

## BUDGET NARRATIVE

### ***Implementing Innovative Approaches: Greater Bay Area Food Recovery and Compost Expansion Initiative***

#### **Grant Management Approach**

It is a matter of public trust that federal grant funds are managed efficiently and with strong fiscal integrity and accountability. To successfully implement the proposed initiative, County of Santa Clara staff will work across organizational lines and with external partners. Managing grant awards requires a coordinated effort among multiple County departments including legal, grants and contracts management, and fiscal teams. These offices work together to promote the effective and efficient use of the County's financial and other resources and reduce risk.

**Total Funding Request for Initiative: \$40,998,357**

**Total Funding Request for Measure 1 (Food Recovery Program): \$34,763,110**

**Personnel Salaries Total: \$817,445**

**Personnel FTE Total: 1.15**

- The Food Systems Manager, Office of the County Executive will manage the overall initiative, maintain effective communication with all initiative partners and other stakeholders, and serve as liaison for reporting to County of Santa Clara executive leadership. They will monitor and control project performance, quality, and compliance. With support from Joint Venture Silicon Valley staff, they will design and implement a competitive or non-competitive (to be determined) process for awarding Food Recovery Expansion Program funds to Santa Clara- and San Benito-based food recovery organizations (FRO)s. They will evaluate and report on the results, achievements and lessons learned through the initiative and ensure that grant deliverables are produced on time and within scope and budget.
  - Salary: \$175,906 (with annual 3% Cost of Living Adjustment [COLA])
  - Time allocated to program: .25 FTE
  - Total amount funded by CPRG grant: \$233,477
- The Senior Management Analyst, Office of the County Executive will support the grant management process on behalf of the lead agency, the County of Santa Clara. To support the various proposal partners, they will conduct workgroup meetings and serve as a liaison between initiative partners. They will coordinate with County legal and contracts staff to ensure that required policies and procedures are developed, contract and procurement requirements are followed, reporting is completed as required, and that the grant is tracked throughout the entire period of performance. They will ensure that programs are implemented as described and the goals of the grant are met, milestones are reported as required, and program reporting requirements are completed. They will help manage the Consultant contract to facilitate coordination amongst initiative partners. They will manage and monitor the County process of awarding Food Recovery Expansion Program funds to FROs as subrecipients. Finally, they will

coordinate with County fiscal staff to ensure that revenues and expenditures are throughout the grant period are tracked and financial reporting requirements are completed.

- Salary: \$119,027 (with 8% annual salary increase, which includes COLA)
  - Time allocated to project: .75 FTE
  - Total amount funded by CPRG grant: \$473,948
- Senior Management Analyst, Office of Sustainability, will work closely with the Senior Management Analyst, Office of the County Executive and the contracted consultant. They will help ensure that programs are implemented as described and the goals of the grant are met. They will ensure that initiative milestones are reported in annual Sustainability Master Plan reports and included on the Sustainability Dashboard.
  - Salary: \$125,024 (with 8% annual salary increase, which includes COLA)
  - Time allocated to project: .075 FTE
  - Total amount funded by CPRG grant: \$55,010
- Senior Management Analyst, Office of Sustainability, will work closely with the Senior Management Analyst, Office of the County Executive and the contracted consultant. They will help to gather data on technical progress, quantification of benefits in general communities and LIDACs, and total GHG emissions and other pollutants reduced in general and in LIDACs for the semi-annual and final reports.
  - Salary: \$125,024 (with 8% annual salary increase, which includes COLA)
  - Time allocated to project: .075 FTE
  - Total amount funded by CPRG grant: \$55,010

**Fringe Total: \$433,246**

- Fringe benefit rate: 53% of salary (35% of total compensation)
- Fringe benefits included: Health insurance, pension plan, deferred compensation plans, paid holidays, vacation and sick leave, employee assistance program, employee wellness, childcare reimbursements, basic life insurance, supplemental life insurance, dependent care assistance program, health flexible spending account, work-related parking and commuter benefits, and disability and unemployment benefits.

**Contractual Total: \$125,000**

- Consultant: \$100,000  
Consultant to facilitate coordination amongst initiative partners through the creation of an ad-hoc working group. Meetings are anticipated to be monthly at project outset, then scaled back to every other month. The County of Santa Clara currently engages a consultant to provide overall support to the Santa Clara County Climate Collaborative, a cross-sector network to advance regional solutions to climate change, and the County can potentially leverage this contract.
- Consultant: \$25,000  
Consultant to support with reporting on technical progress, quantification of benefits in general communities and LIDACs, and calculating total GHG emissions and other pollutants reduced in

general and in LIDACs. The County of Santa Clara currently engages a consultant to provide GHG quantification and carbon sequestration analyses, and the County can potentially leverage this contract.

**Indirect Costs Total: \$145,069**

- Indirect costs are calculated using 10% de minimis rate applied to a modified indirect cost base of \$1,450,691, which includes:
  - \$1,375, 691 for personnel, fringe benefits, and contractual costs
  - \$75,000 for (3) subawards at the allowable limit of \$25,000 for each subaward

**Other—Subawards:**

**Subaward to Joint Venture Silicon Valley: \$1,300,000**

Joint Venture Silicon Valley (Joint Venture), a subrecipient, will lead FRO technical assistance, stakeholder engagement, and provide strategic guidance to the County of Santa Clara related to SB 1383 compliance and FRO capacity needs. Joint Venture runs the Santa Clara County Food Recovery Program, which has been tasked with implementing SB 1383 on behalf of all cities and the unincorporated areas of Santa Clara County. As such, they are responsible for conducting capacity assessments of the County to ensure enough capacity exists to recover the food that businesses are legally required to donate. This level of engagement will require staff time and will greatly augment the amount of food that is able to be recovered. Joint Venture will hire an additional staff member who will have primary responsibility for ensuring that program deliverables are met, and data is collected and reported in a timely and accurate manner. They will provide support to County of Santa Clara staff to design and implement a via a competitive or non-competitive (to be determined) process to award Food Recovery Expansion funds to FROs as subrecipients. Finally, they will also coordinate the annual FRO stakeholder network convenings. Additional expenses for these meetings will be covered in-kind by Joint Venture Silicon Valley. The new staff member will be supported by executive leadership at the organization to effectively achieve the goals of this measure.

**Subaward to StopWaste: \$11,942,350**

Alameda County Waste Management Authority (ACWMA), also referred to as StopWaste, is a sub-awardee of this application. StopWaste works collaboratively with its 17 Member Agencies: The County of Alameda, each of the fourteen cities in the county, and two sanitary districts that provide refuse and recycling collection services. StopWaste will design and implement a competitive or non-competitive (to be determined) process to award Food Recovery Expansion Program funding in the amount of \$10,000,000 to 6-10 existing and new FROs. StopWaste's contribution to this GHG Reduction measure centers on its role facilitating efforts to increase and improve food recovery within the county and the partnerships it holds FROs through convening the Alameda County Food Recovery Network (ACFRN) (made up of over 50 organizations) and administering an annual grant program that provides funding for food waste prevention and recovery activities. StopWaste also directly engages generators of surplus food through enforcement of SB 1383 and has the ability to encourage businesses and institutions to utilize new technologies that will help them reduce food waste and donate more surplus edible food. As the central contact and convener of these stakeholders, StopWaste will be responsible for managing the

process for Alameda County to select the partners who will participate in the proposed strategies and hold the MOUs with FROs and the technology solution providers. StopWaste will coordinate and collaborate with Joint Venture Silicon Valley on the food recovery measures and jointly convene their respective food recovery networks annually to increase resource sharing and build trust, necessary for catalyzing the food recovery sector into innovation and developing a cohesive regional approach to managing food recovery.

### **Subawards to FROs: \$20,000,000**

The County of Santa Clara will design and implement a competitive or non-competitive (to be determined) process to award Food Recovery Expansion Program funding in the amount of \$20,000,000 to 12-20 existing and new FROs to support the expansion of food recovery operations and infrastructure. Drawing from experience with pre-existing stakeholder engagement, guidance from subrecipient Joint Venture, and the goals outlined in the *County of Santa Clara Food System Workplan*, the County of Santa Clara will manage the FRO award selection process. County staff will prioritize the two food recovery program strategies while also inviting other innovative approaches that will be scalable and replicable over time and in other parts of California and nationwide.

RFI responses received from 13 Santa Clara County-based FROs highlighted a funding gap of \$21M for readily implementable food recovery capacity expansion projects. Given the network of more than 50 FROs operating within Santa Clara County, County and Joint Venture staff estimate the total food recovery expansion funding need to be considerably more. Examples of projects proposed via RFI response by FROs operating in, or within 1 mile from, LIDACs include:

- *Loaves & Fishes Family Kitchen* serves residents of Santa Clara County living below the self-sufficiency standard who are food insecure. Funding needs include \$800,000 for the purchase of a refrigerated truck, refrigerators and freezers, and to hire additional staff.
- *Martha's Kitchen* serves seniors, unhoused individuals, families and veterans who are food insecure. Funding needs include \$1.5M for expanded cold storage, transition to electric refrigerated vehicles, and additional staff.
- *Recovery Cafe San Jose* serves populations who are healing from trauma, addiction, homelessness, and mental health challenges in Silicon Valley. Funding needs include \$200,000 for additional staff and fleet costs to expand partnerships with hotels, restaurants, and event venues to recovery meals for distribution to Recovery Cafe's program participants.
- *Veggielution* serves families, youth, and seniors living in the low-income neighborhood of East San Jose. Funding needs include \$1.9M for a commercial kitchen build out on the ground floor of a new affordable housing development.

### **County of San Benito: \$0**

Project partner San Benito County will provide in-kind staff time to support the initiative through participation in periodic partner convenings, assisting with initiative communications, educating the community on the initiative and its projects, and supervision and management of staff assigned to the initiative.

**Total Funding request for Measure 2 (Compost Expansion Program): \$6,235,247**

**Personnel Salaries Total: \$556,088**

**Personnel FTE Total: .7**

- Food Systems Manager, Office of the County Executive, will manage the overall initiative, maintain effective communication with all partners and other stakeholders, and serve as liaison for reporting to County of Santa Clara executive leadership. They will participate in ad-hoc and regular initiative partner meetings and monitor project performance, quality, and compliance. They will evaluate and report on the results, achievements, and lessons learned through the initiative and ensure that grant deliverables are produced on time and within scope and budget.
  - Salary: \$175,906 (with 3% annual COLA increase)
  - Time allocated to project: .25 FTE
  - Total amount funded by CPRG grant: \$233,477
- The Senior Management Analyst, Consumer and Environmental Protection Agency (CEPA) will help ensure that programs are implemented as described and the goals of the grant are met. They will participate in ad-hoc and regular initiative stakeholder meetings and provide support for coordination of Compost Expansion Program subrecipients and other partners.
  - Salary: \$143,225 (with 3% annual COLA increase)
  - Time allocated to project: .05 FTE
  - Total amount funded by CPRG grant: \$38,020
- The Senior Management Analyst, Office of the County Executive will support the grant management process on behalf of the lead agency, the County of Santa Clara. To support the various proposal partners, they will conduct workgroup meetings and serve as a liaison between initiative partners. They will coordinate with County legal and contracts staff to ensure that required policies and procedures are developed, contract and procurement requirements are followed, reporting is completed as required, and that the grant is tracked throughout the entire period of performance. They will ensure that programs are implemented as described and the goals of the grant are met, milestones are reported as required, and program reporting requirements are completed. They will help manage the Consultant contract to facilitate coordination amongst initiative partners. Finally, they will coordinate with County fiscal staff to ensure that revenues and expenditures are throughout the grant period are tracked and financial reporting requirements are completed.
  - Salary: \$119,027 (with 8% annual salary increase, which includes COLA)
  - Time allocated to project: .25 FTE
  - Total amount funded by CPRG grant: \$174,571
- Senior Management Analyst, Office of Sustainability, will work closely with the Senior Management Analyst, Office of the County Executive and the contracted consultant. They will help ensure that programs are implemented as described and the goals of the grant are met. They will ensure that initiative milestones are reported in annual Sustainability Master Plan reports and included on the Sustainability Dashboard.

- Salary: \$125,024 (with 8% annual salary increase, which includes COLA)
- Time allocated to project: .075 FTE
- Total amount funded by CPRG grant: \$55,010
- Senior Management Analyst, Office of Sustainability, will work closely with the Senior Management Analyst, Office of the County Executive and the contracted consultant. They will help to gather data on technical progress, quantification of benefits in general communities and LIDACs, and total GHG emissions and other pollutants reduced in general and in LIDACs for the semi-annual and final reports.
  - Salary: \$125,024 (with 8% annual salary increase, which includes COLA)
  - Time allocated to project: .075 FTE
  - Total amount funded by CPRG grant: \$55,010

**Fringe Total: \$294,727**

- Fringe benefit rate: 53% of salary (35% of total compensation)
- Fringe benefits included: Health insurance, pension plan, deferred compensation plans, paid holidays, vacation and sick leave, employee assistance program, employee wellness, childcare reimbursements, basic life insurance, supplemental life insurance, dependent care assistance program, health flexible spending account, work-related parking and commuter benefits, and disability and unemployment benefits.

**Contractual Total: \$125,000**

- Consultant: \$100,000  
Consultant to facilitate coordination amongst initiative partners through the creation of an ad-hoc working group. Meetings are anticipated to be monthly at project outset, then scaled back to every other month. The County of Santa Clara currently engages a consultant to provide overall support to the Santa Clara County Climate Collaborative, a cross-sector network to advance regional solutions to climate change, and the County can potentially leverage this contract.
- Consultant: \$25,000  
Consultant to support with reporting on technical progress, quantification of benefits in general communities and LIDACs, and calculating total GHG emissions and other pollutants reduced in general and in LIDACs. The County of Santa Clara currently engages a consultant to provide GHG quantification and carbon sequestration analyses, and the County can potentially leverage this contract.

**Indirect Costs Total: \$102,581**

- Indirect costs are calculated using 10% de minimis rate applied to a modified indirect cost base of \$1,025,815, which includes:
  - \$975,815 for personnel, fringe benefits, and contractual costs
  - \$50,000 for (2) subawards at the allowable limit of \$25,000 for each subaward

**Other-Subawards:**

**Subaward to Zero Food Print: \$5,156,851**

In partnership with the cCounty of Santa Clara and UCCE, Zero Foodprint will expand the Existing Compost Connector Broker program in Alameda and Santa Clara Counties into San Benito County. Zero Foodprint will convene an expert panel for the purpose of recommending compost application as well as Measuring, Monitoring, Reporting, and Verification (MMRV) standards by which the County of Santa Clara can develop projects, as well as claim credits and/or emissions reductions toward its Climate Action Plan (CAP). The Zero Foodprint Compost Connector Manager (.9 FTE), Compost Logistics Coordinator (.75 FTE), and Director of Operations (.2 FTE) will provide program will lead implementation of the Compost Expansion Program and Carbon Credit Program. An estimated \$2.8M of this sub award will be allocated to the purchase of compost for application in Alameda, San Benito, and Santa Clara Counties during years 1-3 of the grant period. Zero Foodprint will be responsible for costs associated with subcontracted compost spreading services, stipends paid to carbon credit market panel experts, as well as soil testing in years 1 and 5 of the grant period.

**Subaward to UCCE: \$49,000**

UCCE will lead a site assessment team to strategically identify rangeland locations for compost applications. Our multistep process will involve initial consultations with the Santa Clara County-based USGS Western Geographic Service Center, which has extensively mapped and simulated future carbon dynamics in the region with their Land Use and Carbon Scenario Simulator (LUCAS) model. Subsequent on-site visits will refine project site perimeters, considering vegetation cover, soil characteristics, terrain, and disturbance state. Costs incurred by UCCE include coordination between regional UCCE and Resource Conservation District (RCD) staff to facilitate workshops and education for regional land managers, manage site reviews to inform compost applications, and provide oversight for lab analyses of key data collected through the agriculture and public land demonstrations. Funding also supports stipends for two part-time interns who will support staff activities including site analysis and education support during years 1-2 of the grant period.

**County of San Benito: \$0**

Project partner San Benito County will provide in-kind staff time to support the initiative through participation in periodic partner convenings, assisting with initiative communications, educating the community on the initiative and its projects, and supervision and management of staff assigned to the initiative.