

Narrative Proposal

SB 1383 Local Assistance Grant Program

Fiscal Year 2022–23

Instructions

The Narrative Proposal document describes the details of the proposed project. All responses must be provided within the greyed-out text box under each prompt in this document. Utilizing a document or form other than the official CalRecycle Narrative Proposal document, or tampering with the CalRecycle version, will subject the applicant to disqualification from the SB 1383 Local Assistance Grant Program.

Each section of this form must have a response. If a question does not apply to the proposed project use the response field to explain why it is not applicable. Ensure the narrative responses are concise, detailed, and address each portion of the question.

Information presented must be consistent with tasks line items included in the Budget, and any other supporting documentation submitted. Refer to the Application Guidelines and Instructions for further information.

After completing this document, save it, and upload it to the Documents Tab of your application in the Grants Management System (GMS).

Applicant Name: San Bernardino County

Project Description

1. Provide a clear and detailed description of the proposed grant project that will be implemented as a direct result of receiving grant funds, including a description of the edible food recovery activities, if applicable.

Grant funds will be shared amongst various County departments and utilized towards supplementing the salaries of existing County positions to cover costs associated with SB 1383-related outreach and education and inspections (including edible food recovery programs). Grant funds will also be used to produce various education and outreach materials, purchase organics collection containers, and fees associated with record keeping software for SB 1383-related tracking and reporting. Indirect costs associated with rental fees for a storage unit to house organics collection containers and supervisory staff oversight costs will also be paid using grant funds.

Budget

1. Provide a clear and detailed explanation of the costs you have included in the Budget template. Explain why the included costs are necessary for implementing the proposed grant project.

Indirect Costs-- includes costs for a storage unit rental to hold organic waste collection containers to provide to residents, schools, multi-family, complexes, businesses, etc to aid in the collection of organic waste materials as well as supervisory staff costs associated with overseeing education and outreach programs/trainings.

Education and Outreach-- budgeted to cover the costs of printing informational material such as flyers, for electronic material creation and distribution (email and social media campaigns, website update to facilitate access to food recovery resources and organic waste collection program information) and to provide these materials in Spanish. Outreach would also include various trainings to County departments regarding procurement requirements.

Equipment-- budgeted to purchase food waste pails to giveaway to unincorporated residents, backyard compost bins to giveaway to unincorporated schools and residents, and organics collection containers to giveaway to commercial businesses (including schools, businesses, and multi-family complexes) to aide in the source-separated collection and processing of organic waste materials.

Personnel--costs associated with providing education and outreach through trainings to County departments regarding SB 1383 procurement requirements. An additional \$198,641.00 is budgeted to supplement the salaries of 4 positions directly related to jurisdiction implementation of SB 1383 requirements. An amount of \$61,486.50 is budgeted to supplement half of an Environmental Health Specialist (EHS) III position (budgeted at \$122,973 annually). Another \$126,571 (\$80,790.00 and \$45,781) is budgeted to supplement 75% of one EHS II position and 42.5% of another EHS II position (each budgeted at \$107,720 annually). The remaining \$10,583.50 would be used to supplement half of a Public Service Employee's salary (budgeted at \$21,167 annually). There are currently no allotted funds for the program and the grant funds would be used to support the program until a funding source is established.

Record Keeping-- costs related to SB 1383 reporting software including subscription fees, import fees, and modification fees. Software to serve as SB 1383 implementation record for County monitoring and reporting.

The FY 2022-23 grant funds allocated to Unincorporated San Bernardino County will be used to develop specific programs designed to support both residents and businesses, as well as County departments, in effectively implementing and adhering to SB1383 regulatory requirements. These initiatives will provide

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assistance and guidance to ensure successful integration of the regulation within the community.

Jobs

1. Will the proposed grant project create **new** jobs? If yes, how many new positions will be created and how many hours per week will each position be working? List each **new** position and include job title, hourly wage, weekly hours to be worked, and a brief description of each position.

N/A

2. Will the proposed grant project supplement the current salary for one or more existing positions? If yes, list each **existing** position receiving grant funding and include job title, weekly hours to be worked, and a brief description of each position.

Yes, will help to supplement Buyers salaries when educating the county departments and vendors. Please see below for titles, hours, and job descriptions: Buyer II: Up to 5 Hours/week spent working on SB 1383-related programs. Under general direction, negotiates and purchases commodities and services and provides consultation to County departments, districts, and other public agencies; performs related duties as required. Buyer III: Up to 5 Hours/week spent working on SB 1383-related programs. Under general direction, negotiates and purchases commodities and services and provides consultation to County departments, districts, and other public agencies; performs other duties as assigned. Supervising Buyer (indirect costs): Up to 5 Hours/week spent working on SB 1383-related programs. Under general direction, plans and supervises the activities of a procurement team in the Purchasing Department; reviews and approves purchase orders, and purchasing contracts; performs complex negotiations, value analysis, and difficult purchases; performs related duties as required. Grant funds will also help supplement existing Environmental Health Specialist (EHS) III, two (2) EHS II's, and a Public Service Employee (PSE) positions for conducting jurisdiction edible food recovery program requirements. At 20 hours weekly, the EHS III serves as the subject matter expert for the program, conducts training for program staff, monitors the program for compliance with SB 1383 requirements, and compiles and sends quarterly reports of food recovery program activities to cities with which the County maintains MOUs. The two (2) EHS IIs, one at 30 hours weekly and the other at 17 hours weekly, conduct compliance inspections for commercial edible food generators, food recovery organizations, and food recovery services in unincorporated County areas and in MOU cities, train food inspectors in the use of food recovery inspection techniques and reports, conduct document reviews and reinspections, provide education regarding SB 1383 requirements, and conduct enforcement for non-compliance. The Public Service Employee assists with research, outreach, and other duties to support program staff for 14 hours weekly.

Note: Each position, funded in whole or in part by grant funds, must be included in the Budget.

Edible Food Recovery

1. Will funds be used for edible food recovery? If not, please explain why.
The funds would be used to help the jurisdiction ensure that commercial edible food generators are recovering excess food and connecting with food recovery services and organizations to distribute recovered food.
2. Provide the name and address of all organizations associated with grant project activities involving edible food recovery. For example, if you are partnering with a local food bank to recover and distribute food, please list the address of the food bank here. If you are partnering with multiple organizations, please list all names and addresses.

N/A