



October 2020

Department of Resources Recycling and Recovery

Food Waste Prevention and Rescue Grant Program Application Guidelines and Instructions

4th Cycle (FW4) Fiscal Year 2019–20

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Food Waste Prevention and Rescue 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 (Assembly Bill (AB) 32) by lowering overall greenhouse gas (GHG) emissions through the expansion of existing or establishment of new food waste prevention and/or rescue projects in California to reduce the amount of California-generated food materials being sent to landfills. The funds for the 4th cycle of the Food Waste Prevention and Rescue Grant Program are from the Greenhouse Gas Reduction Fund (GGRF) which was established to receive California's Cap-and-Trade Program auction proceeds, to provide an opportunity for the State to invest in projects that help California achieve its climate goals and, to provide benefits to disadvantaged communities. These investments are collectively referred to as California Climate Investments (CCI).

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's [Grants Management System \(GMS\)](https://www.calrecycle.ca.gov/Funding/GMS) (<https://www.calrecycle.ca.gov/Funding/GMS/>). 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.
- “Participant” and “Formal Project Partner” refers to an official participant in the grant project that will receive grant-funded services, equipment, personnel funding, etc. This entity will sign a grant participant agreement with CalRecycle if the proposed FW4 grant project is awarded.

Timeline

November 6, 2020: Questions and Answers Period Due Date

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

November 13, 2020 (tentative): Questions and Answers Posted

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

November 20, 2020: 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.

December 18, 2020: Secondary Due Date

- Approved Resolution must be uploaded in GMS by this date if it was not submitted with the application.
- Applicant must have an Environmentally Preferable Purchasing and Practices Policy by this date.

March 2021 (tentative): Grants Awarded

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

February 28, 2023: End of Grant Performance Period

- Grantee may incur program or project costs after issuance of the Notice to Proceed through this date.

March 1–31, 2023: Report Preparation Period

- Grantee may only incur costs for preparation of Final Report and final Payment Request during this month.

April 3, 2023: 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 two applications per qualifying entity will be accepted (two applications per campus will be accepted for the University of California, California State University, or California Community Colleges). A maximum of four other participants (or formal project partners) is allowed. Lead Participants and participating entities are subject to the two-application rule.

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.
- Nonprofit organizations (except private schools).
 - Nonprofit organizations must be registered with the federal government under 501(c)3, (c)4, (c)6 or (c)10 of the Internal Revenue Code, and must be registered in the State of California with the Department of Justice.
- B Corporations and Benefit Corporations.
- Private, for-profit entities.
 - 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. A business is considered an “affiliated business” if it has at least one owner with a forty (40) percent or greater interest in another applicant business.
- State or federal agencies (including offices, departments, bureaus, and boards).
- University of California campuses, California State University campuses, or the California Community College campuses.
- Solid Waste Facilities.
- Public School Districts.
- Qualifying Indian Tribes.
 - 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.

CalRecycle requires that any application that includes a charter city (either as an individual applicant, as part of a joint application, or as a member of an applicant Joint Powers Authority) include a certification by the applicant that all charter cities included in the application are eligible to receive grant funds for the project described in the application. If it is later found that grant funds were received in violation of Labor Code section 1782, the grant will be terminated, and the grantee will be required to return any grant funds.

Note: Currently the Grants Management System does not allow for non-California counties/jurisdictions to be selected. If the organization’s headquarters is located out of California, you must select the county/jurisdiction in which the local California office is located. Please see Application Instructions section.

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 (formal project partners). 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 participating entity(ies), then submit payment request to CalRecycle for reimbursement.

Note: An entity part of a joint application may also be eligible to apply individually, as long as they are seeking funds for projects that are not part of the joint application.

All Leads need the following from the participating entities involved in the joint application:

- A Resolution or Letter of Commitment from all formal project partners. See Application Documents section.
- Budget costs associated with all participating entities
- Grantee Participant agreement (if awarded) which will be executed by the participating entity and CalRecycle

Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. The JPA must upload a copy of its JPA Agreement that:

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

Note: Members of the JPA are also eligible to apply individually, as long as they are seeking funds for projects within their own jurisdiction and not for projects that are part of the JPA’s application.

Eligible Projects/Products

- Food waste prevention projects that prevent food waste from being generated and becoming waste that is normally destined for landfills. Examples include, but are not limited to:
 - Modernizing production and handling practices to prevent and reduce food preparation waste
 - Identifying and modifying ordering practices that result in measurable decreases in food waste,
 - Creating and expanding education and outreach programs that result in quantifiable reductions in food waste.

- Food rescue projects that result in food that would otherwise be destined for landfills, being rescued and distributed to people. Any food waste residuals from the food rescue project must be composted or sent to a digester within the project service area if available.

Project Requirements

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

1. Reductions in GHG emissions attributed to the production, processing, packaging, distribution, and landfilling of California-generated food waste; and
2. Increases in quantity (pounds) of California-generated food waste, newly diverted from landfills, and prevented or rescued from disposal.

“Newly diverted” means the tons of materials that are currently being landfilled that will instead be diverted as a result of this project.

Projects resulting in a net increase of GHG emissions are ineligible and will not be recommended for funding.

Available Funds

- \$4,000,000 is available for this grant cycle, fiscal year 2019–20, subject to funding availability.
- \$150,000 is the minimum available and \$300,000 is the maximum available for grant awards per application.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 3, 2023.

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.

Coordination with California Air Resources Board

Applicants must calculate the net GHG emission reductions from proposed projects using the California Air Resources Board’s (CARB) approved Food Waste Prevention and Rescue Program Quantification Methodology and Calculator Tool as found at the [California Air Resources Board’s website](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).

As part of project selection, monitoring, and ongoing reporting, CalRecycle will consult with CARB to ensure that the GHG emission reduction estimation methodologies are as consistent and 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 or formal project partner must prove a legally binding 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. All lease terms must be at least five years after the end of the grant term. This may be achieved via options to extend in an existing Lease. A Lease contingent upon the award of a grant will also be acceptable. See the Applicant's Documents section for more information.

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 who do not have an EPPP Policy in place prior to submitting their application must certify that the Policy will be in place by the secondary due date on the Detail tab in the application.

Note: In Joint Applications, the lead and the participants (formal project partners) will each need an EPPP Policy. If either the Lead or the Participants (formal project partners) do not have an EPPP Policy in place, the Lead must certify the Policy(ies) will be in place by the secondary due date on the Detail tab. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

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 [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/)

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 GHGReductions@CalRecycle.ca.gov. CalRecycle must receive the questions by November 6, 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 Question and Answer 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/>).

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/>), 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.

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, Food Waste Prevention and Rescue Grant Program, FW4, FY 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 Food Waste Prevention and Rescue Grant Program.

Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads incomplete or blank documents to the Documents tab.
- Signature Authority fails to sign Application Certification or any document that requires a signature.
- The online application is incomplete or missing information.
- Applicant fails to adopt an EPPP Policy by the secondary due date.

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to 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.

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 entity (formal project partner) and select the Participating Jurisdiction radio button.

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

Detail Tab

Complete this tab as follows:

1. Enter a dollar amount of at least \$150,000 in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount of \$300,000. 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, succinctly summarize the proposed project and name any formal project partners. Include the number of additional pounds of materials that will be newly diverted from California landfills and associated reductions in GHG emissions.
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 in to 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.

Site(s) Tab

Add an entry for each grant project/site. List the site name, site type, the complete address, Environmental Protection Agency (EPA) ID or Solid Waste Information System (SWIS) numbers, as applicable. Formal project partners and other locations of the project should also be listed. 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.

Note: Joint and JPA applicants must list all formal project partners' locations receiving grant funds or grant-funded equipment.

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, however, you may upload the following documents until the secondary due date: Resolution, Letter of Commitment, Letter of Designation, Letters of Authorization, JPA Agreements.

You must submit your application no later than 11:59 p.m. on November 20, 2020. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling (916) 341-6228.

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

Application Documents

Electronic and Original Signatures

CalRecycle 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 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 grantassistance@calrecycle.ca.gov or call (916) 341-6228.

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.

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 that must be submitted as an Excel file (not as a PDF), and it will be scored. Provide a clear accounting of all costs associated with infrastructure, materials, equipment, and programmatic/administrative activities necessary to complete the project. Indicate additional funding sources to demonstrate your ability to commence work on the project while waiting for grant payments in arrears. Budget line items should relate to Work Plan activities and information in the Narrative Proposal. Provide quotes for equipment (especially vehicle and refrigerant systems) that may affect the applicant’s GHG emission reductions. The

applicant should 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.

The Budget submitted with your application will be considered final. Budget modification requests submitted by the grantee will only be considered for extenuating circumstances.

Table 1. Budget Examples

Budget Category Name	Examples (This is not an all-inclusive list)
Indirect¹	Costs associated with operating and maintaining facilities, utilities, background checks and certification fees, permitting fees, insurance, travel and mileage for personal vehicles used for food rescue or prevention activities, indirect supervision/management and consultant fees, etc.
Construction	Electrical, plumbing, engineering costs, site preparation, installation, kitchen design and construction/improvement, etc.
Education and Outreach²	Materials such as fliers, brochures, signs, etc. Note: <i>Salaries covering personnel to conduct education and outreach activities should be listed under Personnel.</i>
Equipment³	Equipment includes the following subcategories: <ul style="list-style-type: none"> • Food preparation and kitchenware • Refrigeration, freezers, refrigeration systems, etc. • Software (food waste online exchange/logistics and source reduction platforms, etc.) • Vehicles and vehicle wraps or identification • Materials (packaging, crates/bins for food storage, gloves, boxes, liners, GPS, PPE, etc.)
Maintenance	Service or repair of grant-funded equipment and vehicles, vehicle modification for storage and shelving, fuel and/or mileage (at State rate) for grant-funded vehicles etc.
Personnel⁴	Salaries (including for staff conducting outreach and education efforts or providing job training programs, technical assistance for software support or program development, food rescue drivers, warehouse workers, kitchen staff, etc.)
Transportation Services	Food recovery transportation services provided by third-party providers (invoices must be submitted).

¹ Indirect costs are capped at 10 percent of total requested grant amount, see Indirect Costs section under Grant Cycle Overview.

² Public education and outreach may not exceed 50 percent of the applicant’s requested grant amount.

³ Software (food waste online exchange/logistic and source reduction platforms) may not exceed 25 percent of the applicant’s requested grant amount, and it may not exceed \$50,000.

⁴ Salaries for grant-funded jobs must be related to the proposed project and may not exceed \$75 per hour.

Grant payments will only be made on a reimbursement basis. Applicant/grantee must not incur costs prior to CalRecycle's issuance of the Notice to Proceed. See Procedures and Requirements for more details regarding the Notice to Proceed and related costs information.

The Budget should be uploaded using the "Budget" Document Type. Quotes, estimates, and other equipment detail should be uploaded using the "Quotes/Estimates" Document Type in GMS. When uploading quotes enter a descriptive title to differentiate the quotes from each other.

CARB Food Waste Prevention and Rescue Program Benefits Calculator Tool

The CARB Benefits Calculator Tool for the Food Waste Prevention and Rescue Program is a required application document that must be submitted as an Excel file (not as a PDF), and be used to rank applicants based on their final grant dollars requested per ton of GHG emission reduction. The Calculator Tool is located at [California Air Resources Board website: California Climate Investments Quantification, Benefits, and Reporting Materials web page](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 Agency/Department name, Department of Resources Recycling and Recovery (CalRecycle) and the grant program name, Food Waste Prevention and Rescue Program.

The CARB Benefits Calculator Tool is an Excel spreadsheet that contains numerous tabs.

- Select the Read Me tab and enter the project information in rows 25-34, as applicable.
- Select the Inputs tab to enter the types and quantity of refrigeration equipment used, types and quantity of vehicles used, and pounds of food waste prevented or food rescued.
 - a. For pounds of food waste prevented or food rescued, only enter amounts for the Grant Performance Period.
 - i. For Year 1, only enter amounts for the second half of the year.
 - ii. For Year 2, enter amounts for the full year.
 - iii. For Year 3, only enter amounts for January and February.
 - b. The metric of pounds will be converted to net tons of material diverted within the spreadsheet.

The purpose of this calculator is to estimate the GHG reductions, from the net pounds of materials diverted to metric tons of carbon dioxide equivalent (MTCO_{2e}) and the MTCO_{2e} per grant dollar. Note that the calculation is based on net pounds of material diverted, not gross pounds.

After you complete the CARB Benefits Calculator Tool, save it to your computer and then upload it to your application. The information you supply in the CARB Benefits Calculator Tool should be consistent with information provided in the Narrative, Work Plan and Budget line items.

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

Narrative Proposal

The Narrative Proposal is a required application document that describes the details of your proposed project. The character limit for each response is 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 the Narrative Proposal must have a response. Ensure your narrative responses are detailed, and most importantly, address each of the criteria in the Food Waste Prevention and Rescue Grant Program - [Scoring Criteria Fiscal Year 2019–20](https://www2.calrecycle.ca.gov/PublicNotices/Documents/12285) (<https://www2.calrecycle.ca.gov/PublicNotices/Documents/12285>).

After you complete the Narrative Proposal, save it to your computer and then upload it to the Documents tab of your application. Make sure the information in the Narrative is consistent with, and relates to, work activities in the Work Plan and line items in the Budget.

Net Pounds of Newly Diverted Food Waste Prevented or Rescued from Landfills Worksheet

The Net Pounds of Newly Diverted for Food Waste Prevented or Rescued from Landfills is a required application document used to provide the quarterly pounds of materials expected to be prevented and/or rescued as newly diverted from landfill once the project is up and running. Although GHG reductions are the primary purpose of this program, all projects must show a measurable increase in new pounds diverted. Please see Project Requirements section in this document for a definition of “newly diverted”.

Work Plan

The Work Plan is a required application document and will be scored. Include all procedures or tasks used to complete your project with specific start and end dates. Please ensure activities relate to line items in the Budget and have clear procurement dates, installation dates, and operational dates specified. Additional instructions are provided in the Work Plan template.

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, 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).

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 uploaded no later than the secondary due date or CalRecycle will deem the application incomplete and disqualify the applicant.

Resolution requirements vary for individual applications and joint applications as described in the following sections. 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 grantassistance@calrecycle.ca.gov.

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

Individual Application 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 Participant (Lead) must submit an approved Resolution, or a Letter of Commitment if the Lead is not subject to a governing body that authorizes it to act as a lead on behalf of itself and the participating entities.
- If the Resolution is valid for more than one year, it is highly recommended that:
 - the list of participants be provided as an attachment rather than embedded in the Resolution, and
 - 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).
- Participants (formal project partners) must provide either a resolution or a Letter of Commitment if the participant is not subject to a governing body, that authorizes specific grant related matters. Resolutions and letters of commitment may be valid for as long as the Lead's Resolution or Letter of Commitment is valid, not to exceed five years, otherwise, if no time period is specified, the Resolution or Letter of Commitment will be valid for only one year from the

document date. The applicant must upload copies of the Resolution(s) or Letter(s) of Commitment no later than the secondary due date.

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 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 is due by the secondary due date or CalRecycle will deem the application as incomplete and will disqualify the applicant.

Letter of Commitment Requirements

The LOC must:

- Authorize submittal of the Food Waste Prevention and Rescue 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 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.

Letter of Designation

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

The approved Resolution 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 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.

Job Information and Resumes for Personnel Positions

Applicants must provide detailed information for Personnel and Administrative positions requested in the Budget. This includes job descriptions, estimated total hours, salaries, and resumes, and must show how they are relevant to the grant.

Flow Chart for Food Rescue Project

The Food Rescue Flow Chart document is a required supplemental document you must include with your application. It provides information about the applicant’s role in rescuing food and shows the process of how food is rescued and how food is distributed to people. A sample flow chart for food rescue projects is located in the **Summary Tab** under **Application Documents** as **Food Rescue Flow Chart Template**.

Applicant’s Flow Chart for Food Rescue Project should include:

- The names of all entities, food generators or donors that your organization rescues food from, as well as their location and amount in pounds of food rescued.
- The name and location of landfills where existing waste is going.
- A description of the food rescue measure employed, including equipment, technology, or process by which food is rescued.
- The names and locations of feeding and distribution organizations that will receive the food, including the amount of food provided in pounds.
- The process by which residual food waste is disposed: anaerobic digester, composter, landfill, or other method.

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 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 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 at least five years after the end of the grant term. A Lease that is contingent upon award of a grant is also acceptable. A copy of any agreement between the applicant and private owner must be uploaded in the Documents tab of the application.

Supporting Documentation for Food Donors and/or Food Waste Prevention Sites

Supporting documentation will help verify or support responses in the Narrative Proposal. Supporting documentation could include, but is not limited to: MOUs, or letters of intent from food donors and/or food waste prevention sites demonstrating their commitment to participating in the project for the entire Grant Term.

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 will be considered for award. All eligible applications will be evaluated and scored by a CalRecycle review panel based on the approved scoring criteria. Food Waste Prevention and Rescue Grant Program-Scoring Criteria Fiscal Year 2019–20 is located in the Summary Tab, in the Resources Document section. Applicants must score a minimum of 65 points out of a possible 100 points to be considered for funding.

Scoring Criteria Assessment

Project Viability, Concept, and Experience (35 points possible)

This section is scored on the information provided in the Narrative Proposal and the information provided throughout the application package, including but not limited to, the required grant documents and other supporting documentation that support or verify the information provided in the Narrative Proposal.

Narrative Proposal Question 1

Applicant provides a clear and detailed description of the following:

- a) The Lead Participant's organization and formal project partner(s) that will participate in the proposed FW4 grant project. **(Maximum of 2 points)**

Based on the Narrative responses and supplied documentation, CalRecycle staff has gained:

- 2 Points: Clear understanding
- 1 Point: Unclear understanding
- 0 Points: No Understanding

- b) Locations where the Lead Participant's organization and formal project partner's primary address is located, and the counties that the proposed FW 4 grant project will benefit. **(Maximum of 2 points)**

Based on the Narrative responses and supplied documentation, CalRecycle staff has gained:

- 2 Points: Clear understanding
- 1 Point: Unclear understanding
- 0 Points: No Understanding

Narrative Proposal Question 2

Applicant provides a clear and detailed description of the following:

- a) Proposed FW4 grant project that will be implemented as a direct result of receiving grant funds, applicant identifies all parties that will be involved (e.g. food

donors, food waste prevention sites, formal project partners, etc.) and their relationship to the proposed FW4 grant project, and provides a detailed project implementation plan. **(Maximum of 5 points)**

- 5 Points: Description of the proposed project, all parties involved, and the project implementation plan is detailed, clear, and no ineligible grant-related activities specified in the Application Guidelines and Instructions are described.
- 3 Points: Description of the proposed project, parties involved, and project implementation plan is somewhat clear, and no ineligible grant-related activities specified in the Application Guidelines and Instructions are described, but the information provided is lacking minor details or clarity in some areas.
- 1 Point: Description of the proposed project, parties involved, or project implementation plan is unclear, and/or some ineligible grant-related activities specified in the Application Guidelines and Instructions are described.
- 0 Points: The applicant did not provide a response.

b) Detailed descriptions to further clarify and justify tasks and major milestones identified in the Work Plan. **(Maximum of 3 points)**

- 3 Points: Applicant clarifies the key tasks and major milestones that were included in the Work Plan and clearly describes how the tasks and major milestones will help the successful implementation of the project.
- 1 Point: Applicant does not adequately clarify the tasks and major milestones that were included in the Work Plan or adequately describe how the tasks and major milestones will help the successful implementation of the project.
- 0 Points: The applicant does not provide any information to clarify or justify the tasks and major milestones included in the Work Plan.

Narrative Proposal Question 3

Applicant specifies how FW4 grant funds will be used, provides details to clarify the priority line items in their Budget and justifies why the priority line items are necessary for implementing the proposed FW4 grant project. **(Maximum of 3 points)**

- 3 Points: Applicant clearly describes the Budget line items that are most necessary for the completion of the proposed project and explains how the items will be used and provides a defensible justification for why the items are necessary for the successful implementation of the project.
- 1 Point: Applicant describes some Budget line items that are necessary for the completion of the proposed project, but some of the major grant-related costs that were included in the Budget are not clarified in the Narrative or the information provided is lacking detail or clarity to adequately explain how the items will be used and why they are necessary for the successful implementation of the project.

- 0 Points: The applicant did not provide any information to clarify or justify key Budget line items.

Narrative Proposal Question 4

Important: For past and current CalRecycle Food Waste Prevention and Rescue Grant recipients only (awarded in FW1, FW2, or FW3): Applicant clearly describes how the proposed FW4 grant project is separate and distinct from their previous CalRecycle FW grant that was awarded.

If the application does not provide a detailed and clear response to address this question, a maximum of 3 points will be deducted from the application's total points for Project Viability.

- 0 Points Subtracted: Description is detailed, clear, and demonstrates that the proposed FW4 grant project is separate and distinct from the applicant's previous FW grant.
- 1 Point Subtracted: Description is somewhat clear, but lacking details to adequately demonstrate that the project is separate and distinct from the applicant's previous FW grant.
- 2 Points Subtracted: Description does not demonstrate that the proposed FW4 grant project is separate and distinct from the applicant's previous FW grant.
- 3 Points Subtracted: Applicant does not address the question.

Narrative Proposal Question 5

Applicant describes the actions that they or their formal project partners have already taken or will take to ensure that the proposed FW4 grant project will be completed within the Grant Term, and that all grant funds requested will be expended within the Grant Term. Applicant provides relevant supporting documentation to support the information provided in the Narrative. **(Maximum of 5 points)**

- 5 Points: Based on the information provided in the Narrative Proposal and the application package as a whole (including supporting documentation), CalRecycle has a high level of confidence that the applicant will be able to complete the proposed project and expend all grant funds within the Grant Term. Applicant provides letters of commitment from all formal project partners to demonstrate their commitment to participating in the proposed project for the entire Grant Term. Applicant provides MOUs (if applicable) and multiple letters of commitment from key project participants (e.g. food donors, food waste prevention sites, etc.) that demonstrate their commitment to participating in the proposed project.
- 3 Points: Based on the information provided in the Narrative Proposal and the application package as a whole (including supporting documentation), CalRecycle has an average level of confidence that the applicant will be able to complete the proposed project and expend all grant funds within the Grant Term.

Applicant provides letters of commitment from some (but not all) formal project partners to demonstrate their commitment to participating in the proposed project for the entire Grant Term. Applicant provides MOUs (if applicable) and at least one letter of commitment from a key project participant (e.g. food donor, food waste prevention site, etc.) that demonstrate their commitment to participating in the proposed project.

- 1 Point: Based on the information provided in the Narrative Proposal and the application package as a whole (including supporting documentation), CalRecycle has a low level of confidence that the applicant will be able to complete the proposed project and expend all grant funds within the Grant Term. Letters of commitment from formal project partners or key project participants were not submitted or do not adequately demonstrate their commitment to participating in the proposed project for the entire Grant Term.
- 0 Points: Based on the information provided in the Narrative Proposal and the application package as a whole (including supporting documentation), CalRecycle does not have any level of confidence that the applicant will be able to complete the proposed project and expend all grant funds within the Grant Term.

Narrative Proposal Question 6

If one or more parties involved in the proposed FW4 grant project is an existing CalRecycle FW grantee, the applicant describes how they will ensure that double counting of pounds of food waste prevented or pounds of food rescued will not occur. If this is not applicable to the proposed project, the applicant clearly specifies that none of the parties involved in their proposed project are existing FW grantees. **(Maximum of 2 points)**

- 2 Points: Applicant clearly and accurately specifies that none of the parties involved in the proposed project are existing FW grantees, or if applicable, the applicant clearly describes how they will ensure that double counting of pounds will not occur. Description of the methodology for making certain that double counting will not occur is defensible.
- 1 Point: Applicant does not know or does not clearly indicate that none of the parties involved in the proposed project are existing FW grantees, or the grantee does not list a party participating in the proposed project that CalRecycle knows is an existing grantee. If applicable, the applicant describes how they will ensure that double counting of pounds will not occur. However, the methodology described is unclear.
- 0 Points: The applicant did not provide a response.

Narrative Proposal Question 7

Applicant specifies and provides information about the total years of experience they and their formal project partners have with preventing food waste or rescuing food through the activities described in their FW4 grant project proposal. **(Maximum of 5 points)**

- 5 Points: Description of the primary organization's and each formal partner's prior experience is detailed, clear, and directly relates to the proposed FW4 grant project. In addition, the experience described fully demonstrates that the organization and each formal partner has the experience necessary to successfully implement the proposed project and purchase all Budget line items within the Grant Term.
- 3 Points: Description of the primary organizations and each formal partner's prior experience relates to the proposed FW4 grant project and demonstrates that the organization and each formal partner has the experience necessary to successfully implement the proposed project. Information provided may be lacking minor details or clarity in some areas or there is some uncertainty regarding the applicant's ability to expend all grant funds during the grant term.
- 1 Point: Description of the organizations or one or more formal partner's prior experience is vague and/or is not closely related to the proposed FW 4 grant project, and/or does not adequately demonstrate that the organization or one or more formal partners has the experience necessary to successfully implement the proposed project. There were very limited details provided to adequately demonstrate the applicant's ability to expend all grant funds during the Grant Term.
- 0 Points: The applicant did not provide a response.

Narrative Proposal Questions 10 and 16

Applicant explains how the proposed project will result in new diversion of food waste from California landfills either through food waste prevention and/or food rescue activities above their 2019 baseline diversion, if applicable. For food waste prevention projects, applicant describes any food waste prevention software or measurement devices that will be used, and indicates if the software or equipment will be purchased for permanent use or leased only for the Grant Term. **(Maximum of 5 points)**

- 5 Points: Description is detailed, clear, and demonstrates that the proposed project will result in new diversion of food waste from California landfills either through food rescue or food waste prevention activities above their baseline diversion.
- 3 Points: Description is somewhat clear but lacking some necessary details to fully demonstrate that the proposed project will result in new diversion of food waste from California landfills either through food rescue or food waste prevention activities above their baseline diversion.
- 1 Point: Description is vague or unclear and does not adequately demonstrate that the proposed project will result in new diversion of food waste from California landfills either through food rescue or food waste prevention activities above their baseline diversion.
- 0 Points: The applicant did not provide a response.

Project Viability Application Document Consistency

All information provided in the Narrative Proposal, Work Plan, Budget, and other relevant project viability documentation submitted by the applicant is consistent.

(Maximum of 3 points)

- 3 Points: All information provided is consistent.
- 2 Points: Nearly all information provided is consistent, but one minor inconsistency is noted.
- 1 Point: One or more documents contained multiple minor inconsistencies.
- 0 Points: One or more documents contained major inconsistencies.

Diversion and GHG Projections, Methodology, and Supporting Documentation (25 points possible)

This section is scored on the information provided in the Narrative Proposal and the information provided throughout the application package, including but not limited to: the Net Pounds Diverted Sheet, GHG Calculator, relevant MOUs, letters of commitment from formal project partners or other parties involved in the proposed project, and other supporting documentation that supports or verifies the information provided in the Narrative Proposal.

Narrative Questions 8 and 14

Applicant provides their food waste prevention and/or food rescue baseline by specifying the total pounds of food waste they, formal project partners, or relevant parties participating in the project prevented and/or rescued from landfill disposal in 2019. **(Maximum of 2 points)**

Based on the Narrative responses and supplied documentation, CalRecycle staff has gained:

- 2 Points: Clear understanding, and response is defensible
- 1 Point: Unclear understanding, and/or response is not adequately supported
- 0 Points: No Understanding

Narrative Questions 9 and 15

Applicant clearly explains how their 2019 baseline was measured, and if applicable, specifies the length of time taken to measure their baseline. If the applicant does not have a food waste prevention baseline for 2019, the applicant provides information explaining why they do not have baseline data. **(Maximum of 3 points)**

Based on the Narrative Proposal responses and supplied documentation:

- 3 Points: Applicant answers all relevant questions and all responses are defensible. Applicant clearly demonstrates that they fully understand how to measure a food waste prevention and/or food rescue baseline. Applicant

provides data or additional supporting documentation to support their baseline claims.

- 2 Points: Applicant answers all relevant questions and all responses are defensible. Applicant clearly demonstrates that they fully understand how to measure a food waste prevention and/or food rescue baseline. However, the applicant does not provide data or additional supporting documentation to support their baseline claims.
- 1 Point: Applicant did not answer all relevant questions and/or does not clearly demonstrate that they fully understand how to measure a food waste prevention and/or food rescue baseline. Applicant does not provide data or additional supporting documentation to support their baseline claims.
- 0 Points: The applicant did not provide a response, or based on the information provided in the Narrative Proposal and the application package as a whole (including supporting documentation), CalRecycle does not have any level of confidence that the applicant understands how to measure a food waste prevention and/or food rescue baseline, or CalRecycle does not have any level of confidence that the baseline information provided in the Narrative is accurate.

Narrative Questions 11 and 17

Applicant specifies the pounds of food that are projected to be prevented and/or rescued during the Grant Term. Applicant provides details to support that they have only identified the pounds of food waste that will be prevented and/or rescued as a direct result of receiving FW4 grant funds. **(Maximum of 2 points)**

Based on the Narrative Proposal responses and supplied documentation:

- 2 Points: Applicant clearly answers each question. Applicant provides data or additional supporting documentation to support their diversion projection totals. Applicant clearly demonstrates that they have only specified the pounds of food waste that will be prevented and/or rescued as a direct result of receiving FW4 grant funds, and that their baseline diversion is not included in their diversion projection totals.
- 1 Point: Applicant does not answer all questions, or applicant does not provide data nor additional supporting documentation to support their diversion projection totals, or applicant does not adequately demonstrate that their baseline diversion was excluded from their diversion projection totals.
- 0 Points: The applicant did not provide a response. Or based on the information provided in the Narrative Proposal and the application package as a whole (including supporting documentation), CalRecycle does not have any level of confidence that the applicant's baseline diversion was excluded from the projected diversion totals.

Narrative Questions 12 and 18

Applicant provides clear calculations and clarifying information about the calculations to show how the pounds of food waste that are projected to be prevented and/or rescued

as a direct result of the proposed FW4 grant project were calculated. **(Maximum of 10 points)**

- 10 Points: Calculations are clear, defensible, and supported by information provided by the applicant including but not limited to letters of support from formal project partners and other key project participants (e.g. food donors, food waste prevention sites, etc.). Based on the calculations, information provided about the calculations, and supporting documentation provided, CalRecycle has a high level of confidence in the projections made by the applicant and is fully convinced that the projections will be achievable during the Grant Term. Upon technical review of the application, no adjustments to the applicant's projected diversion or GHG emission reductions were made.
- 7 Points: Based on the calculations, information provided about the calculations, and supporting documentation provided, CalRecycle has an average level of confidence in the projections and is fairly convinced that the projections will be achievable during the Grant Term.
- 5 Points: Based on the calculations, information provided about the calculations, and supporting documentation provided, CalRecycle has below average level of confidence in the projections and is not convinced that the projections will be achievable during the Grant Term.
- 2 Points: Applicant responded to the question. However, based on the calculations, information provided about the calculations, and lack of supporting documentation provided, CalRecycle does not have confidence in the projections and is not convinced that the projections will be achievable during the Grant Term. Or, upon technical review of the application, major adjustments to the applicant's projected diversion or GHG emission reductions were made.
- 0 Points: The applicant did not provide a response.

Narrative Questions 13, 19, and 20

Applicant explains how the pounds of food waste prevented and/or rescued as a direct result of their FW4 grant project will be measured and tracked during the grant term to report progress to CalRecycle. For projects with a food rescue component, applicant indicates how residual food waste will be managed. **(Maximum of 3 points)**

Based on the Narrative Proposal responses and supplied documentation:

- 3 Points: Applicant answers all relevant questions and all responses are defensible. Applicant fully demonstrates that they have a clear plan for measuring and tracking the food waste that will be prevented and/or the food that will be rescued as a direct result of the FW4 grant so that they can report progress to back CalRecycle. For projects with a food rescue component, applicant clearly indicates how residual food waste will be managed and the management strategy specified by the applicant is eligible.
- 1 Point: Applicant did not answer all relevant questions and/or does not clearly demonstrate that they have a clear plan for measuring and tracking the food

waste that will be prevented and/or the food that will be rescued as a direct result of the FW4 grant so that they can report progress to back CalRecycle. For projects with a food rescue component, applicant does not indicate how residual food waste will be managed, or the management strategy specified by the applicant is ineligible. An example of an ineligible management strategy would be sending food waste to a landfill when composting or anaerobic digestion is offered in the applicant's area.

- 0 Points: The applicant did not provide a response. Or based on the information provided in the Narrative Proposal and the application package as a whole (including supporting documentation), CalRecycle does not have any level of confidence that the applicant has a plan for measuring and tracking the food waste that will be prevented and/or the food that will be rescued as a direct result of the FW4 grant so that they can report progress to back CalRecycle. For projects with a food rescue component, applicant does not indicate how residual food waste will be managed, or the management strategy specified by the applicant is ineligible. An example of an ineligible management strategy would be sending food waste to a landfill when composting or anaerobic digestion is offered in the applicant's area.

Diversion and GHG Projection Application Documents and Supporting Documentation Consistency.

Net Pounds Diverted Sheet and GHG Calculator were completed with all the required information. All information provided in the Net Pounds Diverted Sheet, GHG Calculator, Narrative, and relevant diversion and GHG supporting documentation submitted by the applicant is consistent. **(Maximum of 5 points)**

- 5 Points: All information provided is consistent.
- 3 Points: Nearly all information provided is consistent, but one minor inconsistency is noted.
- 1 Point: One or more documents contained multiple minor inconsistencies.
- 0 Points: One or more documents contained one or more major inconsistencies.

Percentile Ranking Based on Eligible Grant Dollars Requested per Ton of GHG Emission Reductions (15 points possible)

After being scored on all project viability and diversion and GHG methodology components, applicants will then be ranked based on their final FW4 eligible grant dollars requested per ton of GHG emission reductions that have been verified by CalRecycle. Ranking will be based on their percentile relative to other applicants. For example, the applicant with the lowest FW4 eligible grant dollars requested per ton of GHG emission reductions will be in the 100th percentile. Applicants that are in the following percentiles will receive the following points.

90th–100th percentile: 15 Points

80th–89th percentile: 13 Points
70th–79th percentile: 11 Points
60th–69th percentile: 9 Points
50th–59th percentile: 7 Points
40th–49th percentile: 5 Points
30th–39th percentile: 3 Points
20th–29th percentile: 2 Points
9th–19th percentile: 1 Point
8th percentile or less: 0 Points

Budget (10 points possible)

Applicant completed the designated CalRecycle Budget template and included grant related costs in the appropriate Budget sections. (An example of not including grant related costs in the appropriate Budget sections would be if an applicant includes a grant-funded salary in the equipment section, or includes software in the equipment section.). See Budget in the Documents section above, and the “read me” tab in the Budget template for information on the various budget categories.

All Budget line items are clear and support the implementation and completion of the proposed project.

If FW4 grant funds will be used to help pay for salaries, the applicant must address the following:

- All grant-funded salaries directly relate to the proposed FW4 grant project.
- Specify the hourly wage for each position.
- Hourly wages for grant-funded positions must not exceed \$75 per hour.
- Applicant provides resumes for each existing position that the FW4 grant will help fund.
- Applicant provides job descriptions for each new position that the FW4 grant will help fund.

If FW4 grant funds will be used to help pay for equipment, software, or construction, the applicant must do the following:

- Provide quotes to support all major equipment (this includes vehicles and refrigeration), software, and construction costs.
- Submit quotes that are consistent with the information provided in the Budget, Narrative Proposal, Work Plan, and other supporting documentation.
- Based on the Budget information provided:10 Points: Applicant goes above and beyond to clearly and thoroughly address each Budget scoring criteria bullet point that is relevant to its proposed FW4 project and follows the guidelines that are specified in the Budget scoring criteria. All budget line items are clear. Based on the information provided, CalRecycle is fully convinced that the applicant has a strong understanding of each line item that will be purchased using grant funds, and that the applicant will be able to complete all purchases within the Grant Term.

- 7 Points: Applicant adequately addresses each Budget scoring criteria bullet point that is relevant to its proposed FW4 project and follows the guidelines specified (e.g. all jobs relate to the proposed project, hourly wages shall not exceed \$75 per hour, etc.). However, some minor details are missing. Based on the information provided, CalRecycle is mostly convinced that the applicant has a good understanding of the line items that will be purchased using grant funds and that the applicant will be able to complete all purchases within the Grant Term.
- 4 Points: Applicant does not adequately address each Budget scoring criteria bullet point that is relevant to its proposed FW4 project and does not follow the guidelines specified (e.g. all jobs relate to the proposed project, hourly wages shall not exceed \$75 per hour, etc.). Some of the minor expenses in the Budget are unclear, and minor details are missing. Based on the information provided or information that is missing, CalRecycle has minor concerns that the applicant does not have a strong understanding of each line item that will be purchased using grant funds and minor concerns that the applicant will not be able to complete all purchases within the Grant Term.
- 2 Points: Applicant does not address each Budget scoring criteria bullet point that is relevant to its proposed FW4 project and/or does not follow the guidelines specified (e.g. all jobs relate to the proposed project, hourly wages shall not exceed \$75 per hour, etc.). Some of the major guidelines specified in the Budget scoring criteria were not followed or, some of the major expenses in the Budget are unclear, and major details are missing. Based on the information provided or information that is missing, CalRecycle is not confident that the applicant has a strong understanding of each line item that will be purchased using grant funds, and are not confident that the applicant will be able to complete all purchases within the Grant Term.
- 0 Points: The applicant did not complete CalRecycle's designated Budget template.

Work Plan (10 points possible)

- Applicant provides a detailed project timeline that clearly demonstrates how the project will be completed within the Grant Term.
- All tasks and critical milestones have specific start and end dates.
- All equipment line items that are included in the Budget are also included in the Work Plan and have a clear procurement date, installation date, and operational date specified. This includes equipment related to the grant project, but will not be funded using FW4 grant funds.

Based on the Work Plan responses:

- 10 Points: Applicant goes above and beyond to clearly and thoroughly address each Work Plan scoring criteria bullet point. Based on the information provided, CalRecycle is fully convinced that the applicant has a clear project implementation plan and will be able to complete the proposed project within the Grant Term.

- 7 Points: Applicant addresses each Work Plan scoring criteria bullet point, but some minor details are missing or are unclear. Based on the information provided, CalRecycle is somewhat convinced that the applicant has a clear project implementation plan and will be able to complete the proposed project within the Grant Term.
- 4 Points: Applicant addresses most Work Plan scoring criteria bullet points, but one major detail is missing or is unclear, or the information provided has a minor inconsistency with another document in the Application Package. Based on the information provided, CalRecycle has minor concerns that the applicant does not have an entirely clear project implementation plan, or CalRecycle has minor concerns that the applicant will not be able to complete the proposed project within the Grant Term.
- 2 Points: Applicant does not adequately address the Work Plan scoring criteria bullet points, and/or multiple major details are missing or are unclear, or the information provided has a major inconsistency with another document in the Application Package. Based on the information provided, CalRecycle has one or more major concerns that the applicant does not have a clear project implementation plan, or CalRecycle has one or more major concerns that the applicant will not be able to complete the proposed project within the Grant Term.
- 0 Points: The applicant did not complete CalRecycle's designated Work Plan Template.

Job Creation and Job Training (5 points possible)

Narrative Questions 21 and 22

The project creates one or more new full-time jobs that will continue beyond the grant term. New job(s) that will be created are thoroughly described in the narrative, and the applicant provides the following key details about each new job that is created:

- Total number of new, full-time positions that will be created
- Job titles
- Job description and detailed explanation describing how the new employee will help execute the proposed FW4 grant project.
- Salary or hourly wage
- Benefits provided
- Explanation describing how the applicant will ensure that the new position will continue beyond the Grant Term

Each new position is included in the Budget, and anticipated hiring dates and start dates are included in the Work Plan.

Grant-funded job training (that results in industry-recognized credentials or certifications) that directly relates to the proposed project will be provided to new or existing employees. Applicant provides name of training and name of industry-recognized credentials or certifications that staff will receive upon completion of the

training. Applicant explains how the training relates to the proposed FW4 grant project. Job training is included in the Budget. Anticipated start and end dates of job training are included in the Work Plan.

- 5 Points: Applicant goes above and beyond to clearly and thoroughly address each Job Creation and Job Training scoring criteria bullet point. The proposed FW4 grant project will create two or more full-time positions that will continue beyond the Grant Term. Or, the proposed project will create one full-time salaried position with benefits that will continue beyond the Grant Term. In addition, the applicant will provide grant-funded job training that relates to the proposed FW4 grant project.
- 4 Points: Applicant adequately addresses each Job Creation and Job Training scoring criteria bullet point. The proposed FW4 grant project will create one full-time position that will continue beyond the Grant Term, but no benefits will be provided. The applicant will provide grant-funded job training that relates to the proposed FW4 grant project.
- 3 Points: Applicant addresses each Job Creation and Job Training scoring criteria bullet point, but some minor details may be missing. The proposed FW4 grant project will create one or more full-time positions, but these positions will not continue beyond the Grant Term, or the applicant has not adequately addressed how these positions will continue beyond the Grant Term.
- 2 Points: Applicant does not adequately addresses each Job Creation scoring criteria bullet point, and major details are missing. The proposed FW4 grant project will create one full-time position, but the position will not continue beyond the Grant Term, or the applicant has not adequately addressed how the positions will continue beyond the Grant Term. Or, the proposed project will not create any new jobs, but it will provide relevant job training, and the applicant adequately addressed each of the questions asked about job training.
- 0 Points: The proposed FW4 grant project will not create any new jobs or provide relevant job training that results in industry-recognized credentials or certifications. Or, the proposed project will provide job training, but the applicant has not adequately addressed each of the questions asked about job training.

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 March 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:

Applications Guidelines and Instructions

Food Waste Prevention and Rescue Grant Program, FW4 (FY 2019–20)

1. The recommended grantee must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.
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 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. 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.