Strategy 6.2. Recycling

Narrative Questions and Readiness Documentation

Applicant Information

|  |  |
| --- | --- |
| Lead Applicant |  |
| Jurisdiction |  |
| Proposal Name |  |

Project Details

|  |  |
| --- | --- |
| Project Number and Name |  |
| Project Lead Entity |  |
| Organization Type |  |
| Project is Quantifiable (Yes or No) |  |
| Project is Ready (Yes or No) |  |

Instructions:

* For **each project** under the Recycling Strategy, Applicants must complete a separate set of questions and upload readiness documentation.
* **Word counts** are listed for each question. Responses that exceed the character limit will not be reviewed. Use the Word Count tool “without spaces” to check responses.
* **Maps, figures, and pictures** may also be included as part of the responses. Note that explanations and captions for any visual aids will still count towards the Word Count.
* **Formatting** such as bullet points (●, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting so that responses are easy to read.
* **Naming conventions** for all application materials have been provided in the TCC Round 4 Implementation Grant Application Instructions.

Checklist:

Use the checklist below to ensure all materials have been submitted for each Project as part of the application .zip file.

Application Documents

**Narrative Questions** (this Word document)

**Readiness Documentation** (per Appendix B of the Guidelines)

**Project Workbook** (Excel document)

**Quantification Documentation** (required for quantifiable projects only. Must coordinate with TCC TA provider)

## Project Eligibility and Summary

1. Indicate all strategy-specific components that are applicable to this project (refer to the TCC Guidelines, Appendix B):

|  |  |  |
| --- | --- | --- |
| Eligible Project Types | Fundable Elements: Quantifiable | Fundable Elements: Non-Quantifiable |
| e.g., Manufacturing value added finished products using recycled fiber, plastic, and glass | e.g., Construction, renovation or expansion of facilities for recycled-content fiber, plastic, or glass or for the manufacture of value-added products | e.g., Purchase of equipment and machinery |
|  |  |  |
|  |  |  |
|  |  |  |

1. Provide a summary of the project, including specific deliverables. **(200 words)**
2. Describe why the strategy-specific components were chosen and how they will be integrated. **(200 words)**

## Capacity

1. Describe the Lead Entity’s experience implementing projects of similar size and scope.

**(100 words)**

1. Describe the roles of any partners or subcontractors in implementing the project, if applicable. **(200 words)**
2. Describe additional partnerships or coordinated efforts the Lead Entity has developed for implementing the project (e.g., with public agencies, non-profits, key stakeholders).

**(200 words)**

1. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval status of this project. **(100 words)**

## Project Design and Feasibility

1. Describe the design process for this project **(500 words).**

Please address:

* 1. How were the community’s needs determined?
  2. How does the project design address the community's needs?

1. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
2. Describe how the project addresses health and racial equity in the impacted community. Responses can include health disparity data or other outcomes demonstrating disparate impact on communities i.e., asthma rates based on community proximity to freeways **(200 words)**
3. Describe how the project incorporates innovation, indigenous or community-based knowledge and practices in project design. **(200 words)**
4. By checking the box below, the Lead Entity certifies that the proposed project is not required as a part of mitigation or other mandated activities.

This proposed project is not required as a part of mitigation or other mandated activities

## Implementation

1. Describe how the project incorporates adaptation measures and design features that address the anticipated impacts from climate change. **(200 words)**

Please Address:

* 1. What climate change risks would potentially impact this project?
  2. Describe the adaptation measures and design features that increase the resiliency of the project infrastructure.

1. Describe any targeted outreach, education, or engagement activities that will encourage widespread use of the project. **(200 words)**
2. Describe any workforce development or contracting opportunities the project will provide for TCC Project Area residents or local businesses. For example, describe any targeted job training, work hours, or subcontracting plan. **(200 words)**
3. Have residents had any concerns about this project? If yes, how will they be addressed? **(200 words)**
4. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(200 words)**

## Additional Strategy-Specific Questions

1. Explain how the project will result in annual tons of newly diverted materials in California under the following **(200 words)**:
   1. Processed as feedstock for a finished product manufacturer;
   2. Used as feedstock to manufacture a finished product; and
   3. Reused in a textile rescue program.
2. Identify collection programs and facilities for the project and describe their role in diverting currently landfilled material to a manufacturing facility for value-added products, or reuse and repair of non-traditional recyclables. **(200 words)**
3. Describe the types of materials that will be handled **(500 words)**:
   1. Specific type(s) of recycled fiber, plastic, or glass that will be newly diverted from landfill and used as manufacturing feedstock or reused in a textile rescue program;
   2. Whether the materials will be source-separated or sorted at a Materials Recovery Facility or transfer station; and
   3. Provide any relevant information that will help quantify the tonnage of material that will be diverted from landfills and reused/used to manufacture new products.
4. Describe completed or planned outreach to communities within a half-mile radius of the proposed facility project and along potential project truck routes (if applicable). **(200 words)**
5. If the project involves textiles reuse, explain how it will result in a reduction of greenhouse gas emissions. In addition, clearly explain what will happen to any rescued textile that is not distributed to people (e.g., will it be re-manufactured or landfilled). **(500 words)**
6. If partnering with another organization for measurable textile reuse, indicate the name of the organization, and their roles and responsibilities.
7. Provide supporting details to help explain the uploaded Material Flow Chart, including any residual materials that will be landfilled.
8. Provide an explanation of how the textile waste residuals from the textile reuse project will be managed without being sent to landfill when alternative residual management is available within the project service area (e.g., manufacturing or other processes).
9. Describe what efforts will be taken to locate any other beneficial uses for materials unacceptable for reuse (e.g., manufacturing or other processes).
10. Describe any other textile waste prevention activities associated with the project.
11. Explain how the project will address any feedstock contamination and product quality issues to ensure the product meet market quality standards. Explain how the Lead Entity will manage residual contaminants that are either removed in a pre-processing step or remain after processing is completed. **(200 words)**
12. Once the project is operational, explain how the Lead Entity will verify **(200 words)**:
    1. that the extra tons of recycled material were manufactured into new products or reused as textiles;
    2. the material had previously been destined for a landfill; and
    3. the product is not being landfilled.

## Budget Summary

1. Provide a high-level budget narrative that summarizes the overall project costs. For each budget category, justify how and/or why the requested budget items help to meet the project deliverables. Organize the budget items under the following cost categories **(500 words)**:
2. Personnel
3. Benefits
4. Travel
5. Equipment
6. Other Direct Costs
7. Subcontractors
8. Indirect Costs
9. Contingency

*Example Budget Items:*

* ***Personnel***  ***Total: $XX,XXX***

Describe the anticipated responsibility of each personnel, as well as the breakdown of personnel time spent across project tasks (e.g., [Personnel Title] will spend XX% of their time coordinating with partners, XX% processing reimbursement requests, etc.). Personnel expenses should be fully burdened labor rates; burdened labor rates refer to the full wages plus overhead costs and any other fees you pay directly to an employee who works for your business.

* ***Travel Total: $XXX***

Define the project staff that are anticipated to travel, the anticipated distance of regular travel (e.g., city, region, or State), the purpose of the travel, and the frequency of travel. During the grant term, travel expenses will be compensated at the [California Department of Human Resources Travel Reimbursement rates](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx).

* ***Equipment Total: $X,XXX***

Describe the pieces of equipment that would be purchased for the project and how that equipment would support completion of the project goals. Please note that all single pieces of equipment with values equal to or in excess of $5,000 must be accompanied by specific justification and documentation.

* + - ***Subcontractors*** ***Total: $XXX,XXX***

All projects that include subcontractor costs equal to or in excess of $100,000 must be accompanied by specific justification and documentation for the subcontractor expenses.

* + - ***Contingency*** ***Total: $XX,XXX***

All Projects shall include a contingency equaling 10% of the Project’s total estimated cost. If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.

## Readiness Requirements

Readiness documentation will be evaluated to assess project feasibility, quality, and compliance. Documentation will be reviewed as evidence of the Lead Entity's ability to achieve readiness within the first year of the grant term as well as complete the project within the grant term. All readiness documentation must be uploaded into the project's "Readiness Documentation" folder.

**Readiness Checklist:**

1. In the tables below, fill in the information for each readiness requirement and upload all readiness documentation. Provide a list of all permits required for the project.
2. **Status -** Describe the "Status" of the readiness requirement as either: *Complete, Incomplete, or N/A.*

If the “Status” for any readiness requirement is described as “not applicable (N/A)”, please provide an explanation under “Readiness Details”. For CEQA, documentation of categorical exemption is required even if "Status" is marked as “N/A”.

1. **Date -** Indicate the estimated or past date of completion of the readiness requirement: *(MM/DD/YYYY)*

If the project is not ready at application submission but will be within the first year of the grant term, provide an estimated date of completion. Include a description of the plan to complete each requirement under “Readiness Details”.

1. **File Name(s) -** Provide the file name(s) of the uploaded document(s) that are supporting documentation for the readiness requirements. Upload all readiness documentation per the TCC Implementation Grant Application Instructions

|  |  |  |  |
| --- | --- | --- | --- |
| Readiness Requirement | Status | Date | File Name(s) |
| CEQA |  |  |  |
| Site Control |  |  |  |
| Project Map |  |  |  |
| Project Designs |  |  |  |
| Operations and Maintenance Plan |  |  |  |
| Feedstock Certification |  |  |  |
| Material Flow Charts |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Permits List | Status | Date | File Name(s) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Readiness Details

1. Provide the readiness status of this project. If all readiness requirements are already complete, then the project is ready at application.

|  |  |
| --- | --- |
| Readiness Status | Project Status (Yes, No, N/A) |
| Ready at Application |  |
| Ready within First Year of Grant Term |  |

1. Describe the **CEQA** compliance required for this project. Include a description of any conditions of approval. **(200 words)**
2. Describe any **Site Control** required for this project (e.g., property acquisition, leasehold, right-of-way, easement, private property permission). Please describe the parties and terms of the arrangement. **(200 words)**
3. Describe all **Permits** (required for construction, operation, etc.) for this project and the plan to obtain them. **(200 words)**
4. Upload a **Project Map** that shows the project site(s), and briefly describe. **(100 words)**
5. Upload **Project Designs**, and briefly describe. **(100 words)**
6. Describe the Lead Entity’s **Operations and Maintenance Plan** for all infrastructure, vehicles, and/or equipment, as applicable **(200 words for each):**
   1. Describe the operations and maintenance plan during the grant term. Describe all funding sources, including any requested grant funds.
   2. Describe the operations and maintenance plan after the end of the grant term.
      1. Describe the funding sources available for operations and maintenance.
      2. Describe any entities responsible for the operations and maintenance after the end of the grant term.
      3. Address the “useful life” of any equipment, vehicles, and/or infrastructure.
7. Provide a Project Schedule if available. Please note that a Project Schedule is not considered a readiness item and are not required at the time of application. Projects without finalized Project Schedules may still be deemed ‘ready’ for the purposes of this grant. Project Schedules will be required before the projects commence.
8. Upload a **Feedstock Certification** from a waste generator or hauler and describe how it guarantees a) enough feedstock will be provided by the time the project is operational to achieve the tonnages stated for the project, and b) that the feedstock would be newly diverted from landfill. This may include a signed supply contract, letter of intent, or other document indicating the amount and date of feedstock availability. The documentation must include **(200 words)**:
   1. Jurisdiction name
   2. Hauler(s) name
   3. Collection program type
   4. Status of the contract for collection or delivery (estimated or past date of completion)
   5. Describe how an adequate amount of feedstock will be provided to make the project feasible
9. Upload the **Material Flow Charts:**
   1. Upload the **Net Tons of Newly Diverted Organic Material Chart** that outlines the tons of materials diverted on a quarterly basis. Describe the following **(200 words)**:
      * State the amount (in tons per year, or TPY) of newly diverted organic material will be composted, digested, or prevented from becoming waste (estimate by material type for green material, food material, or ADC)
      * Describe the quantities and types of materials the project will handle. For example, commercial pre-consumer food, residential post-consumer food, source-separated green materials, or organic residuals from a material recovery facility or transfer station.
      * Describe the quantities and types of co-digested feedstocks, if applicable. For example, fats, oils, grease, wastewater sludge, dairy waste.
   2. Upload a **Baseline Material Flow Chart**. Follow the instructions in the template provided, and briefly describe. **(100 words)**
   3. Upload a **Projected Material Flow Chart** that depicts a projected feedstock with details about all business entities, jurisdictions, and organizations involved. Follow the instructions in the template provided, and briefly describe. **(100 words)**

**END OF DOCUMENT**