

# **Regional Solid Waste Association**

## **Supplemental Documents for the January 6, 2022 Board of Directors' Meeting**

**Item #5.**



**EDCO**

edcodisposal.com

*"We'll Take Care of It"*

# SB 1383 Reporting Platform

An Overview of EDCO's SB 1383's Reporting Platform





# Overview

## Tracks Recycling Compliance

- Commercial & Multi-Family
- Data Uploaded Daily

## Tracks Generators of Recoverable Edible Food

- Tier 1 & 2

EDCO Recycling Compliance Portal

Client Sign In

Username:

Password:

Remember Username

Sign In [Forgot Password?](#)

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# Dashboard

## Categories

- Search
- Reports
- Admin

The screenshot displays the EDCO dashboard interface. At the top left is the EDCO logo with the slogan "We'll Take Care of It". At the top right, it says "Family Owned - Locally Operated" and a "Sign Out" button. Below the header, a welcome message reads: "Welcome Jamie Symons: Your last Sign In was on Monday, December 13, 2021 12:34 PST." The main content area is divided into three columns: "Search" with a "Customer Search" option; "Reports" with "View Data Reports" and "View Documents"; and "Admin" with "Update User Details", "Manage Users", "Manage Data Reports", "Manage Documents", "Import Logs", and "Email Logs". At the bottom left of the dashboard, it states "Powered by MyOnlineBill © 2021 All rights reserved."

# Customer Search

## Look up Individual Customer Accounts

- Account Number
- Account Name
- Service Address

**EDCO**  
"We'll Take Care of It"

Family Owned - Locally Operated

Welcome Jamie Symons: Your last Sign In was on Monday, December 13, 2021 12:34 PST. [Sign Out](#)

View Dashboard

Search

Customer Search

Reports

View Data Reports

View Documents

Admin

Update User Details

Manage Users

Manage Data Reports

Manage Documents

Import Logs

Email Logs

Customer Search

Search By: Account Number

Type of Search:  Like  Exact

Search Description: Type...

Search

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# Account Details

## Customer Detail Screen

- Account Information
- Edible Food Generator

## Compliance Section

- Commodity
- Service Source
- Refused
- Exempt

Customer Detail Screen

Account Number: 16-DA 900014

Account Name: AUTO ZONE

Installation ID: 60875

Service Address: 2984 COAST WAY

Business Sector: RETAIL

Field Representative: PATRICK OSIO

Edible Food Generator Tier: NA

[Back](#) [Update](#)

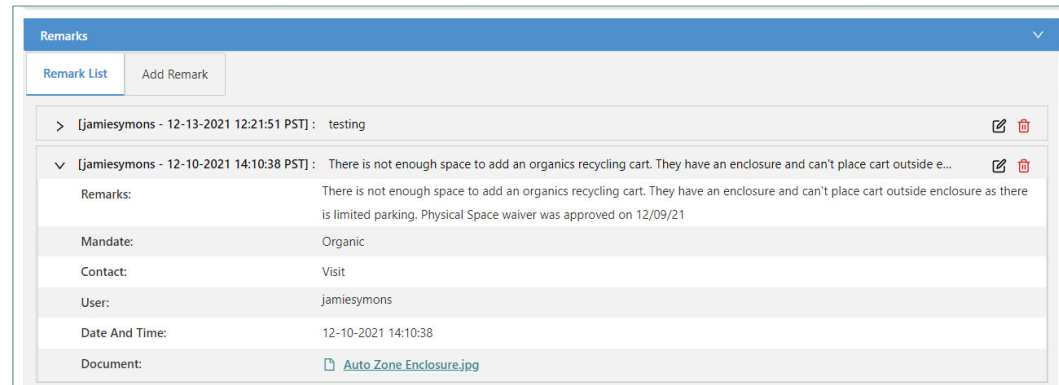
Compliance	Recycle	Organic	Trash
EDCO Service	Y	N	
Yards Per Week	3.0 yds/wk	.0 yds/wk	3.0 yds/wk
Self Haul			
Third Party			
Shares			
Refused	N	N	
Exempt		Physical Space (12/09/21)	



# Remarks

## Remark List

- By Mandate
- Contact Used
- View Image

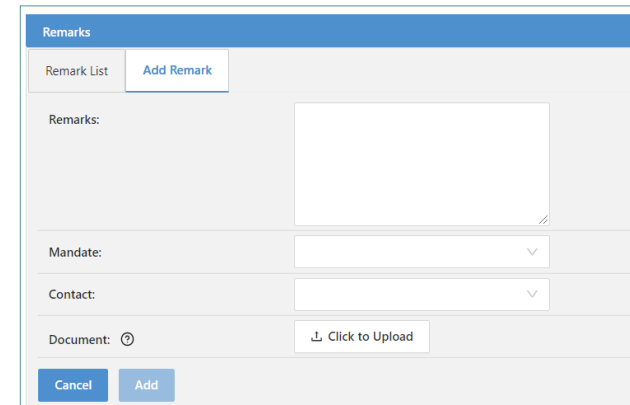


The screenshot shows the 'Remarks' application interface. At the top, there are two tabs: 'Remark List' (selected) and 'Add Remark'. Below the tabs, a list of remarks is displayed. The first remark is expanded, showing the following details:

Remarks:	There is not enough space to add an organics recycling cart. They have an enclosure and can't place cart outside enclosure as there is limited parking. Physical Space waiver was approved on 12/09/21
Mandate:	Organic
Contact:	Visit
User:	jamiesymons
Date And Time:	12-10-2021 14:10:38
Document:	<a href="#">Auto Zone Enclosure.jpg</a>

## Add Remark

- Enter Remark
- Chose Mandate / Contact
- Upload Image



The screenshot shows the 'Add Remark' form in the 'Remarks' application. The 'Add Remark' tab is selected. The form includes the following fields:

- Remarks:** A large text area for entering the remark.
- Mandate:** A dropdown menu.
- Contact:** A dropdown menu.
- Document:** A field with a circular icon and a 'Click to Upload' button.

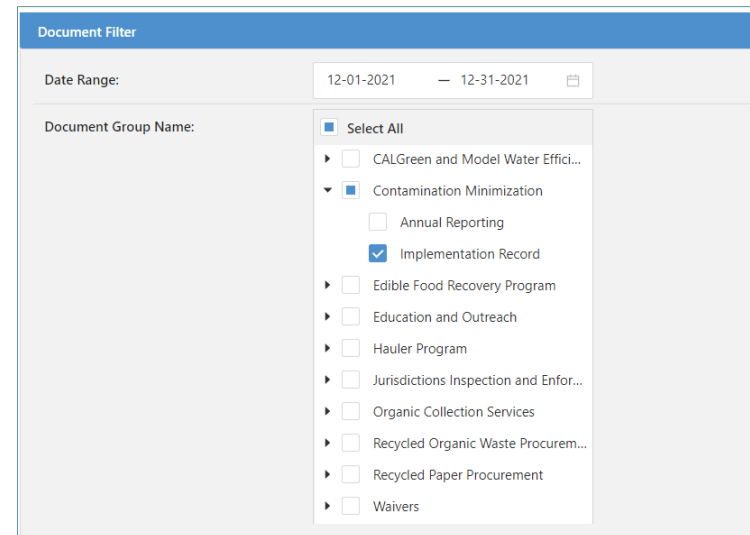
At the bottom of the form, there are two buttons: 'Cancel' and 'Add'.



# Document Storage & Reporting

## Document Filters

- Date Range
- Document Group Names
  - Sub Groups
    - Implementation Record
    - Annual Reporting

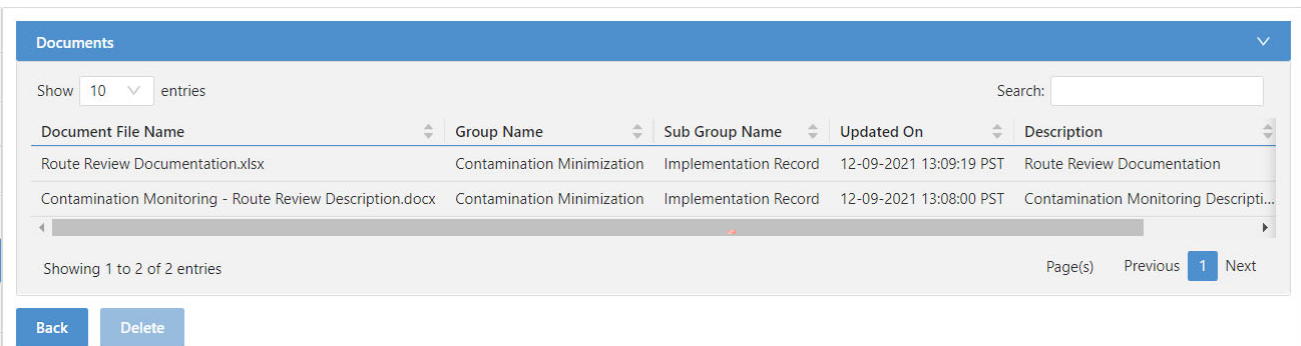


The screenshot shows a 'Document Filter' window. At the top, there is a blue header with the text 'Document Filter'. Below the header, there is a 'Date Range:' field with a date picker set to '12-01-2021' to '12-31-2021'. Underneath, there is a 'Document Group Name:' section. A dropdown menu is open, showing a list of document groups with checkboxes. The 'Select All' option is checked. The 'Contamination Minimization' group is expanded, showing 'Annual Reporting' (unchecked) and 'Implementation Record' (checked). Other groups include 'Edible Food Recovery Program', 'Education and Outreach', 'Hauler Program', 'Jurisdictions Inspection and Enfor...', 'Organic Collection Services', 'Recycled Organic Waste Procurem...', 'Recycled Paper Procurement', and 'Waivers'.

# View Documents

## Document Organization

- Document Name
- Group and Sub Group Name
- Description



Documents

Show 10 entries Search:

Document File Name	Group Name	Sub Group Name	Updated On	Description
Route Review Documentation.xlsx	Contamination Minimization	Implementation Record	12-09-2021 13:09:19 PST	Route Review Documentation
Contamination Monitoring - Route Review Description.docx	Contamination Minimization	Implementation Record	12-09-2021 13:08:00 PST	Contamination Monitoring Descripti...

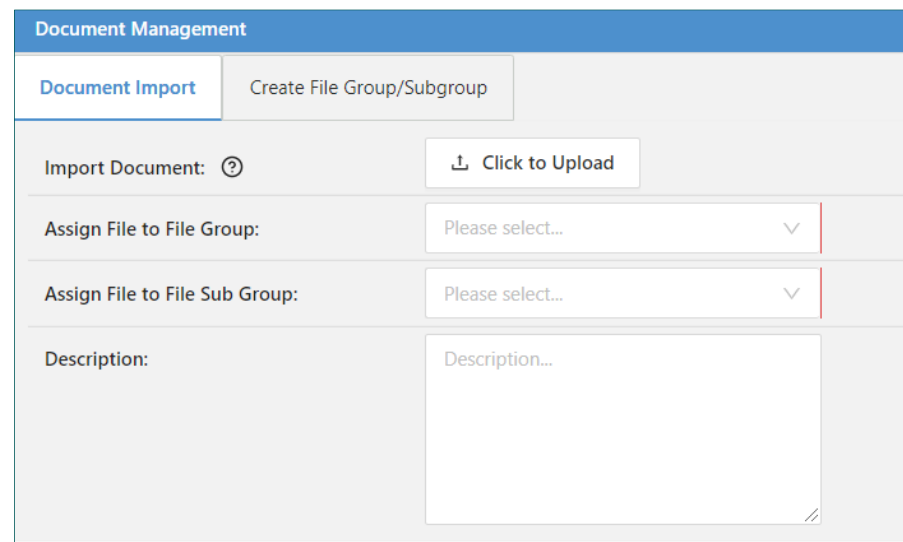
Showing 1 to 2 of 2 entries Page(s) Previous 1 Next

Back Delete

# Document Management

## Document Import

- Import Document
- Assign to File Group
- Assign File to Sub Group
- Description



The screenshot displays a web interface for Document Management. At the top, there is a blue header bar with the text "Document Management". Below this, there are two tabs: "Document Import" (which is active) and "Create File Group/Subgroup". The main form area contains the following fields:

- Import Document:** A text input field with a help icon (ⓘ) and a "Click to Upload" button with a downward arrow icon.
- Assign File to File Group:** A dropdown menu with the text "Please select..." and a downward arrow icon.
- Assign File to File Sub Group:** A dropdown menu with the text "Please select..." and a downward arrow icon.
- Description:** A large text area with the placeholder text "Description..." and a small icon in the bottom right corner.



# Data Reports

## View Data Reports

- Installation Name
- Available Reports
- Export as CVS, PDF, Excel

View Data Reports

Installation(s) Name:   Select All

Report Name:

Search

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- Customer Detail
- Edible Food Generator Tier Report
- Service Level Report
- Test Report for Demo
- Total Number of Generators

Lemon Grove: Total Number of Generators

Show 10 entries

Account Number	Account Name	Service Address	Business Sector
16-DA 900001	VONS #1	1234 GROCERY ST	GROCERY
16-DA 900002	VONS #1	1234 GROCERY ST	FD/BEV STO
16-DA 900009	VALLEY VET	8252 MAIN ST	SVC
16-DA 900010	SMITH PROPERTIES	4962 TINA ST	MF - 5
16-DA 900012	SYMONS PROPERTIES	1213 SUNSHINE TRL	
16-DA 900013	RALPHS	8761 SECOND ST	FD/BEV STO
16-DA 900014	AUTO ZONE	2984 COAST WAY	RETAIL
16-DA 900015	ABC DEVELOPMENT	4741 SHOEN ROAD	NEC
16-DA 900016	TEST	12 TEST DR	
TestAcc01	TestAcc01	1234 GROCERY ST	FD/BEV STO

Showing 1 to 10 of 11 entries

Page(s) Previous 1 2 Next

Back Export as CSV Export as PDF Export as XLSX



**EDCO**

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# Questions

*On the Road to Zero Waste*





**Item #7.**



# December Monthly Progress Report

SB 1383 Compliance Support Services



## General Progress

- All deliverables for the current contract have been completed. Final 2 deliverables submitted in December include:
  - Edible Food Recovery Mailer
  - Inspection Checklists (simplified and detailed)
- Status of core deliverables:

Task	Date	Status
Food recovery educational campaign for top generators	end of June 2021	Completed.
Preliminary list of food recovery organizations and services	end of June 2021	Completed.
Tier Identification	end of Sept 2021	Completed.
Inspection Checklist	end of Dec 2021	Completed.
Edible Food Recovery Packet	end of Oct 2021	Completed.
Compliance Resource Packets	end of Oct 2021	Completed.
Edible Food Recovery Webinar	Nov 8 & 10, 2021	Completed.
Edible Food Recovery Annual mailer	end of Dec 2021	Completed.

## Task 1 Conduct Outreach and Education (Solana Center)

### Task 1.1 Identify Tier 1 and Tier 2 generators

- Status: Completed.

*This material was developed for RSWA and associated cities in partnership with Solana Center for Environmental Innovation and San Diego Food System Alliance.*



### Task 1.2 Create baseline and compliance resources

- Status: Completed.

### Task 1.3 Create inspection plan and protocol for inspections

Status: Completed. Final round of meetings were held with CalRecycle in December. Based on feedback, 2 versions of the checklist were created to aid cities in their edible food recovery inspection compliance - simplified and detailed.

The simplified checklist focuses primarily on the record keeping part of the regulation. CalRecycle clarified that this is the only must meet portion of the inspection. The other 2 requirements - ensuring that the maximum amount of edible food is being donated and no intentional food spoilage - need to be assessed more qualitatively based on the inspector's observations during the visit.

In the detailed version, a comprehensive inspection checklist is outlined to enable the inspector to develop a deeper understanding of what is happening on the ground. Each city can decide which inspection checklist they would like to use.

## Task 2 Edible Food Recovery Program (SDFS)

### Task 2.1 Plan food recovery educational campaign to educate top generators

Status: Completed.

### Task 2.2 Develop and deliver food recovery resources to generators

Status: Completed.

### Task 2.3 Compile a preliminary list of food recovery organizations and service names

Status: Completed.

### Task 2.4 Develop a food recovery newsletter/mailer for annual education

Status: Completed

Progress: Completed development and design of the food recovery tri-fold mailer, and translated the mailer into Spanish. Provided City staff with the final English and Spanish PDF files.

Concerns: N/A

*This material was developed for RSWA and associated cities in partnership with Solana Center for Environmental Innovation and San Diego Food System Alliance.*





# **Item #9.C.**

**From:** James Eggart  
**Sent:** Wednesday, January 5, 2022 12:50 PM  
**To:** Amelia Dominguez; Ashlee Stratakis; Bill Wilson (Bwilson@encinitasca.gov); Carla Hutchinson; Clem Brown; Dan King (DKing@cosb.org); Eric Heidemann; Izzy Murguia; Joshua Sino Cruz; Lori Calvert; Rimga Viskanta; Will Wiley  
**Subject:** FW: SB 1383 Local Assistance Grant Program  
**Attachments:** Notice of Funds Available\_ SB 1383 Local Assistance Grant Program (FY 2021–22).pdf; Frequently Asked Questions\_ SB 1383 Local Assistance Grant Program, FY 2021–22.pdf; 2022Jan3AppGuidelines-Instructions.pdf; 2022Jan3Procs-Reqs1stRound.pdf; 2022Jan3Procs-Reqs2ndRound.pdf; 2022Jan3SB1383LocalAssistFundEstimates.xlsx

Dear RSWA City Program Managers,

The application window for CalRecycle’s SB 1383 Local Assistance Grant Program opened this week, and applications are due by **February 1, 2022**. You are probably all already on top of this, but I thought I would share the information with you and solicit your input on the desirability and/or viability of submitting a Regional Application and if and how RSWA may be able to assist the Cities.

For you information, I’ve attached:

1. The Notice of Availability of Funds published by CalRecycle.
2. A FAQ from CalRecycle’s website.
3. The Grant Application Guidelines and Instructions.
4. Procedures and Requirements for 1<sup>st</sup> Round Funding.
5. Procedures and Requirements for 2<sup>nd</sup> Round Funding.
6. A spreadsheet listing the estimated total potential funding available to each jurisdiction.

The Table below shows the amounts of funding available for San Diego County jurisdictions. The RSWA Cities are highlighted.

<b>San Diego</b>	
Carlsbad	\$ 152,509
Chula Vista	\$ 360,981
Coronado	\$ 30,344
<b>Del Mar</b>	<b>\$ 20,000</b>
El Cajon	\$ 136,432
<b>Encinitas</b>	<b>\$ 82,718</b>
<b>Escondido</b>	<b>\$ 199,971</b>
Imperial Beach	\$ 37,449
La Mesa	\$ 79,162
Lemon Grove	\$ 35,575
<b>National City</b>	<b>\$ 83,321</b>
Oceanside	\$ 232,847
<b>Poway</b>	<b>\$ 65,205</b>
San Diego	\$ 1,851,693

San Marcos	\$	127,328
Santee	\$	75,519
Solana Beach	\$	20,000
Vista	\$	136,465
San Diego County	\$	654,514

This is a non-competitive grant. So if a jurisdiction meets the Program requirements and submits an application for eligible activities, it should receive funding. The types of Projects eligible to be funded by the grants include generally:

- Collection
- Education and Outreach
- Edible Food Recovery
- Capacity Planning
- Procurement Requirements
- Record Keeping
- Enforcement and Inspection
- Program Evaluation/Gap Analysis

Eligible costs must be incurred after April 1, 2022 and include:

- Personnel
- Consultants
- Safety Equipment
- Vehicles/Trucks for compost procurement activities
- Education and Outreach materials (such as print media, television, radio, video, and social media, and materials offered in other languages)
- Door-to-Door Outreach
- Signage
- Recordkeeping or tracking software, including:
  - Software to match donor with food bank
  - Recordkeeping/reporting software
  - Procurement tracking software, and
  - Apps for food recovery
- Inspections and Enforcement
- Training
- Tablet/Electronic Devices used for the purposed of organic tracking and Education and Outreach
- Equipment
- Bins (green and blue only) and lids (this includes, but is not limited to, curbside, small household food waste pails, labeling, and liners)
- Procurement of recovered/recycled organic products
- Food distribution Equipment, including refrigeration, coolers, and packing material

Based on my initial review, it appears that RSWA may not be eligible to be Grant Applicant under this Program, since RSWA is not responsible for solid waste management or SB 1383 enforcement in the RSWA jurisdictions. I am in the process of reaching out to CalRecycle to verify this and get further information. Even if this is the case, however, there may be a role for RSWA to play in coordinating a regional grant application and/or implementation. That would, of course, depend on the types of activities the Cities are seeking funding for, the preference of each City, and allocation of funding by the RSWA Board.

Please let me know if you have any questions or comments, or if you would like me to schedule a meeting of RSWA City Program Managers within the next week or so to discuss potential collaboration between the Cities and/or RSWA.



Best,

James Eggart  
General Manager / General Counsel  
Regional Solid Waste Association



James Eggart  
Attorney at Law

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**From:** Short-Lived Climate Pollutants (SLCP) Listserv <SLCP.Organics@calrecycle.ca.gov>  
**Sent:** Tuesday, January 4, 2022 4:38 PM  
**To:** James Eggart <jeggart@wss-law.com>  
**Subject:** SB 1383 Local Assistance Grant Program

The SB 1383 Local Assistance Grant Program application is now open. To access the application, please visit the SB 1383 Local Assistance Grant Program homepage (<https://www.calrecycle.ca.gov/organics/slcp/owrlocalassistancegrant>) Please refer to the Application Guidelines and Instructions for information on how to apply for the grant.

Applications are due February 1, 2022.

Estimated funding amounts are available on the Notice of Funds Available (NOFA) webpage (<https://www.calrecycle.ca.gov/organics/slcp/owrlocalassistancegrant/fy202122>) and in the Grants Management System (GMS) (<https://www.calrecycle.ca.gov/funding/gms/>)

CalRecycle recommends that applicants spend some time reviewing the Frequently Asked Questions (FAQ) webpage (<https://www.calrecycle.ca.gov/organics/slcp/owrlocalassistancegrant/faq202122>) prior to starting the application. Questions can be submitted in writing via email to [grants@calrecycle.ca.gov](mailto:grants@calrecycle.ca.gov). It is the applicant's responsibility to check the cycle's FAQ webpage regularly to ensure that they are aware of all grant program requirements and details.

For more information go to [Short-Lived Climate Pollutants](#). To unsubscribe from the Short-Lived Climate Pollutants listserv, please go to <https://www2.calrecycle.ca.gov/Listservs/Unsubscribe/152>.

~

Serial Number: XMDV1OFR  
Sent On: 01/04/2022 4:37 PM

~

[Home](#) » [Organics](#) » [SLCP](#) » [Local Assistance Grant](#) » [FY202122](#)

## Notice of Funds Available: SB 1383 Local Assistance Grant Program (FY 2021–22)

[Eligibility](#) | [Funding](#) | [Timeline and Cycle Details](#) | [Grant Administration Documents](#)

The Department of Resources Recycling and Recovery (CalRecycle) has been tasked with administering a one-time grant program meant to provide aid in the implementation of regulations adopted by CalRecycle pursuant to Chapter 395, Statutes of 2016. This non-competitive grant program will provide funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383.

### Eligibility

#### Applicants

- Eligible applicants include cities, counties, cities and counties, Regional or Joint Powers Authorities, and special districts directly responsible for solid waste collection services.

#### Projects

Eligible projects include:

- Collection
- Education and Outreach
- Edible Food Recovery
- Capacity Planning
- Procurement Requirements
- Record Keeping
- Enforcement and Inspection
- Program Evaluation/Gap Analysis

### Funding

- \$57,000,000 available for fiscal year (FY) 2021–22
- [SB 1383 Local Assistance Grant Program Funding Estimates](#)

### Timeline and Cycle Details

Dates	Activity and Details
<b>February 1, 2022</b>	<p><b>Application Due Date</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Application Guidelines and Instructions</a></li> <li>• Application Access: applications must be submitted via the <a href="#">Grants Management System (GMS)</a> by this date.</li> <li>• Customer service will only be provided until 4:00 p.m. on the application due date.</li> </ul> <p>If you are unable to access GMS or need assistance you may send an email to <a href="mailto:grantassistance@calrecycle.ca.gov">grantassistance@calrecycle.ca.gov</a> or <a href="#">Melissa Sanford</a>.</p>
<b>March 1, 2022</b>	<p><b>Secondary Due Date for First Round Funding - Resolution</b></p> <ul style="list-style-type: none"> <li>• <b>If the resolution is not submitted with the application:</b> The approved resolution must be uploaded in <a href="#">GMS</a> by this date.</li> </ul>
<b>June 14, 2022</b>	<p><b>Secondary Due Date for Second Round Funding - Resolution</b></p> <ul style="list-style-type: none"> <li>• If the resolution is not submitted with the application: The approved resolution must be uploaded in <a href="#">GMS</a> by this date.</li> </ul>
<b>April 1, 2022</b>	<p><b>Grants Awarded - First Round</b></p> <p>CalRecycle considers funding recommendations, and if approved, conditionally awards grants in this month (tentative).</p>
<b>September 1, 2022</b>	<p><b>Grants Awarded – Second Round</b></p> <p>CalRecycle considers funding recommendations, and if approved, conditionally awards grants in this month (tentative).</p>
<b>April 2, 2024</b>	<p><b>Grant Performance Period – First Round</b></p> <p>Grantee may incur costs from after the Grant Term start to this date.</p>

<b>September 2, 2024</b>	<b>Grant Performance Period – Second Round</b> Grantee may incur costs from after the Grant Term start to this date.
<b>April 2, 2024</b>	<b>First Round Deadline for:</b> Final Report and final Expenditure Itemization Summary
<b>September 2, 2024</b>	<b>Second Round Deadline for:</b> Final Report and final Expenditure Itemization Summary

## Grant Administration Documents

### Terms and Conditions

**Notice:** Submission of an application constitutes an acknowledgment that you have read these Terms and Conditions and understood and agreed that they will be part of the Grant Agreement upon an award of any grant funds. The text of these Terms and Conditions may not be altered, changed or revised in any way, except in writing by mutual agreement of the parties pursuant to the Amendment provision herein. In the event of any dispute regarding the content of these Terms and Conditions, the original document contained in the grant cycle file located at the Department of Resources Recycling and Recovery, 1001 I Street, Sacramento, CA 95814 will control. These Terms and Conditions are applicable only to the specified cycle and/or Fiscal Year of the particular grant program specified.

If you require assistance in obtaining access to this document, please use the contact information at the bottom of this page.

### Procedures and Requirements – First Round Funding

### Procedures and Requirements – Second Round Funding

**Notice:** These Procedures and Requirements are in draft form. Upon issuance of Grant Agreement, these Procedures and Requirements shall become final. The Department of Resources Recycling and Recovery reserves the right to make any necessary changes to the Procedures and Requirements prior to issuance of the Grant Agreement. Any such changes will be non-negotiable. In the event that any changes are made to the Procedures and Requirements, all Grantees will be notified as to what specific changes have been made.

Once the Grant Agreement has been issued and the Procedures and Requirements have become final, the text of the incorporated Procedures and Requirements may not be altered, changed or revised in any way, except in writing by mutual agreement of the parties pursuant to the Amendment provision contained in the Terms and Conditions. In the event of any dispute regarding the content of the incorporated Procedures and Requirements, the original document contained in the grant cycle file located at the Department of Resources Recycling and Recovery, 1001 I Street, Sacramento, CA 95814 will control. These Procedures and Requirements are applicable only to the specific cycle and/or Fiscal Year of the particular grant program specified.

If you require assistance in obtaining access to this document, please use the contact information at the bottom of this page.

### SB 1383 Local Assistance Grant Program Homepage

.....  
 Last updated: January 4, 2022  
 Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions  
 Reductions: <https://www.calrecycle.ca.gov/Organics/SLCP>  
 Contacts: Organic Waste Methane Emissions Reductions [SLCPorganics@calrecycle.ca.gov](mailto:SLCPorganics@calrecycle.ca.gov)





[Home](#) » [Organics](#) » [SLCP](#) » [Local Assistance Grant](#) » [Q and A](#)

## Frequently Asked Questions: SB 1383 Local Assistance Grant Program, FY 2021–22

This page may be updated at any time. If you do not find an answer to your question, please contact: [grants@calrecycle.ca.gov](mailto:grants@calrecycle.ca.gov).

[General](#) | [Eligibility](#) | [Funding](#) | [Application](#)

### General

No questions currently.

### Eligibility

**1. What entities are eligible to apply for this program?**

Eligible applicants include cities, counties, city and counties, Regional or Joint Powers Authorities, and special districts that provide solid waste collection services.

**2. Are foodbanks eligible to apply?**

No, foodbanks are not eligible applicants. Foodbanks may enter into a written agreement or Memorandum of Understanding (MOU) with an eligible applicant for the use of grant-funded equipment or vehicles, however, equipment purchased with grant funds must remain the property of the grantee for the duration of the grant and five years after the grant closes. It is up to the grantee and foodbank to agree upon what they want to include in the MOU.

**3. Are refrigerators, trucks, and vehicles for organics and edible food projects eligible?**

Yes, the grantee needs to own and control the equipment/vehicle. The full cost of the equipment/vehicle may be charged to the grant, or the grantee may contribute matching funds, but the equipment/vehicle may not be partially owned by the grantee.

**4. Is the procurement of recycle organic products an eligible expense?**

Yes.

**5. Are disposal costs for organics processing eligible?**

No.

**6. Is the production of outreach materials and door-to-door outreach eligible?**

Yes.

**7. Is providing incentives, such as rewards for recycling or having low contamination eligible?**

No. Grant funds may not be used for monetary incentives.

**8. What are indirect costs?**

Indirect costs are expenditures not capable of being assigned or itemized to a particular project or activity but considered necessary for the operation of the organization and the performance of the program. Examples include the costs of operating and maintaining facilities, accounting services, and administrative salaries as well as contractor's indirect costs in their contracts. All indirect costs charged to the grant must be associated with grant activities in the approved budget.

**9. Is there a cap on personnel costs?**

No.

**10. Is equipment such as tractors, turf tires, or compost slingers, eligible for organics procurement activities?**

Yes.

**11. Are already incurred costs an eligible expense?**

No, expenditures made or costs incurred prior to the term start date are not eligible for reimbursement.

**12. Are disposal costs associated with organic processing an eligible activity/cost?**

No, disposal costs are not eligible. It is not sustainable to offset disposal costs with a one-time grant.

**13. Are new organic waste curbside containers an eligible expense?**

Yes, blue and green bins are eligible expenses.

**14. Is the purchasing of recovered organic waste products to meet the SB 1383 recovered organic waste product procurement target an eligible expense?**

Yes, the purchase of recovered organic waste products are an eligible expense.

**15. Are wheeled collection carts an eligible expense?**

Yes.

**16. Can jurisdictions seek funding to offset service fee increases in high-cost (but not impossible to) service areas, where no exemption/waiver is available?**

No, grant funds may not be used to offset service fee costs.

**17. Are replacement bins an eligible cost?**

Only green and blue bins for organic waste and edible food collection are eligible.

**18. Are tractors, turf tires, and compost slingers an eligible expense?**

Yes, these items are eligible expenses for compost procurement activities.

## Funding

### 1. How much funding is available?

The Circular Economy Package allocated \$60 million for the SB 1383 Local Assistance Grant Program, minus five percent for administration costs.

### 2. Will this be an ongoing grant program?

No, this is a one-time allocation and grant program.

### 3. How will funds be distributed?

Base award amounts will be set at \$20,000 for eligible entities. The remaining funds will then be distributed to eligible entities based on per capita calculations using the Department of Finance's January 2021 population statistics. An estimate of each jurisdiction's eligible grant amount will be provided prior to the January 2022 application release date.

### 4. Can you please explain first and second round funding?

First round funding will go to applicants who certify that they will have an enforceable ordinance(s), or similarly enforceable mechanism (Title 14, CCR, section 18981.2) submitted to CalRecycle by April 1, 2022 and will have their Resolution(s) with, if applicable, Letters of Authorization submitted by the March 1, 2022 due date. All other applicants will have until June 14, 2022 to submit the aforementioned documentation and will receive second round funding.

### 5. If we submit a regional application with four total participants, what is the base amount that we qualify for?

The base award for each eligible jurisdiction is \$20,000. For Regional Applications, each jurisdiction is eligible for the base award amount. In this case, the application will receive a base award amount of \$80,000.

### 6. Are grant funds released in arrears or upfront?

Upfront.

### 7. If a Joint Powers Authority (JPA) is the applicant, will the funds be distributed to the JPA or to the member agencies directly?

Funds would be sent to the JPA.

## Application

### 1. Do I need to submit resolutions from each participating entity if we have an existing Joint Powers Authority Agreement (JPA)?

The JPA will need to submit a Resolution and each participating entity will need to provide a Letter of Authorization (LOA). Samples are located on the [CalRecycle Resolution and Letter Examples webpage](#).

### 2. Do we submit a Regional Application if we want to pool our funds together to purchase bins and educational materials, but spend the rest of our grant funds separate from the joint purchases?

No, a Regional Application is not required if applicants want to pool funds to do bulk purchases. A Regional Application is needed when authority is given to a lead entity to spend the entire grant allocation.

### 3. Would an existing "catchall" resolution be accepted or do applicants need to have a separate resolution specific to this funding?

An existing "catchall" resolution is acceptable if it meets the following criteria:

- o Authorizes submittal of an application for all CalRecycle grants for which the applicant is eligible.
- o Identifies the period, up to five years (five years is encouraged but not required), during which the authorizations are valid.
- o Identifies 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).
- o (Optional but encouraged) Authorizes 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.

### 4. Is a city eligible to apply on its own and be a part of a regional grant application?

No, an eligible entity can either apply individually or as part of a regional application, but not both.

### 5. Is a county eligible to apply as a regional applicant if not every city within its jurisdiction decides to participate?

Yes.

### 6. Could a Joint Powers Authorities (JPA) apply for funds on behalf of its member agencies and what is required for this submittal?

A JPA may submit a grant application as an individual applicant. The JPA must upload a copy of its JPA Agreement that:

- o Gives authority over solid waste management.
- o Lists all member entities.
- o 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.

The JPA will also need to provide a Resolution along with Letters of Authorization for all participants.

## Reporting

### 1. **How often are grantees required to submit a report?**

An Expenditure Itemization Summary (EIS) is required every six months and a Final Report is due at the end of the grant term. For grantees with awards over \$1 million additional reporting may be required.

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Last updated: January 5, 2022

Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions

Reductions: <https://www.calrecycle.ca.gov/Organics/SLCP>

Contacts: Organic Waste Methane Emissions Reductions [SLCP.organics@calrecycle.ca.gov](mailto:SLCP.organics@calrecycle.ca.gov)

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January 2022

Department of Resources Recycling and Recovery

# **SB 1383 Local Assistance Grant Program Application Guidelines and Instructions Fiscal Year 2021–22**



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# Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the SB 1383 Local Assistance Grant Program pursuant to Chapter 395, Statutes of 2016. This non-competitive grant program will provide one-time funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383.

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 and any entity that will receive and control grant funded equipment, 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

### February 1, 2022: 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.

**Note:** There is only one application period. All applicants must submit an application by February 1, 2022 to be considered for first and second round funding.

### March 1, 2022: Secondary Due Date for First Round Funding

- Approved Resolution, and if applicable, Letters of Designation and Letters of Authorization, must be uploaded in GMS by this date if it was not submitted with the application.

### June 14, 2022: Secondary Due Date for Second Round Funding

- Approved Resolution, and if applicable, Letters of Designation and Letters of Authorization, must be uploaded in GMS by this date if it was not submitted with the application.

### April 1, 2022 (tentative): Grants Awarded for First Round Funding

- CalRecycle considers funding recommendations, and if approved, conditionally awards grants on this date.

**Note:** Applicants with outstanding debt owed to CalRecycle will not receive funding unless debt is paid by March 1, 2022.

## **September 1, 2022 (tentative): Grants Awarded for Second Round Funding**

- CalRecycle considers funding recommendations, and if approved, conditionally awards grants on this date.

**Note:** Applicants with outstanding debt owed to CalRecycle will not receive funding unless debt is paid by August 15, 2022.

## **April 2, 2024: Grant Term End for First Round Funding**

## **September 2, 2024: Grant Term End for Second Round Funding**

**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.

Eligible applicants include:

- City
- County
- City and county
- Regional or Joint Powers Authorities
- Special Districts that provide solid waste collection services

## **Individual Application**

An Individual Application is one in which a single eligible entity will be responsible for grant implementation. The applicant in an Individual Application will be responsible for the performance of the grant and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property that is purchased with grant funds.

## **Regional Application**

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant 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 Participant. If a jurisdiction is a Non-Lead Participant in a Regional Application, it may not apply individually.

## **Joint Powers Authority Application Requirements**

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. An entity may not submit an individual application if that entity is also a member of an applicant JPA. In addition to the requirements for an Individual Application, a JPA must upload a copy of its JPA Agreement.

The JPA Agreement must:

1. Give authority over solid waste management.
2. List all member entities.
3. Contain the signature of all members.

## **Eligible Projects/Products**

Eligible activities and costs include:

- Capacity Planning
- Collection
- Edible Food Recovery
- Education and outreach (includes organic waste & edible food recovery)
- Enforcement and Inspection
- Program Evaluation/Gap Analysis
- Procurement Requirements (using recycled organic products – compost, mulch, electricity, and/or renewable gas and recycled paper and paper products)
- Record Keeping

## **Available Funds**

- \$57,000,000 is available for this grant cycle, fiscal year 2021–22, subject to funding availability.
- \$20,000 base award for each eligible applicant.
  - CalRecycle provides estimated funding amounts on the Notice of Funding Availability page for applicants to budget anticipated costs of implementing the program.
- CalRecycle will distribute remaining funds to eligible entities based on per capita calculations using the Department of Finance’s January 2021 population statistics.

## **Ordinance Requirement**

Applicants must identify the status of adopting an enforceable ordinance(s), or similarly enforceable mechanism, pursuant to section 18981.2 of Title 14 of the California Code of Regulations.

Applicants who certify they will adopt an ordinance to CalRecycle by April 1, 2022, will be eligible to receive first round funding (Spring 2022). In addition, the first round of awardees may be eligible to receive additional remaining funds from entities who did not apply.

For applicants who adopt an ordinance after April 1, 2022, awards will be delayed to the second round.



## Grant Term

The Grant Term for first round funding begins on April 1, 2022 (tentative) and ends on April 2, 2024. The Grant Term for second round funding begins on September 1, 2022 (tentative) and ends on September 2, 2024.

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.

## Questions

Refer to the [Frequently Asked Questions page](https://www.calrecycle.ca.gov/organics/slcp/owrlocalassistancegrant/faq202122) (<https://www.calrecycle.ca.gov/organics/slcp/owrlocalassistancegrant/faq202122>). If your answer is not listed, send your question to [grants@CalRecycle.ca.gov](mailto:grants@CalRecycle.ca.gov).

## Public Records Requests

CalRecycle's policy is 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/) (<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 procedures does CalRecycle have in place to ensure that confidential information is kept confidential?**

Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. 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 SB 1383 Local Assistance, OWR: 2021–22 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 SB 1383 Local Assistance 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 certify that they will have an enforceable ordinance, or similarly enforceable mechanism, pursuant to section 18981.2 of Title 14 of the California Code of Regulations by the required due dates.

### 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 particular 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 Non-Lead Participants.

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. 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 Regional, or Joint Powers Authority Applications, add the name of each eligible Non-Lead Participant 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 in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount provided to you.
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**: Enter a detailed description of your project.
6. Select the appropriate option for the Resolution Requirement and optional Letter of Designation.
7. 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 or Letter of Designation.
- **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**

Select the applicable budget category and enter the dollar amount provided in the 1383 Local Assistance Grant Program Funding Estimates spreadsheet (URL) and detailed budget detail information. The total must equal the Grant Funds Requested amount shown on the Detail tab.

### **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.” 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.

### **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 Designation, Letters of Authorization, and JPA Agreements.

You must submit your application no later than 11:59 p.m. on February 1, 2022. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling Melissa Sanford at (916) 341-6104.

**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:** E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” function, is considered incomplete and may be sent back to the applicant.

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

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## CalRecycle Documents

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. If you are having trouble with a document, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or call Melissa Sanford at (916) 341-6104.

Below is a list of CalRecycle 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.

## Applicant’s Required Authorization Documents

Below is a list of required authorizing documents by application type that the applicant is responsible for preparing and uploading to their application.

**Note:** For Resolution, Letter of Authorization, and Letter of Designation templates refer to the [CalRecycle 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](mailto:grantassistance@calrecycle.ca.gov).

### **Individual Application Authorization Documents:**

If **subject to a governing body** the applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and your application will be moved to the second funding round. The Resolution must:

1. Authorize submittal of an application for one or more specifically named CalRecycle grant(s), payment programs, or for all CalRecycle grants or payment programs for which the applicant is eligible.
2. Identify the time period, up to five years, during which the authorizations are valid.
  - a. Five years is encouraged; however, periods of less than five years are acceptable.
3. 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).
  - a. (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.

### **Regional Application Authorization Documents:**

#### **Lead Participant**

Applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and your application will be moved to the second funding round.

The Resolution must:

1. Authorize submittal of a Regional Application on behalf of itself as Lead Participant and all other Non-lead Participants for a specifically named CalRecycle grant or payment program.
2. Identify the time period, up to five years, during which the authorizations are valid.
  - a. Five years is encouraged; however, periods of less than five years are acceptable.
    - i. A Resolution that is valid for more than one year must contain either:
      1. A list of all potential jurisdictions that may serve as Non-Lead Participants, or
      2. A provision that the Signature Authority may alter the list of Non-Lead Participants for each grant cycle.
3. 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).
  - a. (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.

### **Non-Lead Participant**

The Non-Lead Participant prepares the Letter of Authorization (LOA) and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant or payment program.

Applicant must submit a Letter of Authorization no later than the secondary due date or CalRecycle will remove the Non-Lead Participant(s) from the application.

The LOA must:

1. Be on the Non-Lead Participant's official letterhead.
2. Specify grant or payment program name.
3. Be valid for as long as the Lead Participant's Resolution, not to exceed five years; otherwise, the participating entity must date the letter within the last 12 months.
4. Authorize the Lead Participant to submit a Regional Application and act as Lead Agency on behalf of the Non-Lead Participant.
5. Authorize the Lead Participant to execute all documents necessary to implement the grant or payment program.
6. Be signed by an individual authorized to contractually bind the Non-Lead Participant.

### **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 Non-Lead Participants on the Applicant/Participant tab.

### **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:

1. Be on the applicant's letterhead.
2. Include the job title of the designee and the scope of the designee's authority.
3. Include the time period during which the designee may exercise the authority.
4. Be signed by the Signature Authority.

The designee's authority may not extend beyond the effective date of the approved Resolution. For example, if the Resolution is effective until December 31, 2022, then the Letter of Designation may not be effective beyond December 31, 2022. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

# **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.

## **Grant Award Process**

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; tentatively scheduled for April 1, 2022 and September 1, 2022. 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**

If recommended for award, this grant will be subject to the following condition:

1. The recommended grantee for round one funding must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, by March 1, 2022.
2. The recommended grantee for round two funding must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, by August 15, 2022.

**Failure to comply with the above condition will void the grant award.**



# Grant Program Administration

## Application Certification

The Application Certification will be the Grant Agreement that binds the Grantee to CalRecycle's requirements as outlined in the documents below. These documents shall guide the grantee's administration of the grant project.

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

- **Award email**
- **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

## Reporting Process

CalRecycle requires grantees to report on the progress and expenditures on a bi-annual basis. The Procedures and Requirements document contains reporting information and deadlines.

**Note:** This requirement is subject to change at CalRecycle's discretion.

## Payments

Funds must be placed into an interest-bearing account. Tracking and reporting of interest earned (if any) on the funds is not required. All interest accrued and received from the funds shall be used only for eligible expenses related to the performance of this Agreement.



January 2022

Department of Resources Recycling and Recovery

**Exhibit B**

**Procedures and Requirements**

**SB 1383 Local Assistance Grant**

**Program**

**First Round Funding**

**Fiscal Year 2021–22**

**Copies of these Procedures and Requirements must be shared with both the Grantee's Finance Department and the staff responsible for implementing the grant activities.**

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# Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the SB 1383 Local Assistance Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements.

This document is attached to, and incorporated by reference, into the Grant Agreement.

## Milestones

**April 1, 2022: Grant Term Begins**

**October 3, 2022: Expenditure Itemization Summary 1 Due**

- Covering expenses from April 1, 2022 through October 2, 2022

**April 3, 2023: Expenditure Itemization Summary 2 Due**

- Covering expenses from October 3, 2022 through April 2, 2023

**October 2, 2023: Expenditure Itemization Summary 3 Due**

- Covering expenses from April 3, 2023 through October 1, 2023

**April 2, 2024: Expenditure Itemization Summary 4 Due**

- Covering expenses from October 2, 2023 through April 2, 2024

**April 2, 2024: Final Report Due**

- Covering activities from April 1, 2022 through April 2, 2024

**April 2, 2024: Grant Term End**

**Note:** These dates are subject to change. If they change, Grant Managers will notify the Awardees immediately.

## Grants Management System (GMS)

GMS is CalRecycle's web-based grant application and Grants Management System. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle's WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

### Accessing the Grant

Grantees must [log in to GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) using their web pass. After logging in, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

- **Summary tab:** Shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab:** Grantee uploads expenditure documentation.
- **Reports tab:** Grantee uploads required reports.
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Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

## Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the “Allow Access” check box marked. A contact may be listed but not granted access by not checking the box. Please note, if a contact is granted access to a grant they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.



# Prior to Commencing Work

Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

## Reliable Contractor Declaration

Prior to authorizing a contractor or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [section 17050 of Title 14](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

If a contractor or subcontractor is placed on the [CalRecycle Unreliable Contractor List](https://www.calrecycle.ca.gov/Funding/Unreliability/) (<https://www.calrecycle.ca.gov/Funding/Unreliability/>) after award of this grant, the grantee may be required to terminate the contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from [CalRecycle's Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms/) (<https://www.calrecycle.ca.gov/Funding/Forms/>).

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

# Grant Term

The Grant Term begins on April 1, 2022 and ends on April 2, 2024. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to April 1, 2022 or after the grant term end date will be considered ineligible.

The Final Report, final Expenditure Itemization Summary, and Certification Document are due on April 2, 2024.

## Eligible Costs

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Eligible costs include:

- Personnel
  - Consultants
  - Safety Equipment
  - Vehicles/Trucks
    - For compost procurement activities - Vehicles/tractors, turf tires, fork lifts or compost slingers
- Note:** The Grantee needs to own and control the vehicle, however they may allow participants to use the vehicle for grant implementation purposes only.
- Education and Outreach materials
    - Print Media
    - Television, radio, video, and social media
    - Materials offered in other languages
  - Door-to-Door Outreach
  - Signage
  - Recordkeeping or tracking software
    - Software to match donor with food bank
    - Recordkeeping/reporting software
    - Procurement tracking software
    - Apps for food recovery
  - Inspections and Enforcement
  - Training
  - Tablet/Electronic Devices (seven inches or more measured diagonally) used for the purposed of organic tracking and Education and Outreach
    - Maximum price of \$500 (excluding sales tax) and limit to one (exceptions may be approved on a case-by-case basis)
    - Accessories used for security, protection, and charging

- Equipment
  - For larger items, The Grantee needs to own and control the equipment, however, they may allow participants use of said equipment for grant implementation purposes.
- Bins (green and blue only) and lids
  - Includes, but is not limited to, curbside, small household food waste pail, labeling, and liners
- Procurement of recovered/recycled organic products
- Equipment
  - Food distribution - included refrigeration, coolers, and packing materials

## Ineligible Costs

Any costs not specifically included in the approved Budget and not directly related to grant implementation will be considered ineligible. The grantee should contact the Grant Manager if clarification is needed.

Ineligible costs include, but are not limited to:

- Costs incurred prior to April 1, 2022 or after April 2, 2024
- Development, purchase, or distribution of strictly promotional give-away items [Stuff We All Get](https://www.calrecycle.ca.gov/Funding/SWAG/), (SWAG) (<https://www.calrecycle.ca.gov/Funding/SWAG/>)
- Purchase or lease of land or buildings
- Equipment or services not directly related to grant implementation
- Food dehydrators or liquefiers
- Disposal costs
- Costs currently covered by or incurred under any other CalRecycle loan, grant, or contract
- Cell phones
- Purchase of data plans and/or mobile service plans/hotspots
- Costs related to website host and web page domain
- Audit expenses
- Sponsorship or licensing fees for events/programs
- Out-of-state travel
- Conferences and symposiums
- Food or beverages (e.g., as part of meetings, workshops, or events)
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
  - Refer to the [Memorandum](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>) for travel policies.
  - Reimbursement rates are subject to change at any time by the State of California without prior notification.
- Personnel costs not directly related to grant activities
- Fines or penalties due to violation of federal, state, or local laws, ordinances, or regulations
- Any costs for construction projects by charter cities prohibited by Labor Code section 1782
- Any costs not consistent with local, state, or federal laws, guidelines, and regulations

- Costs deemed unreasonable or not related to the project by the Grant Manager

## Modifications

The grantee must submit any proposed revision(s) to the project in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the final revised changes to GMS and notify the grantee. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

## Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project is funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan.

The following items require acknowledgement of funding from CalRecycle and pre-approval from the CalRecycle Grant Manager prior to incurring the expense:

- All television, radio and video scripts
- Functional premiums, if the per unit price is greater than \$6.00
- Advertisements
- Audio and/or visual material
- Brochures
- Newspaper ads
- Pamphlets
- Other outreach

All publicity and education materials must include the following:

1. "Funded by a grant from CalRecycle." Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line or if it would interfere with the message.
  - There are two acceptable Spanish translations: "Financiado por una beca del CalRecycle" or "Patrocinado por fondos del CalRecycle." For other languages, the Grantee must work with a certified translator or person fluent in reading and writing that language. All exceptions must be pre-approved in writing by the CalRecycle Grant Manager.
2. [CalRecycle logo](https://www.calrecycle.ca.gov/gallery/) (<https://www.calrecycle.ca.gov/gallery/>) as reflected on the CalRecycle website, can be obtained from the Office of Public Affairs at [opa@calrecycle.ca.gov](mailto:opa@calrecycle.ca.gov).
3. Press Releases – the only requirement is to place the name of "CalRecycle" as an acknowledgement in the body of the release.

## Reporting Requirements

The Grant Agreement requires a Final Report; however, the Grant Manager may require additional status information at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in forfeiture by the grantee of any unspent funds received under this agreement, and repayment of all funds to CalRecycle.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above).

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
  - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
  - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

## 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:** E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (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 is considered incomplete and may be sent back to the grantee.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).



## Progress Report

Grantees with awards over \$1,000,000 will need to collect and submit information on any jobs created or paid by the grant on a bi-annual basis. Grant Managers will work with Grantees on when and how to submit the information. CalRecycle will provide a report template at a later date. Progress reports must include the following:

- Jobs
  - Provide number of jobs created and paid for in whole or in part by this grant during the reporting period. Include job title or classification, job permanence, total project work hours, hourly pay rates or salaries, as well as benefits from the job, such as healthcare, paid vacation or sick leave and hiring strategy.
- Jobs provided to members of Priority Populations.
  - In addition to the item, above, provide the same jobs information for any positions filled by members of priority populations. More information about Priority Populations can be found at [California Air Resources Board Priority Population Investments webpage](http://www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm) ([www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm](http://www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm)).

**Note:** This requirement is subject to change at CalRecycle's discretion. If any reporting requirement changes, Grant Managers will notify the Awardees.

## Final Report

The Final Report is due **April 2, 2024 (report template will be provided at a later date)**. This report should cover grant activities **from April 1, 2022 through April 2, 2024**. The grantee must include the following items in the Final Report:

1. The Grant Number, grantee's name, and Grant Term.
2. The following disclaimer statement on the cover page:

"The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

**Note:** This requirement is subject to change at CalRecycle's discretion. If any reporting requirement changes, Grant Managers will notify the Grantees.

## Grant Payment Information

- CalRecycle will make grant payments to only the grantee. It is the grantee's responsibility to pay all contractors and subcontractors for purchased goods and services. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit.
- The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the grantee's contractors and subcontractors in accordance with the "Reliable Contractor Declaration" section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to

commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

### **Expenditure Itemization Summary and Documentation**

The grantee must submit the EIS and Certification Document (a template will be provided at a later date) in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above). Please refer to the “Milestones” section (above) for required due dates.

- **Expenditure Itemization Summary (EIS)**
  - All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee’s Budget tab.
  - Grantees are required to maintain supporting documentation pertaining to the EIS and may be required to provide them at the request of the Grant Manager at any time.
- **Certification Document**
  - The Signature Authority will need to certify under penalty of perjury that information provided in the EIS is correct.

**Note:** This requirement is subject to change at CalRecycle’s discretion. If any expenditure reporting requirement changes, Grant Managers will notify the Awardees.

Failure to submit the EIS and Certification Document by the due date may result in the forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

To submit an EIS:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
  - a. Choose **Advance Reconcile** for the **Transaction Type** and enter the amount spent in each budget subcategory.
  - b. When the transaction is complete, click the **Save** button.
  - c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
3. Click the **Upload Supporting Documents** button.
  - a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
  - b. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
  - c. The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

**Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Please do not create multiple transactions for the same requested funds.

## **Unspent Funds**

Funds that are unspent at the end of the grant term must be returned by check to CalRecycle by May 16, 2024. Checks should be made payable to the Department of Resources Recycling and Recovery. Checks must contain the Grant Number (i.e., OWR1-21-xxxx), specify "SB 1383 Local Assistance Grant Unspent Funds," and be mailed to:

CalRecycle Accounting  
SB 1383 Local Assistance Grant Unspent Funds  
PO Box 4025  
Sacramento, CA 95812-4025

Unspent funds due to CalRecycle but left unpaid may result in ineligibility for future grant and payment program funding. If there are questions or other issues related to expenditures, work with your Grant Manager to resolve these issues.

## **Audit Considerations**

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after Final Report approval date or Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, Expenditure Itemization Summary forms, payment supporting documentation, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.



January 2022

Department of Resources Recycling and Recovery

**Exhibit B**

**Procedures and Requirements**

**SB 1383 Local Assistance Grant**

**Program**

**Second Round Funding**

**Fiscal Year 2021–22**

**Copies of these Procedures and Requirements must be shared with both the Grantee's Finance Department and the staff responsible for implementing the grant activities.**

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## Milestones

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### **March 1, 2023: Expenditure Itemization Summary 1 Due**

- Covering expenses from September 1, 2022 through February 28, 2023

### **September 1, 2023: Expenditure Itemization Summary 2 Due**

- Covering expenses from March 1, 2023 through August 31, 2023

### **March 1, 2024: Expenditure Itemization Summary 3 Due**

- Covering expenses from September 1, 2023 through February 29, 2024

### **September 2, 2024: Expenditure Itemization Summary 4 Due**

- Covering expenses from March 1, 2024 through September 2, 2024

### **September 2 2024: Final Report Due**

- Covering activities from September 1, 2022 through September 2, 2024

### **September 2, 2024: Grant Term End**

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The grantee must submit any proposed revision(s) to the project in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the final revised changes to GMS and notify the grantee. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

## Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project is funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan.

The following items require acknowledgement of funding from CalRecycle and pre-approval from the CalRecycle Grant Manager prior to incurring the expense:

- All television, radio and video scripts
- Functional premiums, if the per unit price is greater than \$6.00
- Advertisements
- Audio and/or visual material
- Brochures
- Newspaper ads
- Pamphlets
- Other outreach

All publicity and education materials must include the following:

1. "Funded by a grant from CalRecycle." Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line or if it would interfere with the message.
  - There are two acceptable Spanish translations: "Financiado por una beca del CalRecycle" or "Patrocinado por fondos del CalRecycle." For other languages, the Grantee must work with a certified translator or person fluent in reading and writing that language. All exceptions must be pre-approved in writing by the CalRecycle Grant Manager.
2. [CalRecycle logo](https://www.calrecycle.ca.gov/gallery/) (<https://www.calrecycle.ca.gov/gallery/>) as reflected on the CalRecycle website, can be obtained from the Office of Public Affairs at [opa@calrecycle.ca.gov](mailto:opa@calrecycle.ca.gov).
3. Press Releases – the only requirement is to place the name of "CalRecycle" as an acknowledgement in the body of the release.

## Reporting Requirements

The Grant Agreement requires a Final Report; however, the Grant Manager may require additional status information at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in forfeiture by the grantee of any unspent funds received under this agreement, and repayment of all funds to CalRecycle.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above).

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
  - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
  - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

## 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:** E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (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 is considered incomplete and may be sent back to the grantee.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).



## Progress Report

Grantees with awards over \$1,000,000 will need to collect and submit information on any jobs created or paid by the grant on a bi-annual basis. Grant Managers will work with Grantees on when and how to submit the information. CalRecycle will provide a report template at a later date. Progress reports must include the following:

- Jobs
  - Provide number of jobs created and paid for in whole or in part by this grant during the reporting period. Include job title or classification, job permanence, total project work hours, hourly pay rates or salaries, as well as benefits from the job, such as healthcare, paid vacation or sick leave and hiring strategy.
- Jobs provided to members of Priority Populations.
  - In addition to the item, above, provide the same jobs information for any positions filled by members of priority populations. More information about Priority Populations can be found at [California Air Resources Board Priority Population Investments webpage](http://www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm) ([www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm](http://www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm)).

**Note:** This requirement is subject to change at CalRecycle's discretion. If any reporting requirement changes, Grant Managers will notify the Awardees.

## Final Report

The Final Report is due **September 2, 2024 (report template will be provided at a later date)**. This report should cover grant activities **from September 1, 2022 through September 2, 2024**. The grantee must include the following items in the Final Report:

1. The Grant Number, grantee's name, and Grant Term.
2. The following disclaimer statement on the cover page:

"The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

**Note:** This requirement is subject to change at CalRecycle's discretion. If any reporting requirement changes, Grant Managers will notify the Grantees.

## Grant Payment Information

- CalRecycle will make grant payments to only the grantee. It is the grantee's responsibility to pay all contractors and subcontractors for purchased goods and services. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit.
- The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the grantee's contractors and subcontractors in accordance with the "Reliable Contractor Declaration" section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to

commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

### **Expenditure Itemization Summary and Documentation**

The grantee must submit the EIS and Certification Document (a template will be provided at a later date) in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above). Please refer to the “Milestones” section (above) for required due dates.

- **Expenditure Itemization Summary (EIS)**
  - All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee’s Budget tab.
  - Grantees are required to maintain supporting documentation pertaining to the EIS and may be required to provide them at the request of the Grant Manager at any time.
- **Certification Document**
  - The Signature Authority will need to certify under penalty of perjury that information provided in the EIS is correct.

**Note:** This requirement is subject to change at CalRecycle’s discretion. If any expenditure reporting requirement changes, Grant Managers will notify the Awardees.

Failure to submit the EIS and Certification Document by the due date may result in the forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

To submit an EIS:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
  - a. Choose **Advance Reconcile** for the **Transaction Type** and enter the amount spent in each budget subcategory.
  - b. When the transaction is complete, click the **Save** button.
  - c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
3. Click the **Upload Supporting Documents** button.
  - a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
  - b. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
  - c. The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

**Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Please do not create multiple transactions for the same requested funds.

## **Unspent Funds**

Funds that are unspent at the end of the grant term must be returned by check to CalRecycle by October 16, 2024. Checks should be made payable to the Department of Resources Recycling and Recovery. Checks must contain the Grant Number (i.e., OWR2-21-xxxx), specify "SB 1383 Local Assistance Grant Unspent Funds," and be mailed to:

CalRecycle Accounting  
SB 1383 Local Assistance Grant Unspent Funds  
PO Box 4025  
Sacramento, CA 95812-4025

Unspent funds due to CalRecycle but left unpaid may result in ineligibility for future grant and payment program funding. If there are questions or other issues related to expenditures, work with your Grant Manager to resolve these issues.

## **Audit Considerations**

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after Final Report approval date or Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, Expenditure Itemization Summary forms, payment supporting documentation, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.

<b>State of California</b>		<b>Department of Resources Recycling and Recovery</b>	
<b>SB 1383 Local Assistance Grant Program FY 2021-22 - Funding Estimates</b>			
<b>Jurisdiction Name</b>		<b>Estimated Funding Amount</b>	
<b>Alameda</b>			
Alameda		\$	107,107
Albany		\$	23,390
Berkeley		\$	154,162
Dublin		\$	85,874
Emeryville		\$	20,000
Fremont		\$	308,243
Hayward		\$	208,367
Livermore		\$	120,658
Newark		\$	65,104
Oakland		\$	572,229
Piedmont		\$	20,000
Pleasanton		\$	103,811
San Leandro		\$	115,507
Union City		\$	96,476
Alameda County		\$	193,767
<b>Alpine</b>			
Alpine County		\$	20,000
<b>Amador</b>			
Amador		\$	20,000
lone		\$	20,000
Jackson		\$	20,000
Plymouth		\$	20,000
Sutter Creek		\$	20,000
Amador County		\$	29,247
<b>Butte</b>			
Biggs		\$	20,000
Chico		\$	147,249
Gridley		\$	20,000
Oroville		\$	24,450
Paradise		\$	20,000
Butte County		\$	78,947
<b>Calaveras</b>			
Angels City		\$	20,000
Calaveras County		\$	54,793
<b>Colusa</b>			
Colusa		\$	20,000
Williams		\$	20,000
Colusa County		\$	20,000
<b>Contra Costa</b>			
Antioch		\$	149,030

Brentwood	\$	87,712
Clayton	\$	20,000
Concord	\$	170,572
Danville	\$	58,607
El Cerrito	\$	33,609
Hercules	\$	34,944
Lafayette	\$	34,280
Martinez	\$	49,323
Moraga	\$	23,082
Oakley	\$	57,281
Orinda	\$	26,044
Pinole	\$	26,425
Pittsburg	\$	98,731
Pleasant Hill	\$	45,789
Richmond	\$	145,465
San Pablo	\$	41,734
San Ramon	\$	111,014
Walnut Creek	\$	94,559
Contra Costa County	\$	229,790
<b>Del Norte</b>		
Crescent City	\$	20,000
Del Norte County	\$	28,128
<b>El Dorado</b>		
Placerville	\$	20,000
South Lake Tahoe	\$	31,710
El Dorado County	\$	212,284
<b>Fresno</b>		
Clovis	\$	160,816
Coalinga	\$	22,988
Firebaugh	\$	20,000
Fowler	\$	20,000
Fresno	\$	718,149
Huron	\$	20,000
Kerman	\$	22,161
Kingsburg	\$	20,000
Mendota	\$	20,000
Orange Cove	\$	20,000
Parlier	\$	21,781
Reedley	\$	35,237
Sanger	\$	36,897
San Joaquin	\$	20,000
Selma	\$	33,138
Fresno County	\$	224,077
<b>Glenn</b>		
Orland	\$	20,000
Willows	\$	20,000

Glenn County	\$	20,589
<b>Humboldt</b>		
Arcata	\$	23,199
Blue Lake	\$	20,000
Eureka	\$	35,271
Ferndale	\$	20,000
Fortuna	\$	20,000
Rio Dell	\$	20,000
Trinidad	\$	20,000
Humboldt County	\$	92,349
<b>Imperial</b>		
Brawley	\$	36,862
Calexico	\$	54,121
Calipatria	\$	20,000
El Centro	\$	60,038
Holtville	\$	20,000
Imperial	\$	27,632
Westmorland	\$	20,000
Imperial County	\$	50,713
<b>Inyo</b>		
Bishop	\$	20,000
Inyo County	\$	20,222
<b>Kern</b>		
Arvin	\$	29,894
Bakersfield	\$	522,229
California City	\$	20,000
Delano	\$	68,004
Maricopa	\$	20,000
McFarland	\$	20,000
Ridgecrest	\$	39,832
Shafter	\$	27,841
Taft	\$	20,000
Tehachapi	\$	20,000
Wasco	\$	36,191
Kern County	\$	418,635
<b>Kings</b>		
Avenal	\$	20,000
Corcoran	\$	27,877
Hanford	\$	79,691
Lemoore	\$	36,183
Kings County	\$	44,202
<b>Lake</b>		
Clearlake	\$	20,000
Lakeport	\$	20,000
Lake County	\$	60,269



<b>Lassen</b>	
Susanville	\$ 20,000
Lassen County	\$ 20,489
<b>Los Angeles</b>	
Agoura Hills	\$ 27,852
Alhambra	\$ 114,155
Arcadia	\$ 76,647
Artesia	\$ 22,642
Avalon	\$ 20,000
Azusa	\$ 66,058
Baldwin Park	\$ 100,616
Bell	\$ 48,657
Bellflower	\$ 102,613
Bell Gardens	\$ 56,413
Beverly Hills	\$ 44,827
Bradbury	\$ 20,000
Burbank	\$ 137,384
Calabasas	\$ 32,947
Carson	\$ 121,251
Cerritos	\$ 66,663
Claremont	\$ 47,854
Commerce	\$ 20,000
Compton	\$ 129,260
Covina	\$ 65,070
Cudahy	\$ 32,171
Culver City	\$ 53,229
Diamond Bar	\$ 75,410
Downey	\$ 147,163
Duarte	\$ 29,164
El Monte	\$ 153,774
El Segundo	\$ 22,872
Gardena	\$ 80,167
Glendale	\$ 268,364
Glendora	\$ 68,620
Hawaiian Gardens	\$ 20,000
Hawthorne	\$ 115,127
Hermosa Beach	\$ 26,533
Hidden Hills	\$ 20,000
Huntington Park	\$ 78,322
Industry	\$ 20,000
Inglewood	\$ 145,503
Irwindale	\$ 20,000
La Canada Flintridge	\$ 27,507
La Habra Heights	\$ 20,000
Lakewood	\$ 106,233
La Mirada	\$ 64,805

Lancaster	\$	212,672
La Puente	\$	53,599
La Verne	\$	44,414
Lawndale	\$	43,923
Lomita	\$	27,818
Long Beach	\$	614,483
Los Angeles	\$	5,146,762
Lynwood	\$	92,674
Malibu	\$	20,000
Manhattan Beach	\$	47,003
Maywood	\$	37,313
Monrovia	\$	51,490
Montebello	\$	83,538
Monterey Park	\$	80,214
Norwalk	\$	139,252
Palmdale	\$	205,724
Palos Verdes Estates	\$	20,000
Paramount	\$	73,420
Pasadena	\$	191,601
Pico Rivera	\$	83,856
Pomona	\$	199,487
Rancho Palos Verdes	\$	55,506
Redondo Beach	\$	88,220
Rolling Hills	\$	20,000
Rolling Hills Estates	\$	20,000
Rosemead	\$	72,147
San Dimas	\$	45,619
San Fernando	\$	33,488
San Gabriel	\$	53,412
San Marino	\$	20,000
Santa Clarita	\$	291,629
Santa Fe Springs	\$	24,799
Santa Monica	\$	122,956
Sierra Madre	\$	20,000
Signal Hill	\$	20,000
South El Monte	\$	28,953
South Gate	\$	127,658
South Pasadena	\$	34,687
Temple City	\$	48,533
Torrance	\$	190,979
Vernon	\$	20,000
Walnut	\$	40,152
West Covina	\$	139,514
West Hollywood	\$	48,402
Westlake Village	\$	20,000
Whittier	\$	114,074

Los Angeles County	\$	1,344,338
<b>Madera</b>		
Chowchilla	\$	23,751
Madera	\$	87,811
Madera County	\$	99,353
<b>Marin</b>		
Belvedere	\$	20,000
Corte Madera	\$	20,000
Fairfax	\$	20,000
Larkspur	\$	20,000
Mill Valley	\$	20,105
Novato	\$	71,172
Ross	\$	20,000
San Anselmo	\$	20,000
San Rafael	\$	78,425
Sausalito	\$	20,000
Tiburon	\$	20,000
Marin County	\$	88,750
<b>Mariposa</b>		
Mariposa County	\$	24,678
<b>Mendocino</b>		
Fort Bragg	\$	20,000
Point Arena	\$	20,000
Ukiah	\$	21,385
Willits	\$	20,000
Mendocino County	\$	77,432
<b>Merced</b>		
Atwater	\$	42,743
Dos Palos	\$	20,000
Gustine	\$	20,000
Livingston	\$	21,283
Los Banos	\$	57,247
Merced	\$	120,336
Merced County	\$	122,103
<b>Modoc</b>		
Alturas	\$	20,000
Modoc County	\$	20,000
<b>Mono</b>		
Mammoth Lakes	\$	20,000
Mono County	\$	20,000
<b>Monterey</b>		
Carmel-by-the-Sea	\$	20,000
Del Rey Oaks	\$	20,000
Gonzales	\$	20,000
Greenfield	\$	25,157

King City	\$	20,665
Marina	\$	29,771
Monterey	\$	38,247
Pacific Grove	\$	21,398
Salinas	\$	211,143
Sand City	\$	20,000
Seaside	\$	43,151
Soledad	\$	33,095
Monterey County	\$	141,034
<b>Napa</b>		
American Canyon	\$	28,305
Calistoga	\$	20,000
Napa	\$	105,156
St Helena	\$	20,000
Yountville	\$	20,000
Napa County	\$	31,694
<b>Nevada</b>		
Grass Valley	\$	20,000
Nevada City	\$	20,000
Truckee	\$	22,286
Nevada County	\$	86,817
<b>Orange</b>		
Aliso Viejo	\$	66,355
Anaheim	\$	464,620
Brea	\$	60,222
Buena Park	\$	108,080
Costa Mesa	\$	148,941
Cypress	\$	64,673
Dana Point	\$	44,551
Fountain Valley	\$	73,096
Fullerton	\$	183,895
Garden Grove	\$	227,236
Huntington Beach	\$	259,236
Irvine	\$	357,197
Laguna Beach	\$	30,525
Laguna Hills	\$	41,776
Laguna Niguel	\$	86,494
Laguna Woods	\$	22,054
La Habra	\$	83,399
Lake Forest	\$	111,899
La Palma	\$	21,275
Los Alamitos	\$	20,000
Mission Viejo	\$	124,465
Newport Beach	\$	113,640
Orange	\$	181,187
Placentia	\$	68,139

Rancho Santa Margarita	\$	64,217
San Clemente	\$	85,047
San Juan Capistrano	\$	47,977
Santa Ana	\$	435,636
Seal Beach	\$	33,080
Stanton	\$	52,924
Tustin	\$	105,959
Villa Park	\$	20,000
Westminster	\$	120,986
Yorba Linda	\$	90,006
Orange County	\$	168,623
<b>Placer</b>		
Auburn	\$	20,000
Colfax	\$	20,000
Lincoln	\$	66,107
Loomis	\$	20,000
Rocklin	\$	93,447
Roseville	\$	193,659
Placer County	\$	151,345
<b>Plumas</b>		
Portola	\$	20,000
Plumas County	\$	22,253
<b>Riverside</b>		
Banning	\$	43,297
Beaumont	\$	70,123
Blythe	\$	25,359
Calimesa	\$	20,000
Canyon Lake	\$	20,000
Cathedral City	\$	71,811
Coachella	\$	63,747
Corona	\$	223,273
Desert Hot Springs	\$	40,481
Eastvale	\$	89,718
Hemet	\$	111,882
Indian Wells	\$	20,000
Indio	\$	121,189
Jurupa Valley	\$	142,798
Lake Elsinore	\$	85,962
La Quinta	\$	55,120
Menifee	\$	131,767
Moreno Valley	\$	275,699
Murrieta	\$	152,078
Norco	\$	35,263
Palm Desert	\$	71,705
Palm Springs	\$	63,654
Perris	\$	104,606

Rancho Mirage	\$	25,678
Riverside	\$	426,367
San Jacinto	\$	68,265
Temecula	\$	148,929
Wildomar	\$	49,567
Riverside County	\$	512,410
<b>Sacramento</b>		
Citrus Heights	\$	116,192
Elk Grove	\$	234,644
Folsom	\$	108,968
Galt	\$	35,275
Isleton	\$	20,000
Rancho Cordova	\$	105,504
Sacramento	\$	677,363
Sacramento County	\$	775,495
<b>San Benito</b>		
Hollister	\$	55,302
San Juan Bautista	\$	20,000
San Benito County	\$	27,239
<b>San Bernardino</b>		
Adelanto	\$	47,119
Apple Valley	\$	98,537
Barstow	\$	32,768
Big Bear Lake	\$	20,000
Chino	\$	116,681
Chino Hills	\$	109,437
Colton	\$	72,106
Fontana	\$	281,624
Grand Terrace	\$	20,000
Hesperia	\$	127,002
Highland	\$	73,237
Loma Linda	\$	33,673
Montclair	\$	52,957
Needles	\$	20,000
Ontario	\$	239,733
Rancho Cucamonga	\$	230,718
Redlands	\$	94,345
Rialto	\$	135,545
San Bernardino	\$	284,703
Twentynine Palms	\$	40,325
Upland	\$	103,997
Victorville	\$	167,814
Yucaipa	\$	73,990
Yucca Valley	\$	30,309
San Bernardino County	\$	399,624
<b>San Diego</b>		



Carlsbad	\$	152,509
Chula Vista	\$	360,981
Coronado	\$	30,344
Del Mar	\$	20,000
El Cajon	\$	136,432
Encinitas	\$	82,718
Escondido	\$	199,971
Imperial Beach	\$	37,449
La Mesa	\$	79,162
Lemon Grove	\$	35,575
National City	\$	83,321
Oceanside	\$	232,847
Poway	\$	65,205
San Diego	\$	1,851,693
San Marcos	\$	127,328
Santee	\$	75,519
Solana Beach	\$	20,000
Vista	\$	136,465
San Diego County	\$	654,514
<b>San Francisco</b>		
City and County of San Francisco	\$	1,148,659
<b>San Joaquin</b>		
Escalon	\$	20,000
Lathrop	\$	38,405
Lodi	\$	91,193
Manteca	\$	115,547
Ripon	\$	22,390
Stockton	\$	421,873
Tracy	\$	130,344
San Joaquin County	\$	205,221
<b>San Luis Obispo</b>		
Arroyo Grande	\$	24,046
Atascadero	\$	39,874
El Paso de Robles	\$	41,776
Grover Beach	\$	20,000
Morro Bay	\$	20,000
Pismo Beach	\$	20,000
San Luis Obispo	\$	61,430
San Luis Obispo County	\$	152,516
<b>San Mateo</b>		
Atherton	\$	20,000
Belmont	\$	35,739
Brisbane	\$	20,000
Burlingame	\$	40,036
Colma	\$	20,000
Daly City	\$	143,457

East Palo Alto	\$	40,828
Foster City	\$	44,096
Half Moon Bay	\$	20,000
Hillsborough	\$	20,000
Menlo Park	\$	46,697
Millbrae	\$	30,544
Pacifica	\$	50,717
Portola Valley	\$	20,000
Redwood City	\$	112,744
San Bruno	\$	59,958
San Carlos	\$	40,125
San Mateo	\$	136,172
South San Francisco	\$	89,074
Woodside	\$	20,000
San Mateo County	\$	86,116
<b>Santa Barbara</b>		
Buellton	\$	20,000
Carpinteria	\$	20,000
Goleta	\$	43,436
Guadalupe	\$	20,000
Lompoc	\$	56,754
Santa Barbara	\$	123,070
Santa Maria	\$	141,943
Solvang	\$	20,000
Santa Barbara County	\$	175,921
<b>Santa Clara</b>		
Campbell	\$	55,495
Cupertino	\$	77,953
Gilroy	\$	75,255
Los Altos	\$	41,038
Los Altos Hills	\$	20,000
Los Gatos	\$	41,465
Milpitas	\$	100,259
Monte Sereno	\$	20,000
Morgan Hill	\$	63,156
Mountain View	\$	109,638
Palo Alto	\$	89,759
San Jose	\$	1,351,654
Santa Clara	\$	172,504
Saratoga	\$	41,085
Sunnyvale	\$	202,777
Santa Clara County	\$	113,337
<b>Santa Cruz</b>		
Capitola	\$	20,000
Santa Cruz	\$	74,674
Scotts Valley	\$	20,000

Watsonville	\$	68,392
Santa Cruz County	\$	173,817
<b>Shasta</b>		
Anderson	\$	20,000
Redding	\$	121,312
Shasta Lake	\$	20,000
Shasta County	\$	85,910
<b>Sierra</b>		
Loyalton	\$	20,000
Sierra County	\$	20,000
<b>Siskiyou</b>		
Dorris	\$	20,000
Dunsmuir	\$	20,000
Etna	\$	20,000
Fort Jones	\$	20,000
Montague	\$	20,000
Mount Shasta	\$	20,000
Tulelake	\$	20,000
Weed	\$	20,000
Yreka	\$	20,000
Siskiyou County	\$	32,777
<b>Solano</b>		
Benicia	\$	36,580
Dixon	\$	27,511
Fairfield	\$	155,794
Rio Vista	\$	20,000
Suisun City	\$	38,902
Vacaville	\$	129,609
Vallejo	\$	155,585
Solano County	\$	25,109
<b>Sonoma</b>		
Cloverdale	\$	20,000
Cotati	\$	20,000
Healdsburg	\$	20,000
Petaluma	\$	81,164
Rohnert Park	\$	56,742
Santa Rosa	\$	226,233
Sebastopol	\$	20,000
Sonoma	\$	20,000
Windsor	\$	37,555
Sonoma County	\$	176,916
<b>Stanislaus</b>		
Ceres	\$	65,159
Hughson	\$	20,000
Modesto	\$	288,641
Newman	\$	20,000

Oakdale	\$	31,499
Patterson	\$	31,586
Riverbank	\$	34,059
Turlock	\$	99,153
Waterford	\$	20,000
Stanislaus County	\$	149,247
<b>Sutter</b>		
Live Oak	\$	20,000
Yuba City	\$	93,849
Sutter County	\$	28,756
<b>Tehama</b>		
Corning	\$	20,000
Red Bluff	\$	20,000
Tehama	\$	20,000
Tehama County	\$	57,380
<b>Trinity</b>		
Trinity County	\$	20,000
<b>Tulare</b>		
Dinuba	\$	35,800
Exeter	\$	20,000
Farmersville	\$	20,000
Lindsay	\$	20,000
Porterville	\$	79,153
Tulare	\$	91,843
Visalia	\$	183,663
Woodlake	\$	20,000
Tulare County	\$	189,464
<b>Tuolumne</b>		
Sonora	\$	20,000
Tuolumne County	\$	64,993
<b>Ventura</b>		
Camarillo	\$	92,449
Fillmore	\$	21,754
Moorpark	\$	48,213
Ojai	\$	20,000
Oxnard	\$	269,467
Port Hueneme	\$	31,678
San Buenaventura	\$	139,281
Santa Paula	\$	41,275
Simi Valley	\$	164,270
Thousand Oaks	\$	165,527
Ventura County	\$	122,004
<b>Yolo</b>		
Davis	\$	91,907
West Sacramento	\$	71,803

Winters	\$	20,000
Woodland	\$	80,999
Yolo County	\$	34,653
<b>Yuba</b>		
Marysville	\$	20,000
Wheatland	\$	20,000
Yuba County	\$	84,432
<b>Special Districts</b>		
Almonte Sanitary District	\$	20,000
Alto Sanitary District	\$	20,000
Armona Community Services District	\$	20,000
Athens/Woodcrest/Olivita Garbage Disposal District	\$	60,125
Avila Beach Community Services District	\$	20,000
Bear Valley Community Services District	\$	20,000
Bell Canyon Community Services District	\$	20,000
Belvedere Garbage Disposal District	\$	192,365
Big Bear City Community Services District	\$	20,000
Biola Community Services District	\$	20,000
Bolinas Community Public Utility District	\$	20,000
Bryon Sanitary District	\$	20,000
California Pines Community Services District	\$	20,000
Cambria Community Services District	\$	20,000
Cameron Park Community Services District	\$	20,104
Capistrano Bay Community Services District	\$	20,000
Castro Valley Sanitary District	\$	72,214
Cayucos Sanitary District	\$	20,000
Channel Islands Beach Community Services District	\$	20,000
Chester Public Utility District	\$	20,000
Costa Mesa Sanitary District	\$	156,658
De Luz Community Services District	\$	20,000
Del Rey Community Services District	\$	20,000
El Dorado Hills Community Services District	\$	60,042
Florence/Firestone/Willowbrook Garbage Disposal District	\$	160,804
Granada Community Services District	\$	20,000
Ground Squirrel Hollow Community Services District	\$	20,000
Heber Public Utility District	\$	20,000
Helendale Community Services District	\$	20,000
Heritage Ranch Community Services District	\$	20,000
Home Garden Community Services District	\$	20,000
Homestead Valley Sanitary District	\$	20,000
Kensington Community Services District	\$	20,000
Kettleman City Community Services District	\$	20,000
Kirkwood Meadows Public Utility District	\$	20,000
Las Gallinas Sanitary District	\$	40,369
Lennox Garbage Disposal District	\$	35,046
Los Osos Community Services District	\$	20,000

Malibu Garbage Disposal District	\$	20,000
Marin City Community Services District	\$	20,000
McCloud Community Services District	\$	20,000
Mesa Heights Garbage Disposal District	\$	25,625
Midway City Sanitary District	\$	131,428
Montara Water and Sanitary District	\$	20,000
Mountain House Community Services District	\$	33,154
Mt. View Sanitary District	\$	39,798
Nipomo Community Services District	\$	24,861
Novato Sanitary District	\$	70,691
Oceano Community Services District	\$	20,000
Oro Loma Sanitary District	\$	178,084
Pebble Beach Community Services District	\$	20,000
Phelan Pinon Hills Community Services District	\$	20,000
Rancho Murieta Community Services District	\$	20,000
Rodeo Sanitary District	\$	20,000
Rubidoux Community Services District	\$	49,550
San Miguel Community Services District	\$	20,000
San Simeon Community Services District	\$	20,000
Santa Lucia Community Services District	\$	20,000
Sierra Resource Conservation District	\$	656,807
Squaw Valley Public Services District	\$	20,000
Stallian Springs Community Services District	\$	20,000
Stinson Beach County Water District	\$	20,000
Stratford Irrigation District	\$	20,000
Strawberry Recreation District	\$	20,000
Sunset Beach Sanitary District	\$	20,000
Tamalpais Community Services District	\$	20,000
Templeton Community Services District	\$	20,000
Walnut Park Garbage Disposal District	\$	23,529
West Bay Sanitary District	\$	73,158
Woodbridge Sanitary District	\$	20,000
Wrightwood Community Services District	\$	20,000

**NOTE: Funding amounts are subject to change depending on the applicant pool.**