, or do not meet the criteria to provide a benefit to an AB 1550 community, but still benefit their local community, may be eligible for up to 10 points in the Community Benefits section.

The worksheet is used to determine if the project meaningfully addresses an important community need, and if it provides direct, meaningful, and assured benefits to an AB 1550 Community. **The benefit provided must directly address the identified need.** AB 1550 community benefits are determined by the criteria established in the Waste Diversion and Utilization, and Jobs Training and Workforce Development tables 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 disadvantaged and low-income communities, and a “look-up” tool list of low-income thresholds by county and household size are available at on the [California Air Resources Board website](https://www.arb.ca.gov/cci-communityinvestments) (<https://www.arb.ca.gov/cci-communityinvestments>).

Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification. After you complete the Community Benefits Worksheet, upload it to the Documents tab of your application. The information in the Community Benefits Worksheet must be consistent with answers in the Narrative Proposal, relate to activities in the Work Plan, and line items in the Budget.

Feedstock Certification Form (CalRecycle 778-GHG) or Feedstock Commitment Letter

The applicant must upload **either** a signed Feedstock Certification Form (CalRecycle 778-GHG) or a signed Feedstock Commitment Letter for each feedstock supplier (e.g., processor, contractor, or hauler) who will provide feedstock for the proposed project. Applicants who are their own feedstock supplier are still subject to this requirement. CalRecycle staff will use the information in the form or letter to determine whether feedstock amounts are sufficient, the project results in landfill diversion, and agreements are in place to support the project.

Feedstock Certification Form (CalRecycle 778-GHG) Requirements

It is the applicant’s responsibility to ensure that the form is accurate and complete for each feedstock supplier who will provide feedstock for the proposed project. The form must be signed by the feedstock supplier, as well as the applicant’s Signature Authority. Upload the form along with evidence or explanation that the feedstock supplier either generates or has rights to the waste. For non-generating feedstock suppliers, this may include, but is not limited to, information from a franchise agreement or other legally binding private or municipal hauling contract.

Feedstock Commitment Letter Requirements

In lieu of the Feedstock Certification Form (CalRecycle 778-GHG), the applicant may upload a letter(s) from the feedstock supplier(s) for the proposed project. The letter(s) must be on the suppliers’ letterhead, signed by someone qualified to represent the feedstock supplier, and contain the following information:

1. Commitment to provide California-generated fiber, plastic, or glass materials to the proposed project.

2. A statement certifying that the fiber, plastic, or glass materials are routinely disposed of in a California landfill as of the date of the letter.
3. Evidence or explanation that the feedstock supplier either generates or has rights to the waste. For non-generating feedstock suppliers, this may include, but is not limited to, information from a franchise agreement or other legally binding private or municipal hauling contract.
4. Amount, in tons, of fiber, plastic, or glass materials, frequency (week/month/year), and duration of time that the feedstock will be provided to the applicant.

Narrative Proposal

The Narrative Proposal is a required application document that describes the details of your proposed project. The response size for each question 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 question of the Narrative Proposal must have a response. Ensure your narrative responses are concise, detailed, and most importantly, address each of the criteria in the [Recycled Fiber, Plastic, and Glass Grant Program - Scoring Criteria Fiscal Year 2019–20](https://www2.calrecycle.ca.gov/PublicNotices/Details/4118), (<https://www2.calrecycle.ca.gov/PublicNotices/Details/4118>). After you complete the Narrative Proposal, upload it to the Documents tab of your application. The Narrative Proposal must be consistent with, and relate, to activities in the Work Plan and line items in the Budget.

Community Benefits Guidance

All projects are expected to consider impacts and benefits to the local community. A few key elements of the Scoring Criteria are listed below, along with guidance and examples.

- The project minimizes negative impacts and maximizes benefits to the local community.
 - Prompt removal of litter on public roads and facility vehicle access roads within a quarter mile of the facility.
 - Contribute funding to support projects that benefit the local community
 - Invest in zero emission trucks and/or utilize routes that minimize pollution and nuisance while maximizing safety.
 - Plant vegetation around the facility.
- The project provides ongoing community engagement to the local community (within a half-mile radius of the proposed project and along potential project truck routes) and addresses a need identified by the community.
 - Engage with local environmental justice (EJ) groups, such as Identifying Violations Affecting Neighborhoods.
 - Provide designated email address and phone number to which complaints can be submitted 24 hours a day.
 - Host regularly scheduled community meetings to meet with residents, hear concerns, report back on efforts to address community concerns, and update residents about the facility.
 - Develop “good neighbor agreements” to address the needs of communities

- Include documentation for education or outreach materials such as fliers or newsletters, community meeting sign in sheets and/or meeting minutes, letters of support for the project from residents, neighbors, local EJ groups, etc.
- The project creates **high quality** jobs or provides job training, includes a targeted hiring strategy, and identifies population census tracts.
 - In order to receive points for job creation the applicant must commit to hiring individuals from a priority population or individuals with employment barriers. Commitment is verified by supporting documentation such as a signed statement on official letterhead or a part of a formal hiring plan that is submitted with the application.
 - A priority population as defined by Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016) includes disadvantaged and/or low-income communities, and low-income households.
 - Disadvantaged communities are identified by the California Environmental Protection Agency as the top 25 percent most impacted census tracts in [CalEnviroScreen 3.0](https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30), (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>)– a screening tool used to help identify communities disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution.
 - Low-income communities and households are defined as the census tracts and households, respectively, that are either at or below 80 percent of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD) [2016 State Income Limits](http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/inc2k16.pdf) (<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/inc2k16.pdf>).
 - Individuals with employment barriers, as define by Assembly Bill 1270 (E. Garcia, 2015) section 8j, means an individual with any characteristic that substantially limits an individual's ability to obtain employment, including indicators of poor work history, lack of work experience, or access to employment in nontraditional occupations, long-term unemployment, lack of educational or occupational skills attainment, dislocation from high-wage and high-benefit employment, low levels of literacy or English proficiency, disability status, or welfare dependency, including members of all of the following groups:
 - (1) Displaced homemakers.
 - (2) Low-income individuals.
 - (3) Indians, Alaska Natives, and Native Hawaiians, as those terms are defined in Section 3221 of Title 29 of the United States Code.
 - (4) Individuals with disabilities, including youths who are individuals with disabilities.
 - (5) Older individuals.
 - (6) Ex-offenders.
 - (7) Homeless individuals, as defined in Section 14043e-2(6) of Title 42 of the United States Code, or homeless children and youths, as defined in Section 11434a(2) of Title 42 of the United States Code.
 - (8) Youth who are in, or have aged out of, the foster care system.

- (9) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
 - (10) Eligible migrant and seasonal farmworkers, as defined in Section 3322(i) of Title 29 of the United States Code.
 - (11) Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. Sec. 601 et seq.).
 - (12) Single parents, including single, pregnant women.
 - (13) Long-term unemployed individuals.
 - (14) Any other groups as the Governor determines to have barriers to employment.
- Formal targeted hiring strategy (recruitment plan that will be used to narrow down the advertising efforts to target priority populations or individuals with employment barriers) may include but is not limited to:
 - Partnering with a reputable hiring agency. Include letter or contract in the application.
 - If the project location is in or surrounded by AB 1550 communities, a commitment to hire from the local community with a priority for individuals meeting the requirements of a priority population.
 - Share job advertisement on community groups' social media, Craigslist, Indeed, local papers, or other employment sites.
 - Participate in local job fairs (contact local/small business organizations/associations, and city or county offices for local business and hiring resources).
 - Partner with local community colleges and schools.
 - Connect with a Business Services Representative at your local American Job Center to get help with recruiting, hiring or training employees, including people with disabilities who are ready and willing to work. Visit the [Career One Stop Business Center](https://www.careeronestop.org/businesscenter/recruitandhire/wheretofind/candidates/american-job-centers.aspx) (https://www.careeronestop.org/businesscenter/recruitandhire/wheretofind/candidates/american-job-centers.aspx) website for more information.
 - Utilize resources from the [Campaign for Disabilities Employment](https://www.whatcanyoudocampaign.org/where-to-learn-more/resources-for-employers/), (https://www.whatcanyoudocampaign.org/where-to-learn-more/resources-for-employers/)
 - Connect with the following organizations:
 - U.S. Department of Veterans Affairs
 - U.S. Department of Labor
 - Council of State Administrators of Vocational Rehabilitation
 - Disability:IN
 - California Department of Rehabilitation
 - Justify salary determinations
 - Applicants must demonstrate that the salaries provided are livable, competitive, typical of the industry, etc.
 - Entry level jobs should be paid at either the contractor's entry level rate or 1.4x the city minimum wage, whichever is higher. If the city or county have no mandated minimum wage, the California state minimum wage should be applied. All other jobs should be paid at 1.25x the industry average, as provided by the [Employment Development Department's Occupational Employment Statistics and Wages website](https://www.labormarketinfo.edd.ca.gov/data/oes-employment-and-) (https://www.labormarketinfo.edd.ca.gov/data/oes-employment-and-

- wages.html). Applicants who are below this minimum must demonstrate how the salary determination was made by providing sources/references.
- Job training programs
 - Programs should have an established career placement record and/or lead to industry-recognized credentials or certifications.
 - The U.S. Department of Labor's [Employment and Training Administration](https://www.dol.gov/general/topic/training) (<https://www.dol.gov/general/topic/training>) funds job training programs to improve the employment prospects of adults, youth, and dislocated workers.
 - The Employment Development Department provides a range of employment and training services in partnership with state and local agencies and organizations. Visit the [Jobs and Training](https://edd.ca.gov/Jobs_and_Training/) (https://edd.ca.gov/Jobs_and_Training/) website for more information.
 - CalRecycle is allowing for up to \$120,000 to be budgeted for an environmental justice (EJ) consultant to act as a liaison between the facility and the local community. The EJ consultant must be from the local community and should be bilingual in the language that would most benefit the community. This position could assist with activities such as ongoing community engagement, identifying local needs, and developing a targeted hiring strategy.

Net Tons of Diverted Material Used in Manufacturing

The Net Tons of Diverted Material Used in Manufacturing is a required application document used to quantify the quarterly tons of material(s) expected to be diverted from landfill and toward manufacturing once the project is up and running, through the end of the grant term. Although GHG reductions are the primary purpose of this program, all projects must show a measurable increase in tons diverted. Please see the [Project Requirements](#) section in this document for a definition of “diverted.”

Permits Document

The Permits document is a required application document used to determine the status of the project’s permits. Utilizing a document form other than the official CalRecycle version, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

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.

Work Plan

The Work Plan is a required application document. Include all procedures or tasks used to complete your project. Additional Work Plan requirements are located in the Narrative Proposal document. Please ensure activities relate to line items in the Budget. Utilizing a document form other than the official CalRecycle version or tampering with the CalRecycle version may subject the applicant to disqualification.

Applicant’s Documents

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples/templates of some of these documents,

Applications Guidelines and Instructions

Recycled Fiber, Plastic, and Glass Grant Program, FPG4 (FY 2019–20)

please refer to the Summary tab. Retain the original hard copy documents for potential CalRecycle audits (see Audit Consideration section of the Procedures and Requirements for more information).

Agreement/Contract (if applicable)

The applicant must upload a copy of the agreement/contract with the California entity (e.g. MRF) that will supply the feedstock which will be converted to an intermediate commodity or finished product.

Business Flow Chart

The Business Flow Chart is a required application document. The applicant must include the names of all businesses and entities involved, their address(es) and their relationship to the project, from the point of material generation to producing and selling an intermediate commodity and/or a finished product. The flow chart must include the following information as it applies to the project:

- Community, business(es), or generator(s) of the material to be diverted from landfill disposal and instead processed by the project
- Landfill where the material is currently being sent
- MRF, hauler, broker, or processor of collected material
- Processor for the intermediate commodity, including the name or form of the intermediate commodity
- Processor for finished product, including the name of the finished product
- Landfill or receiver of residuals or contaminants, and the types of residuals or contaminants

Note: The Business Flow Chart should be consistent with the Material Flow Chart and information provided in the application package.

Lease Agreement for Facilities on Non-Owned Property

Applicants that want to establish facilities or expand existing facilities on property not owned by the applicant must prove a legally binding long-term commitment. If an applicant is planning to lease buildings for any part of their submitted project, you are required to upload a copy of the long-term lease evidencing your commitment to utilize the facility for the purpose set forth in the grant and your 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.

Letters of Support

Letters of Support are optional. However, applicants that claim to provide a benefit to priority populations will need to provide supporting documentation demonstrating how the project meets the criteria. Applicants that claim benefits to priority populations but do not provide supporting documentation will automatically be determined as not meeting the criteria for providing a benefit. Applicants may include letters of support or endorsements from local officials, regulatory/advisory agencies, business partners, environmental groups or others in support of the proposed project. If you have more than one letter of support, scan them all as one document and upload as one document.

Material Flow Chart

The Material Flow Chart is a required application document. It may be provided as a single chart or multiple charts. The applicant must include an overview of and in-detail look at the major recycling process from the point of material generation through each step of the recycling process to produce an intermediate commodity and/or a finished product, including where each piece of grant funded equipment will be added to the process to increase material throughput. The flow chart(s) must include the following information:

- Current feedstock flow (i.e. where current feedstock is coming from and where the material is going). Include the original source (generator name) and type of disposed material, the jurisdiction(s) of origin for each major material type, and the hauler or other party that currently controls the materials. For example, fiber waste from Textile, Inc. in Prosperity City, CA, currently taken to the Prosperity City Landfill by Busy Bee Disposal.
- The weight in tons per year (TPY) currently disposed in landfills, including the name and address of the landfills currently being utilized.
- The weight in TPY for each step of the proposed material flow in the first year of the project. **Note:** This amount should be consistent with the amount reported for the first year on the Net Tons of Diverted Material Used in Manufacturing document.
- A detailed step-by-step look at the recycling process including but not limited to, sorting, contaminant removal, washing, pulping, size reduction, and extruding
- Where grant funded equipment will be added to the process to increase material throughput.

Note: The Material Flow Chart should be consistent with the Business Flow Chart and information provided in the application package.

Resumes

Provide the resumes of key 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.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the Resolution is a required application document that must be submitted with the application or CalRecycle will deem the application incomplete and disqualify the applicant.

Resolution requirements vary for individual applications and joint applications as described in the sections above. For Resolution templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff are available to answer questions about the Resolution, or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a Draft Resolution, or for immediate review email it to [grant assistance](mailto:grantassistance@calrecycle.ca.gov), (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 above.

Individual Application Resolution Requirements:

- 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.
- The Resolution must identify the time period, 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 specify a time period, CalRecycle will consider the Resolution valid for one year from the date of adoption.
- 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 their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

Note: The Signature Authority must sign a Letter of Designation **prior** to the designee's exercise of their authority.

Joint Application Resolution Requirements:

- The Lead Applicant (Lead) must submit an approved Resolution if it is subject to a governing body. In addition to the requirements listed under the Individual Application Resolution Requirements section, the Resolution must also authorize it to act as a lead on behalf of itself and the participating applicants.
 - If the Resolution is valid for more than one year, it is highly recommended that:
 - i. the list of participants be provided as an attachment rather than embedded in the Resolution, and
 - ii. the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove participants with each new application without the necessity of obtaining a new Resolution).
- A Participant Applicant must submit an approved Resolution if it is subject to a governing body, in addition to the requirements listed under the Individual Application Resolution Requirements section, the Resolution must also authorize the Lead to act on behalf of the participating applicant.

Joint Powers Authority Agreement

Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements giving them authority to conduct the project, listing all member entities, and containing the signature of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as a part of their application and list all JPA members as participants on the Applicant/Participant tab.

Letter of Commitment

Applicants (Lead or Participants) that are not subject to a governing body must upload a Letter of Commitment (LOC) that authorizes specific grant-related matters. Some

publicly held businesses or private companies with a governing body may submit an LOC under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC must be submitted with the application or CalRecycle will deem the application as incomplete and will disqualify the applicant.

Letter of Commitment Requirements

The LOC must:

- Be on official letterhead.
- Be signed by an individual authorized to contractually bind the applicant.
- Authorize submittal of the Recycled Fiber, Plastic, and Glass 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).
 - The LOC may also authorize the Signature Authority to delegate this authority.
- For Participant Applicants only - in addition to the requirements listed above, the LOC must also authorize the Lead to act on behalf of the participating applicant.

For LOC templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff are available to answer questions about the LOC, or to review your draft LOC to ensure it meets the requirements of the grant program. You may upload the LOC to your application as a Draft Letter of Commitment, or for immediate review email it to grantassistance@calrecycle.ca.gov, (grantassistance@calrecycle.ca.gov).

Letter of Designation

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

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

The LOD must:

- Be on the applicant's letterhead.
- Be signed and dated by the Signature Authority.
- Include the job title of the designee and the scope of the designee's authority.
- Include the time 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.

For LOD templates refer to the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (https://www.calrecycle.ca.gov/Funding/SampleDocs) web page.

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 and eligible applications will be considered for award.

A CalRecycle review panel will evaluate and score all applications based on the approved Recycled Fiber, Plastic, and Glass Grant Program - Scoring Criteria Fiscal Year 2019–20. It can be found on the **Summary** tab, in the **Resources Document** section.

Eligible applications will be separated by Large Project Tier and Small Project Tier based on the amount of grant funds requested. The applications in their respective tiers will be evaluated and scored using the same approved Scoring Criteria, however the two tiers will be scored and ranked separately. All eligible applications will be ranked according to the total number of points received. An application may receive a maximum of 100 possible points with 2 bonus points, for a total maximum possible score of 102 points. A 65 point minimum score is 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 in each project tier will be recommended for funding in rank order.

To view a detailed breakdown of the points by category, please see the **Scoring Criteria Assessment** document located in the Resource Document section of the Summary tab in GMS.

Grant recommendations will be in rank order according to applicants' scores (highest passing score to lowest passing score) until funds are exhausted. Staff will also recommend a funding priority for the top-scoring paper project, with a passing score, in the large tier. If either of the tiers are undersubscribed, CalRecycle may move funds from one tier to another in order to fund eligible applications in an oversubscribed tier. In an event of a tie between applicants with the same overall score, funding order will be determined by comparing the score received in the first category listed in the scoring criteria.

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 tentatively schedules this for April 2021. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

Grant Award Conditions

When awarded, this grant will be subject to two conditions:

1. The recommended grantee must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, by May 1, 2021.
2. The recommended grantee's Signature Authority (or their delegated signature authority) must sign and return the Grant Agreement to CalRecycle. CalRecycle must receive the signed Grant Agreement by May 1, 2021.

Failure to comply with either condition will void the grant award.

Grant Program Administration

Grant Agreement

The Grant Agreement binds the Grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. CalRecycle now sends the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, we will email grantees the information below.

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
- **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**
- **e-Signature Instructions for Awardees**
 - Contains instruction on how to sign the Grant Agreement Cover Sheet using Adobe Sign

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on quarterly basis. The Procedures and Requirements document contains detailed reporting information and deadlines.

Payment Request Process

CalRecycle will retain 10 percent of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation. The Procedures and Requirements document contains detailed payment information.