



Contract Number

24-530

SAP Number

Public Works

Department Contract Representative	Darren Meeka
Telephone Number	909-386-8703
Contractor	California Department of Recycling Resources and Recovery (CalRecycle)
Contractor Representative	When Kwon
Telephone Number	916.341.6242
Contract Term	February 26, 2024 through April 1, 2026
Original Contract Amount	\$778,319
Amendment Amount	\$0
Total Contract Amount	\$778,319
Cost Center	670004250

Briefly describe the general nature of the contract: Funding award in the amount of \$778,319 for Fiscal Year 23-24 (State Funding Cycle for Budget Year 2022-23) from CalRecycle for implementation of regulation requirements associated with SB 1383. Funds will be split between three County departments with inter-department transfers of \$100,000 being dispersed from the Department of Public Works-Solid Waste Management to the Purchasing Department and \$339,159.50 being dispersed from the Department of Public Works-Solid Waste Management Department to the Department of Public Health.

FOR COUNTY USE ONLY

Approved as to Legal Form

▶
Jolena Grider, County Counsel

Date _____

Reviewed for Contract Compliance

▶ *Andy Silao*
Andy Silao, P.E.

Date 5/31/24

Reviewed/Approved by Department

▶ *Noel Castillo*
Noel Castillo, Director

Date 5/31/24

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



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Noel Castillo, Director

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Application Certification

Application Information

Applicant: San Bernardino County
 Cycle Name: SB 1383 Local Assistance Grant Program
 Cycle Code: OWR4
 Grant ID: 27867
 Grant Funds Requested: \$504,591.00
 Matching Funds: \$0.00 (if applicable)

Application Due Date: 11/15/2023
 Secondary Due Date: 12/20/2023

Contacts

Name	Title	Prime	Second	Auth	Cnslt	Prtcpt. Auth
Ariella Lewis	Recycling Specialist	X				
Sharon Mitchell	Staff Analyst II		X			
Suzan Garrido	Solid Waste Programs Administrator		X			
David Doublet	Assistant Director				X	

Budget

Category Name	Amount
Capacity Planning/Program Evaluation/Gap Analysis	\$0.00
Edible Food Recovery	\$0.00
Edible Food Recovery - Personnel	\$0.00
Education	\$58,654.50
Equipment	\$100,000.00
Indirect Costs	\$27,295.50
Personnel	\$258,641.00
Procurement	\$0.00
Record Keeping	\$60,000.00
Upgrade/Expansion	\$0.00

Documents

Documents	Document Title	Received Date
Required		
Application Certification		
Budget	San Bernardino County Budget document	11/14/2023
Narrative Proposal	San Bernardino County Narrative Proposal	11/14/2023
Required By Secondary Due Date		
Resolution/Letter of Commitment	San Bernardino County 2022-09 Executed Resolution	11/14/2023

Application Certification

Other Supporting Document(s)

Joint Powers Agreement

Letter of Authorization/Resolution

Letter of Designation

Resolution

Check the following, as applicable. See Application Guidelines and Instructions for more information and examples.

- Applicant acknowledges that a Resolution is uploaded in the application. The Resolution must be approved by its governing body, which authorizes submittal of the application and designates a signature authority. If applicable, applicant has uploaded a Letter of Designation (LOD) designating an additional signature authority(ies).

Program Questions

SB 1383 Local Assistance Grant Program: If you are a Special District, do you provide solid waste collection services?

- Not Applicable

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 jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify 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 a participating jurisdiction 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. If any applicant or participating jurisdiction is a charter city or a joint powers authority that contains one or more charter cities, does Labor Code section 1782 prohibit those charter cities from receiving state funding for the project described in this grant application? Check the following, as applicable.

- Applicant certifies that no charter cities included in this application are prohibited from receiving state funding for the project described in this grant application OR this application does not include any charter cities.

SB 1383 Local Assistance Grant Program: Does your jurisdiction have an enforceable ordinance(s), or similarly enforceable mechanism pursuant to section 18981.2 of Title 14 of the California Code of Regulations?

(x Yes) (No)

Conditions and Certification

Condition of Application Submittal: Acceptance of Grant Agreement Provisions

In the event the Applicant is awarded a grant, the submittal of this Application constitutes acceptance of all provisions contained in the Grant Agreement, which may consist of the following:

- Executed Grant Agreement Cover Sheet and any approved amendments
- Exhibit A - Terms and Conditions
- Exhibit B - Procedures and Requirements
- Exhibit C - Application with revisions, if any, and any amendments

Environmental Justice:

In the event Applicant is awarded a grant, submittal of this Application constitutes acceptance of the following; that in the performance of the Grant Agreement, Applicant/Grantee shall conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (see Govt. Code §65040.12(e) and Pub. Resources Code §71110(a))

Application Certification

Certification:

I declare under penalty of perjury under the laws of the State of California, that funds have been allocated for the project(s)/activities identified in the grant application and that sufficient funds are available to complete the project(s)/activities identified in the grant application, that I have read the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge, and that on behalf of the Applicant I accept the above conditions of submittal.

X David Doublet

Nov 15, 2023

Signature of Signature Authority (as authorized in Resolution or Letter of Commitment) or Authorized Designee (as authorized in Letter of Designation, submitted with this Application)

Date

David R. Doublet

Assistant Director - Public Works

Print Name

Print Title

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

Signature: 

Email: david.doublet@dpw.sbcounty.gov

Grantee Name: San Bernardino County	
<p>Directions: Before completing the Budget Modification Template, please review the Read Me tab of this workbook which includes examples of costs for each category. Then, complete the Budget Modification Template below by providing detailed information on costs requested for this modification. Itemize each item type intended for purchase separately and include pertinent information (year, make, and model for vehicles; relevant specifications for large equipment; capacity (cubic feet) for refrigeration). Add rows to the table below, as needed, ensuring that formatting carries over to new rows. Please be sure to budget for all awarded funds.</p>	
Indirect Costs	
Expenditure Detail (Include specific details about costs)	Total Funds
Storage unit utility costs to hold food waste pails, backyardcompost bins, and organics collection containers	\$ 12,295.50
Supervisory staff costs (Supervising Buyer- \$101,296 annual salary)	\$ 15,000.00
Indirect Costs Subtotal:	\$ 27,295.50
Indirect Costs Cap (10% of total grant amount)	\$77,831.90
Within Cap:	Yes
Capacity Planning/Program Evaluation/Gap Analysis	
Capacity Planning/Program Evaluation/Gap Analysis Subtotal:	\$ -
Edible Food Recovery	
Edible Food Recovery Subtotal	\$ -
Edible Food Recovery - Personnel	
Edible Food Recovery Subtotal - Personnel Subtotal	\$ -
Education and Outreach	
Education and outreach to include trainings, print materials, and electronic materials related to SB 1383 residential and commercial organics collection outreach campaign, edible food recovery programs, and Recycled organic product procurement	\$ 58,654.50
Education and Outreach Subtotal	\$ 58,654.50

Equipment (not related to Edible Food Recovery such as PPE, bins, lids, etc.)	
Purchase of food waste pails, backyard compost bins, and organics collection containers for commercial businesses (schools, businesses, and multi-family complexes)	\$ 100,000.00
Equipment Subtotal:	\$ 100,000.00
Personnel	
Environmental Health Specialist III (\$122,973 annual salary)	\$ 98,898.00
Environmental Health Specialist II (\$107,720 annual salary)	\$ 107,720.00
Environmental Health Specialist II (\$107,720 annual salary)	\$ 107,720.00
Public Service Employee (\$21,167 annual salary)	\$ 21,167.00
Buyer II (\$77,272 annual salary) and Buyer III (\$91,748 annual salary)	\$ 60,000.00
Staff Analyst II (\$135,545 annual salary)	\$ 136,864.00
Personnel Subtotal:	\$ 532,369.00
Procurement	
Procurement Subtotal:	\$ -
Record Keeping	
SB 1383 Reporting Software subscription fees, import fees, and modification fees	\$ 60,000.00
Record Keeping Subtotal:	\$ 60,000.00
Upgrade/Expansion	
Upgrade/Expansion Subtotal:	\$ -
Total Project Funds	\$ 778,319.00

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

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.

Department of Resources Recycling and Recovery (CalRecycle)

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