

TEA29 Video Transcript

00:00:01:14 - 00:00:35:19

Speaker 1

Good morning and welcome to the TEA 29 Administrative Webinar. Can't believe it's June 30th already, but here we are. I'm Derek Link and I'm the Grant Program Supervisor. Yolanda Park is the grant program lead and she'll also be presenting a little bit later. So we'll get started here right away with the grant agreement documents. So the grant agreement documents comprise of several distinct documents.

00:00:35:19 - 00:01:11:10

Speaker 1

Terms and conditions are controlling in other words, anything else that you receive from gallery cycle is overruled by the terms and conditions. Those are developed by our legal office. The procedures and requirements are more of a program guidance document on how to properly administer the grants. And these documents contain compliance requirements for grant implementation. Neither of these documents can be changed unless Cal Recycle revises the grant agreement and then you sign it and we sign it again.

00:01:12:00 - 00:01:35:19

Speaker 1

And we're actually going to go through that in July or August this year because we have some changes that YOLO go over with you that require that we change the piece. And so we are going to have to do another grant agreement cover sheet. But I think you'll agree it's worth it. Approved budgets also part of your grant agreement.

00:01:36:16 - 00:02:09:15

Speaker 1

I'll talk a little bit about how to modify that in a minute. I've got a separate slide for that. So here are your milestones for this year, for this cycle, the coming fiscal year. So one I want to highlight to you is the second bullet based on some changes that we are going to be implementing that come out of your feedback to us.

00:02:10:14 - 00:02:44:03

Speaker 1

We have to make some minor changes to the procedures and requirements document and unfortunately our lawyer won't allow me to do that without doing an amended grant agreement. So sometime in July or August, we're going to have to go through the grant signature process again. And while that's a little bit of a pain, I think you're going to agree when you see the changes that we're putting into place, that it'll be worth it.

00:02:44:14 - 00:03:16:11

Speaker 1

So what we will be sending out is a an amended procedures and requirements document. It'll show that language that we're striking as straight through, and it will show any language that we're adding as underlined. You'll be receiving that about the same time that you get the the amended or the new grant cover sheet that'll be routed through Adobe Sign in the same way as before for signature.

00:03:16:19 - 00:03:55:02

Speaker 1

Now, since you already have a resolution in place and a designated signatory, then it only needs to be signed by that designated signatory. And we're done. So hopefully this does not mean that you need a different any board approval or anything like that. It's just an amendment to it, to the agreement that they've already signed. So this performance period will end next June 29th and the final date for invoices and progress reports will be September 30th.

00:03:55:17 - 00:04:36:23

Speaker 1

Of course, mid-year are always due in February and the the invoicing periods don't change. So your budget categories you're familiar with, the caps are there. We'll be sending out this this document later to you. So you'll have this this whole PowerPoint deck in a PDF. So these will be there for you. But you're all familiar with those budget modifications, so you need to request budget modifications in writing from your grant manager.

00:04:36:23 - 00:05:07:07

Speaker 1

And when you email them, you will need to communicate three pieces of information in that email. A justification. So why do you need to move the money? Maybe you've got more inspections to do and you want to move money from training into inspections. Where are you moving it from and where are you moving it to? So you're going to say we're moving \$1,000 from training to inspections.

00:05:07:07 - 00:05:44:13

Speaker 1

And so be specific about the amounts and the categories that you're moving money between. Grant Manager will reply with either approval or questions. Usually it's just an approval process and upon approval the grant manager will adjust the budget for you. And you don't need to do that. They will they will do that for you. The only thing that you'll need to do is adjust your egis on your side to make sure that you've you've reflected the the change in your budget.

00:05:47:07 - 00:06:19:02

Speaker 1

So administrative costs, this this is anything that you're paying somebody to do to implement the grant activities at an administrative level. So progress reports of payment requests fall under this umbrella and the rest of those points so you can charge internal meetings related to TE unless it's training, then it would go to training, administrative supervision and an evaluation of staff development of the next cycle.

00:06:19:02 - 00:06:57:14

Speaker 1

Application is also chargeable under this category. So education is education that you are doing for external stakeholders. So waste our generators, waste our dollars. If you are going out to to a brand new TPD number and giving them education about how to properly follow the rules, then that that would be chargeable under here. You can also charge costs for printing and distributing recycled brochures.

00:06:58:10 - 00:07:19:03

Speaker 1

Now, we don't support printing costs. Publication costs for anything other than the cover cycle brochure. That's that's a limitation. Okay, let's use the question. Okay. Can you read that to me? Yes.

00:07:19:03 - 00:07:26:22

Speaker 2

Can we include pre inspection report review and inventory activities in admin account category?

00:07:26:22 - 00:07:30:12

Speaker 1

So pre activities for an inspection.

00:07:31:05 - 00:07:36:19

Speaker 2

Pre inspection report review and inventory activities in that category.

00:07:37:12 - 00:08:02:01

Speaker 1

J Downs like two different things. So the pre inspection should be charged under inspection, right. If their inventory carrying equipment or things like that, then I think that would fall under admin. Okay. If it's some other kind of inventory, please specify in the chat and we'll we'll address that.

00:08:03:01 - 00:08:07:17

Speaker 2

The next question is, do we get a copy of the PowerPoint presentation? And the answer is yes.

00:08:08:10 - 00:08:16:23

Speaker 1

The answer is yes. I will email that out to everybody after this event is over. Thank you.

00:08:17:02 - 00:08:17:13

Speaker 2

Keep going.

00:08:18:02 - 00:09:00:14

Speaker 1

All right. Enforcement so conducting and reporting on investigations, researching, identifying and documenting illegal sites and a whole list of other things. Please, please note that TerraCycle is pretty strict about cleanup of tire piles on private property, so anything with greater than 500 tires illegally stored must be referred to covered cycle prior to seeking remediation. So please refer those instances to your recycle liaison.

00:09:02:03 - 00:09:40:19

Speaker 1

But you can you can charge us for enforcement for obviously for surveillance, for field patrolling activities. You can set up cameras for surveilling and coordinate with other agencies like the CHP or the DEA. There's a whole bunch of things here that you can charge us for under this category. So under field patrolling and small tire pilot cleanup, eligible activities and costs include good time to prepare and plan your field patrol.

00:09:41:10 - 00:10:14:03

Speaker 1

Time spent to follow up on illegal dumping complaints and referrals. Cleanup of small tire piles with 35 or less tires on public land, including disposal fees. So we support all of those things. And we've had at least one grantee that they purchased a liftgate for a truck for a pickup, so that when they go out on patrol and they find some tires, that their staff is having to hoist those up into the back of the pickup.

00:10:15:14 - 00:10:48:09

Speaker 1

Some of those truck tires get really heavy. So that kind of thing we can support, we do requests. If you're going to purchase a piece of equipment that is \$5,000 or more that you and I think the liftgate was that you get three bids and submit those with the invoice so that we're we're able to see that that you got the best price and you are required to take the lowest price of please, please do diligence on that.

00:10:49:04 - 00:10:51:03

Speaker 1

Derek, we have another question. Okay.

00:10:51:13 - 00:11:10:23

Speaker 2

I have a case where we thought the tires were less than 500, but as we remove more tire, but as we remove more tires, come out over 500, what do we do in those cases? So I thought it was 500, but it ended up being more than 500. But what do we do in most cases?

00:11:11:21 - 00:11:31:18

Speaker 1

Well, I think at that point you're going to just continue the cleanup, but you should also, at that point notify your CalRecycle liaison that, hey, you know, this this turned out to be a lot bigger than we thought. Sometimes that happens, you know, sometimes the tires are embedded and you just can't see until you start pulling them out.

00:11:31:18 - 00:11:43:21

Speaker 1

How many are in there? So do communicate with your recycle liaison because they may they may want to do a little investigation about, you know, about that property. So.

00:11:45:21 - 00:11:47:13

Speaker 1

Okay. Good question.

00:11:49:11 - 00:11:58:21

Speaker 2

For this category, either T staff does the clean up of waste tires or how about Contracting a hauler?

00:12:02:02 - 00:12:35:16

Speaker 1

Well, under the TEA grant, you're not you're not really able to pay for removal of more than 35 tires. We've limited it this way because what we were finding in the past is that as people did field patrol, they would identify tires, but since they weren't paid to pick them up and dispose of them, they would then have to refer it to their maintenance folks who would then have to go back out and pick up the tires and dispose of them.

00:12:35:16 - 00:13:10:01

Speaker 1

So the big waste of jurisdiction's money to spent have two trips. So if you find a waste tire pile with 35 or more, then there are CalRecycle grants that your jurisdiction can apply for waste tire cleanup. I know that, you know, jurisdictions with a local conservation corps close by can call on them to assist with waste piles, removal and hauling.

00:13:10:04 - 00:13:49:18

Speaker 1

They're all they're all haulers registered haulers. So, yeah, you wouldn't be able to pay for a hauler under this grant, in all likelihood, unless it was unless it was a 30, 30 tire pile that would that would be okay if that was necessary. Okay. Thank you. Operational costs. So this is a broader category than we used to have.

00:13:49:22 - 00:14:17:16

Speaker 1

We used to call it equipment. So that the only thing I really want to point out here is that if you buy something, a piece of equipment that costs \$500 or more, then you do need to provide an invoice and proof of payment. Now, with a jurisdiction, you can you can provide a ledger entry from your accounting department showing that that that cost was entered into the accounting system.

00:14:17:24 - 00:15:01:07

Speaker 1

And that's perfectly fine. We're not looking for a check copy or anything like that necessarily. So \$500 or more proof of payment, an invoice as backup. And also remember that if you're buying something, say a phone for an inspector. If they're 100% TEA, it's okay to charge us 100% of that cost. But if they are split over, say, two programs and they're spending an equal amount of time and that phone is used in both programs, then you should only be charging us 50% of the cost, not the whole cost.

00:15:02:09 - 00:15:40:05

Speaker 1

Okay, indirect. So this this category causes a lot of gnashing of teeth, but it's a good way for your jurisdiction to recoup some of the costs that are borne by your agency to implement the program. So we do have a 20% cap of this. So you take your direct costs and multiply it by 20% and that tells you your cap for indirect.

00:15:40:24 - 00:16:11:05

Speaker 1

So all grantees must employ an indirect cost rate that conforms to generally accepted accounting principles. That's why we ask that you get your cost allocation plan from your accounting department, because they know how to how to properly calculate those costs. And they have the costs charged have to be consistent with your agency's indirect cost practices and align with your cap that you submitted with your application.

00:16:12:19 - 00:16:47:16

Speaker 1

So I have an example here. Sometimes there's some confusion about how to charge this, how much you can charge. Some people misunderstand that 20% to mean that on

an invoice you can only charge 20% of the invoice to indirect. But let me show you an example. So an agency's TEA grant budget, this is just the fictitious example, but has direct cost budgeted at \$100,000 indirect then can be budgeted at 20.

00:16:47:21 - 00:17:40:08

Speaker 1

So the total grant budget would be \$120,000. So on the mid-year invoice down there on the left, if the first invoice shows direct costs of \$34,000 and the actual agency indirect cost rate is 43%, the agency may charge up to \$14,620 for indirect costs on that invoice. So 43% times to 34,000. So on the final invoice now, so if the agency charged 14 620 on the first invoice per the 43%, there's now a \$5,380 balance left on the indirect budget line item to charge on the final invoice.

00:17:40:23 - 00:18:14:09

Speaker 1

So even though the indirect cost rate may be 43%, you can't charge more than 5380 on the file invoice because your total cap, the amount was \$20,000. So hopefully that that explains a little bit about how this should be charged. Your agency accounting department can help you calculate your indirect on your invoice if you're not sure about how that should be done.

00:18:15:22 - 00:18:52:04

Speaker 1

So inspections, that's the primary work of the grant, of course, has to be performed. All inspections must be performed in compliance with the carriage vehicle inspection manual. And I'm not going to go through all of this, but if you need training on inspections, you have new inspectors and you can either get permission from your CalRecycle Liaison on the train them yourself, or you can ask your CalRecycle liaison to come and provide that training.

00:18:53:03 - 00:19:29:13

Speaker 1

But every CalRecycle wants to be sure that everybody gets a sort of a standard training regimen here. So we are we are tracking time by inspection on TEA 28 and where we're

doing an analysis of that to see what that what the hours per inspection look like across all grantees. And we'll be coming back to you in the fall reporting on that.

00:19:29:14 - 00:19:46:24

Speaker 2

wait, wait, wait. The liaison provides a list of the SQG (Small Quantity Generators). Are we to complete 100% that list as compared to the priority? Yes. But what is SQG again?

00:19:47:17 - 00:20:27:11

Speaker 1

Small quantity generator . Yeah. So if I understand the question that the SQG list is separate from the priority inspection list? My understanding from enforcement is that you are to focus first on your priority inspection list and then inspect new TPIDs which are always classified as SQG unless and until they're inspected and shown to have higher tire count than an SQG.

00:20:28:16 - 00:20:54:06

Speaker 1

Small quantity generators that have been inspected previously can be reinspected with permission from the liaison, but I'm not sure if that answered the question in its entirety. If not, can you just restate the question in the chat or we'll try another answer.

00:20:55:02 - 00:20:56:24

Speaker 2

I think you got it. I think that was good.

00:20:57:09 - 00:21:49:08

Speaker 1

Okay. Thanks. All right. So we do list some trainings said that are mandatory and some non-mandatory that you can charge without asking for permission from your grant manager to expend that money. If you want to send an inspector or staff member to an applicable training that's not listed in either mandatory or non-mandatory, then you can

reach out to your grant manager, provide information about that training, maybe a course description or a syllabus or whatever it is that's available from the trainer and explain why you want to take advantage of that opportunity.

00:21:49:20 - 00:22:20:13

Speaker 1

And then your grant manager will have a look at it and maybe bounce it off me or Yoli and we'll get back to you and make sure that you got either permission or sometimes denial. But you guys are pretty good at knowing what you need. So just make sure that you get permission before you take the training and expend the money so that you don't run into a problem getting reimbursed.

00:22:21:24 - 00:22:55:23

Speaker 1

All right. Transportation. So you can charge us for agency or personal vehicle use whatever your jurisdiction allows. CalRecycle doesn't set the state mileage rate. We're just the piano players. We don't make the music. So they'll change that every January and so it's a common mistake on the second invoice of the years is carrying forward the mileage rate from the previous year.

00:22:56:10 - 00:23:27:23

Speaker 1

So just double check in January when you start doing your recordkeeping to see what the mileage rate is. And usually it mirrors the federal mileage rate, the IRS, the IRS or whoever it is at the federal level that puts out the official mileage rate you can write off. So you can either charge us one or two ways. You can charge us for mileage the state rate or the grantees' rate, whichever is less.

00:23:29:02 - 00:24:06:14

Speaker 1

And that would cover everything that's listed in item two. The mileage rate is intended to be an umbrella charge for use of vehicles. You can also charge us itemized transportation costs if you so choose. I don't believe anybody chooses to do that. It's a

lot of work. But you may if that's advantageous to your agency. All right. So I am going to turn this over to Yoli and I'm going to mute.

00:24:07:05 - 00:24:25:18

Speaker 3

And Derek. All right. Hello, everyone. I am Julie Park. I am the TEA program lead and I'm going to go over the payment requests. And then later we'll go over evaluations for the TEA program.

00:24:31:10 - 00:24:57:15

Speaker 3

Some of you may remember this slide from our TEA Admin Roundtables and during those meetings we discussed the first four items you see here and the fifth item we were able to get enforcement's help. By now we've addressed some issues with the purple arrows, which is indirect, and others will be addressed throughout this webinar, such as allocating costs. For this cycle,

00:24:57:18 - 00:25:33:04

Speaker 3

we've been able to finalize some solutions and we're going to present those, starting with issues one and two, which are shown with the red arrows. So based on feedback from grantees about the administrative burden of reporting inspection hours by TPID, we are changing how you report inspection hours for reimbursement. You will not be submitting the priority workplan, also known as the inspection log with your invoice.

00:25:33:23 - 00:26:06:09

Speaker 3

Instead, you will enter total inspection hours by Inspector on the EIS and that is it. Be aware and be forewarned, however, that when an audit occurs, you will still need to have timesheets that account for each inspector's time and notes must be associated with that time by TPID. So auditors will test to ensure that inspectors billed during an invoice period

00:26:06:16 - 00:26:14:02

Speaker 3

were actually doing those inspections during that period, so you will still receive,

00:26:14:20 - 00:26:15:11

Speaker 1

the

00:26:16:24 - 00:26:26:18

Speaker 3

priority work plan with the NTP (Notice to Proceed), but you will no longer need to turn it back in to CalRecycle when you are requesting reimbursement.

00:26:27:11 - 00:26:28:01

Speaker 1

I have a couple questions Yoli.

00:26:28:01 - 00:26:34:08

Speaker 2

The first one is, "So we don't need to total the hours on the workplan?"

00:26:35:16 - 00:26:48:00

Speaker 3

If you want to do that for yourselves, you can, but you will not need to submit it to us when requesting reimbursement. The total hours for each inspector will be on the EIS only.

00:26:49:07 - 00:26:56:18

Speaker 2

And then I have another question, "Please explain further notes needed."

00:26:56:18 - 00:27:38:20

Speaker 3

So on your notes, when you are and your own internal records of inspections and doing TPID (inspections) and whatnot, you'll want to keep your own notes that show an auditor, which TPID was an inspection or a re-inspection or anything that relates to that TPID. We had gotten an example, a grantee had given us an example of what they have for their records, and it showed on that example and a TPID that showed up, I think at least three times.

00:27:39:18 - 00:28:11:22

Speaker 3

There were no notes associated with that TPID though. So we, by we I mean CalRecycle and auditors would want to see, okay, that first TPID was a routine inspection but then there was a notice of violation found so had to go back a second time maybe they were closed and then the third time everything was resolved or it was further referred to CalRecycle, things like that.

00:28:11:22 - 00:28:18:15

Speaker 3

We just want clear notes about why you were going to that TPID or what the reasoning was for that.

00:28:19:23 - 00:28:20:21

Speaker 2

Okay. I have another one.

00:28:22:12 - 00:29:11:00

Speaker 1

Let me jump in real quick. So so just I'm sorry to to contradict you a little bit Yoli. No go ahead. So I think what what audits told us is what they want to see is if there is

inspection time charged on a timesheet, then there should be a TPID associated with that charge. And as Yoli said, we saw some examples that people provided to us of ways in their systems that they're already doing that, they've got a column for TPIDs or they have a column for notes where they're just entering TPIDs associated with time.

00:29:11:13 - 00:29:47:20

Speaker 1

So it's, it's not we're not asking you to change anything in how you're keeping records. You've already been keeping records by TPID, otherwise you wouldn't be able to aggregate them the way you have been for TEA28 anyway. So don't change what you're doing. You already been doing it. So the difference is that we're not asking for it and we're not asking you to aggregate all those those hours that are spread over days or weeks into one charge on the inspection log anymore.

00:29:48:00 - 00:29:59:10

Speaker 1

We don't need that anymore. We've we've gone through all this with legal and with audits. And the way we're asking it to do it is auditable and just fine. So.

00:30:01:05 - 00:30:08:16

Speaker 2

So did you answer the question routine versus re-inspection as logged on the inspection report? Why keep separate notes.

00:30:09:18 - 00:30:12:04

Speaker 3

And does that does what that help.

00:30:14:02 - 00:30:31:12

Speaker 1

Yeah, that's that's exactly right. You don't need to you don't need to do double entry. So if you're keeping that if you're keeping that information on somewhere else, you don't need to duplicate that anywhere else.

00:30:31:12 - 00:30:45:01

Speaker 2

Okay, great. Can GMS and WTMS talk to each other? The notes, to be documented are on the WTMS inspection report process itself.

00:30:45:01 - 00:31:06:24

Speaker 1

So the answer is that they don't talk to each other. However, again, if you're already keeping notes in WTMS and an auditor wants to know where those are, then you would point them to WTMS They have access to that as well. So you don't need to duplicate them in in GMS.

00:31:06:24 - 00:31:25:22

Speaker 2

Okay, great. Then I have another one. This new process, only TEA. Excuse me. This, this new process is only TEA 29 or also TEA 28?

00:31:25:22 - 00:31:27:24

Speaker 1

Yoli, I'll let you take that one. Okay.

00:31:28:09 - 00:31:39:18

Speaker 3

This process is TEA29. This is the TEA29 grant admin webinar.

00:31:39:18 - 00:31:48:01

Speaker 2

So so we are no longer required to tally our total time for inspection.

00:31:48:01 - 00:31:53:04

Speaker 3

You will total your total hours per inspector on the EIS.

00:31:54:23 - 00:31:58:15

Speaker 1

But not per inspection.

00:31:58:15 - 00:32:02:23

Speaker 2

May I ask a question? This is Nancy (last name unintelligible) City of San Diego.

00:32:03:18 - 00:32:05:10

Speaker 3

Hi, Nancy. Hi. So I just.

00:32:05:10 - 00:32:10:04

Speaker 1

Have a quick question. So I know. So inspectors are.

00:32:10:04 - 00:32:10:21

Speaker 2

Ready.

00:32:10:21 - 00:32:26:01

Speaker 1

So you're not requiring the log to meet with the inspectors hours after your inspection. They already have it on a different system in your site.

00:32:26:01 - 00:32:31:20

Speaker 2

We can't hear you.

00:32:32:10 - 00:32:39:24

Speaker 1

Oh, okay. That's okay. All of it's my it's probably my, my connection I'll email. Thank you.

00:32:41:07 - 00:32:41:22

Speaker 3

Thanks, Nancy.

00:32:42:11 - 00:32:51:22

Speaker 2

Okay. We have another question. Will the EIS be for both inspections and field patrol or will there be separate ones for each activity?

00:32:53:04 - 00:33:05:13

Speaker 3

The EIS is unchanged and I'll get more on that a little bit later. But essentially, it's unchanged. And so there will be a separate section on the areas for field patrolling.

00:33:06:19 - 00:33:10:08

Speaker 2

Thank you Yoli. That's it for now.

00:33:10:17 - 00:33:11:02

Speaker 1

Okay.

00:33:14:09 - 00:33:52:12

Speaker 3

So again, the priority inspection workplan, which is also known as the inspection log, it will still be sent to you in the notice to proceed email. And those emails will be going out today. Some of you may have already received them, some of you will receive them after this webinar. It's for your planning and for your reference and carrying out the inspections and again, you do not need to submit it with the invoice.

00:33:52:13 - 00:34:12:11

Speaker 3

All right. We'd like to get a quick bit of feedback from you if you could take a moment and we have this poll. Will removing the inspection log from the invoice back up, reduce the admin time you need for TEA?

00:34:12:15 - 00:34:14:10

Speaker 1

I have a couple

00:34:14:10 - 00:34:29:09

Speaker 2

More questions too while we're waiting for responses. Does the WTMS logging suffice for audit inspection purposes?

00:34:29:09 - 00:34:34:02

Speaker 3

I'm going to hand that one to Derek.

00:34:34:02 - 00:34:35:23

Speaker 1

Sorry. Can you can you repeat it?

00:34:37:00 - 00:34:47:09

Speaker 2

Does the WTMS logging suffice for audit inspection purposes?

00:34:47:09 - 00:35:29:12

Speaker 1

Well, it depends. I guess it depends on what the auditor is asking. It would certainly suffice if if they were trying, what they what they may want to match is the the say an inspection of a TPID in October. And they may want they may say to you, hey you said you did this or a charge in October for a TPD and they'll go to WTMS and check to see if that if that TPID was actually inspected in October or not.

00:35:29:17 - 00:35:41:01

Speaker 1

So they may they may do that kind of back and forth to check just to double check the the accuracy of the time accounting.

00:35:41:01 - 00:35:48:20

Speaker 2

Okay. And then TEA 28, will we still be submitting the work plan?

00:35:48:20 - 00:36:21:01

Speaker 3

Yes. For 28, please do submit the work plan as it is still part of the procedures and requirements for TEA 28. Again, earlier Derek had talked about that this new process will require a revised procedures and requirements and an amended grants agreement,

and that will happen later, probably in July or so. So yes, please do submit for TEA 28 and then that will be the last time.

00:36:23:13 - 00:36:35:14

Speaker 2

Thanks Yoli, that's it for now.

00:36:35:14 - 00:36:39:11

Speaker 3

Derek, how are we doing on the poll?

00:36:39:11 - 00:37:20:04

Speaker 1

Well, it looks like there's some uncertainty about whether this will be easier. I think if it will be. I, I think it will be looks like 41% of the people think it will be and 6% don't think it'll ease anything. I'm not sure 53%. But based on the feedback we got in the three meetings and our survey, we felt that this would ease some of the admin burden when applying for reimbursement, sending us an invoice, preparing that.

00:37:20:09 - 00:37:25:24

Speaker 1

So hopefully you'll find that it does. Okay, we'll move on.

00:37:29:19 - 00:37:30:04

Speaker 3

OK

00:37:31:17 - 00:37:32:04

Speaker 1

Excuse me.

00:37:32:20 - 00:38:08:00

Speaker 3

So grant managers will review WTMS and a report will be pulled from WTMS at the time your invoice is being reviewed to ensure that all inspections completed during the invoice period are marked as eligible for payment. When the grant manager finds that there are any ineligible inspections, they will be reaching out to you to determine whether they were marked ineligible incorrectly by the liaison or marked correctly as ineligible.

00:38:09:07 - 00:38:39:15

Speaker 3

So the grant manager will need you to let them know if that ineligible inspection was charged or was not charged to the grant. If it was mistakenly charged to the grant, you will need to provide information about the number of hours charged so that those can be disallowed from the invoice. So a quick recap here then, grant managers will review WTMS if everything is marked as eligible, there is no further action needed.

00:38:40:14 - 00:39:10:02

Speaker 3

If there are any marked as ineligible, grant managers will reach out to you and if they should be eligible, then you will need to contact your liaison and work with them to make those eligible. If they are correct that they are ineligible, then you will need to let the grant manager know if you charged for it or not. If not, that's fine then no further action.

00:39:10:09 - 00:39:19:07

Speaker 3

If you did, then you'll need to let the grant manager know how much to take off to be disallowed.

00:39:19:07 - 00:39:23:15

Speaker 2

The question CalRecycle 767 form not required, correct?

00:39:23:16 - 00:39:28:20

Speaker 3

Off the top of my head I cannot remember which form that is.

00:39:30:16 - 00:39:36:18

Speaker 1

We're not asking for that form. No. Okay.

00:39:38:02 - 00:39:51:04

Speaker 3

Thank you, Derek. Any more questions? No, ma'am. Okay. Slide please? Just kidding.

00:39:51:18 - 00:39:59:08

Speaker 2

How do we account for attempted inspections that we are unable to complete due to being denied access at the time of the inspection?

00:40:00:15 - 00:40:25:16

Speaker 3

That will be part of your internal notes that you will need to provide for an auditor. For requesting reimbursement, all your hours will be on the EIS. So if you had hours spent trying to do an inspection but you weren't able to, that still gets wrapped up in your total hours on the EIS. Just charge it to the inspections.

00:40:29:03 - 00:40:29:18

Speaker 2

OK, that's all I have

00:40:29:18 - 00:40:33:22

Speaker 1

for now.

00:40:33:22 - 00:41:05:23

Speaker 3

All right. And feedback from grantees also has identified the mileage format as problematic. So in response, we're changing the form to make it easier to bill for mileage. We had gone over this a little bit in the round tables, and so now we're going to show what we finalized. And these are issues one and four. So in our revised mileage requirements, I'll show you examples of the new forms in a moment.

00:41:06:09 - 00:41:30:05

Speaker 3

And we will send you that template with the notice to proceed email as well. We've removed the tire counts, so tire counts will be reported only on the progress report. And we've also removed time in and time out. You may use your agency's mileage form if it has the same information that we are requesting on the CalRecycle form.

00:41:31:19 - 00:41:49:23

Speaker 3

Again, be forewarned that CalRecycle auditors will request the vehicle logs to back up your invoice. There must be detailed vehicle logs that can be used to verify any mileage charges submitted for reimbursement.

00:41:49:23 - 00:41:59:09

Speaker 2

Yoli, Are the new forms on GMS for TEA29.

00:41:59:09 - 00:42:02:11

Speaker 3

I will have to double check on that. Thank you.

00:42:04:01 - 00:42:04:11

Speaker 1

Because I have

00:42:04:11 - 00:42:11:03

Speaker 2

a request to make sure they're on there. Please explain further detailed logs.

00:42:12:24 - 00:42:23:24

Speaker 3

So whatever you submit to CalRecycle for mileage logs, you'll just want to make sure that you have the backup and the ability to prove those miles.

00:42:23:24 - 00:42:24:14

Speaker 1

00:42:25:06 - 00:42:57:19

Speaker 3

and that you are requesting reimbursement for during an audit. And I'll get into a little bit more of that when I show you the examples as well. So again, you may use CalRecycle provided mileage log, you may use your agency's log if it has that information that's on the CalRecycle log and you can maintain the vehicle logs showing daily miles and purposes for audit or yes, for audit purposes, the log submitted with the invoice is not sufficient

00:42:57:19 - 00:43:12:10

Speaker 3

back-up to the mileage charges for auditors. So what you are giving grant managers will not be sufficient for an audit and I'll show you what I mean and I'll provide further detail in next couple of slides.

00:43:13:11 - 00:43:45:18

Speaker 1

Yeah, that the exception to that would be if if they're providing us their logs, then it might be sufficient for auditors because it may have more information than what we're requesting. The logs. Yeah. The CalRecycle logs alone have less information than you would actually keep in a in a log that you keep in the car. And so those, those are the ones you need to keep for audit purposes later.

00:43:45:18 - 00:43:45:24

Speaker 3

Thank you Derek

00:43:51:12 - 00:44:16:12

Speaker 3

So big change from the previous cycles on the same log now you can record for vehicles that are shared use or dedicated only to TEA so on one part will be shared use, the other part will be dedicated and I'll show you what that looks like in a moment. Again, remember to keep detailed records that backs up what you are providing to CalRecycle when seeking reimbursement.

00:44:16:12 - 00:44:54:04

Speaker 3

As you can see, if this log asks for less information than what an audit will ask for, so you'll need to be able to provide your own records that contains information such as but not necessarily limited to specific dates like April 4th, 2022, destination, mileage beginning and end and purpose. So when we talk to audits, this is the information that they had let us know that they would be looking for when they're looking for backup to this type of mileage log.

00:44:54:19 - 00:44:56:01

Speaker 3

Again, specific.

00:44:56:01 - 00:44:56:16

Speaker 1

Dates.

00:44:57:11 - 00:45:34:07

Speaker 3

Destination mileage, beginning end and purpose. And then we have dedicated vehicles so vehicles that are used only for TEA purposes. In this case, you would select the month using a dropdown menu and then entering the vehicle information. Then the miles, the rate and cost and rate and cost will only be on the EIS. The purpose column on both the shared and the dedicated pages are dropdown menus.

00:45:34:16 - 00:46:02:13

Speaker 3

So you can click on the dropdown menu to select from and in this case you're selecting the primary purpose. So the main use of that month's trip, if it was mainly inspections, was some training, maybe some enforcement just put in inspections because that was the bulk of it. And your own record that you keep should have the specific and more in-depth details, as mentioned before, for audit purposes.

00:46:02:17 - 00:46:29:12

Speaker 3

And then at the bottom it will automatically calculate the total miles. When you're using the shared vehicles portion. So Derek if you could go back real quick. The purpose again is a dropdown. And so for each one, instead of it being a bulk reason, it should be a specific reason for that date and miles.

00:46:31:05 - 00:46:37:11

Speaker 2

Yoli, when you say shared, does that mean that the county car is used for other programs as well?

00:46:37:19 - 00:46:50:11

Speaker 3

That is correct. It means when a car or a car can be a personal vehicle, it can be an agency vehicle that is used for other programs. It is not a vehicle that is solely for TEA purposes only.

00:46:52:19 - 00:46:56:06

Speaker 2

Thank you. Oh, why two different logs?

00:46:56:06 - 00:46:56:16

Speaker 1

00:46:58:10 - 00:47:15:02

Speaker 3

Two different logs on the same worksheet or on the same excel workbook. So you won't be getting two different workbooks. You'll get one workbook and you'll use the one that you need either shared use or for dedicated vehicles.

00:47:16:17 - 00:47:17:23

Speaker 2

So those are.

00:47:19:16 - 00:47:37:11

Speaker 3

I was just going to say, that's why it looks like there's two of them. It's all in the same workbook. And this is to help make it easier for not having to chase down different workbooks.

00:47:37:11 - 00:47:52:12

Speaker 2

Okay, next question. So we will still need to keep the most so we will still need to keep most of the same information as the old form for audit purposes.

00:47:53:11 - 00:48:13:17

Speaker 3

Right. But if you use these logs that CalRecycle provides, then you'll need to keep more detailed information if you submit logs that have those specific dates, destinations, mileage, beginning and end and purpose, then that could be sufficient for audits.

00:48:15:06 - 00:48:18:16

Speaker 1

Okay.

00:48:20:06 - 00:48:29:23

Speaker 2

Miles, is Miles, is that just a total for the day with line only being one day?

00:48:31:03 - 00:48:32:10

Speaker 1

Yes, the total for the day.

00:48:33:09 - 00:48:40:19

Speaker 3

As you can see here on the shared use portion, it's the date, the miles you did that date and the purpose.

00:48:42:06 - 00:48:49:02

Speaker 2

We can log and submit one workbook which will work for both audit and reimburse purposes.

00:48:50:14 - 00:48:54:06

Speaker 3

You can submit a more detailed mileage log. Yes.

00:48:55:15 - 00:48:59:18

Speaker 2

The next question is so how does this actually make it easier for us?

00:49:00:23 - 00:49:08:07

Speaker 3

There's less information that you need to input when submitting for reimbursement.

00:49:08:07 - 00:49:16:05

Speaker 2

Our inspectors use their personal vehicles for all inspections. Would we use the shared log form?

00:49:16:21 - 00:49:18:01

Speaker 3

Yes, that is correct.

00:49:19:16 - 00:49:26:06

Speaker 1

Okay. Okay, go ahead.

00:49:26:06 - 00:49:32:23

Speaker 2

Just kidding. So we will so we can write in the total miles of the trip or beginning and end.

00:49:34:15 - 00:49:42:03

Speaker 3

In the shared use. You see here, you would write the total miles that you use that day.

00:49:42:03 - 00:49:43:08

Speaker 2

Is that the same for the other one?

00:49:43:22 - 00:50:01:14

Speaker 3

And then let's look at the dedicated use. So for that month you would write down the total number of miles that you used that month. And the month column is also a dropdown menu to select the month from.

00:50:01:14 - 00:50:03:07

Speaker 2

This isn't by person or is it?

00:50:03:24 - 00:50:26:07

Speaker 3

Dedicated vehicle portion is by vehicle. It is not by person because it is a vehicle that is used only for TEA and you would input the month the vehicle make and model the vehicle, your vehicle VIN number and then the total miles that that vehicle did for TEA and then of course, primary purpose.

00:50:27:14 - 00:50:35:09

Speaker 2

Can we continue to use the same log as we had used for the T 28 and that will work for audit purposes?

00:50:36:19 - 00:50:42:09

Speaker 3

I believe so.

00:50:42:09 - 00:50:48:15

Speaker 2

But they still need to turn in this one for TEA29 and their payment request right.

00:50:50:24 - 00:51:28:17

Speaker 3

For TEA29. You can submit the CalRecycle provided mileage log or your own agency log or the TEA28 mileage log because that one does have more detailed information. What we are looking for is the information that is provided on the TEA29 mileage logs. So whatever you end up submitting, as long as it has this information, it will be acceptable for reimbursement.

00:51:29:09 - 00:51:48:16

Speaker 3

If you want to submit something that is acceptable also for audits, then you will need to have information that is more detailed, such as the date, destination, mileage, beginning and end and purpose.

00:51:48:16 - 00:52:01:06

Speaker 2

So Darrin asks, please explain again what will be needed during an audit. She just did. Thank you. Okay. I wasn't.

00:52:01:06 - 00:52:01:13

Speaker 1

Sure.

00:52:01:21 - 00:52:04:08

Speaker 2

Okay.

00:52:04:08 - 00:52:12:02

Speaker 3

And if at any point in time you would like to talk offline with me, by all means, we can do so.

00:52:12:02 - 00:52:15:11

Speaker 2

Okay. That was the last question for now. Okay.

00:52:16:19 - 00:52:52:21

Speaker 3

Let's go ahead and continue then. So for payment and supporting documentation, you do not need to provide original copies. So the grantee must upload the invoice documentation to the payment request tab in GMS the completed a payment request, which is called Recycle Form 87, signed by an authorized signatory. Those can be digitally signed, which is what I meant earlier, by you don't need to submit an original wet signature copy.

00:52:54:05 - 00:53:25:03

Speaker 3

And then of course you want to keep your supporting documents, keep those originals in your files. There are two invoices to be submitted in the year, which is the midyear and the final. The midyear will be from June 30th to December 31st. The final, which is the performance period, is January 1st to June 29th. So the performance period is June 30th to June 29th, the following year.

00:53:26:17 - 00:53:32:09

Speaker 3

Then report writing starts from June 30th through September 30th.

00:53:33:03 - 00:53:33:14

Speaker 1

00:53:33:16 - 00:54:17:15

Speaker 3

of that year. When you are submitting your final payment request, you want to ensure that your performance actions go up until June 29th. After June 29th, that is starting on June 30th. Everything after that should only be related to reporting, report writing. So, for invoice documentation, the required forms and documentation are form 87, which is the grant payment request form, a mileage log, the progress report,

00:54:17:15 - 00:54:52:09

Speaker 3

and I'll get into that a little more later. The expenditure itemization summary, which is the EIS. The hourly rate document, and then any invoices, receipts or other proofs of payment for equipment purchases of \$500 or more and then any certificates of completion, if you do training and the travel itemization form, Form 246, only when you are charging for travel, if you're not charging for travel, you don't need to worry about that form.

00:54:53:20 - 00:55:23:07

Speaker 3

What is not required are the personal expenditure summary forms. That is the PES's, the field petroleum form 229, and the inspection logs, also known as the priority inspection workplan. This is just to show what the grant payment request form, that is form 87, looks like. What you see here is page one.

00:55:23:15 - 00:55:51:04

Speaker 3

There are four pages total with the last two being instructions on how to fill it out. When submitting this request, fill everything out that you see here on page one. But please be sure that the grantee name and address match what is on the grant agreement. When you submit the form, ensure that at least pages one and two are submitted.

00:55:51:04 - 00:55:54:07

Speaker 2

How is EIS different from PES?

00:55:55:18 - 00:56:28:13

Speaker 3

The PES's were used as backup to the EIS. So when you had on the EIS administrative costs, you would have a corresponding document the personnel expenditure summary that detailed everything for that summary of the area. So think of the PES as the detail and the EIS as the summary of the hours and the folks that were involved or the staff.

00:56:30:03 - 00:56:43:05

Speaker 3

So the EIS is required, the PES is not. Did that help or not?

00:56:46:01 - 00:56:56:11

Speaker 2

Someone said those PES's were too much time consuming. Glad it's not required.

00:56:56:11 - 00:56:58:21

Speaker 3

That's good to know. Thank you for that feedback.

00:56:59:24 - 00:57:10:11

Speaker 2

Also Yoli, are you done talking about the 87 slide? Because I just wanted to add that make sure you don't lock when you're signing it. Don't lock it because we can't fill it out our portion if you lock it when you do the Adobe sign.

00:57:11:10 - 00:57:12:02

Speaker 3

Good point, thank you Renee.

00:57:12:11 - 00:57:17:00

Speaker 2

You're welcome. That's it for questions right now.

00:57:17:12 - 00:57:21:18

Speaker 3

Okay, then let's go ahead and continue.

00:57:25:02 - 00:57:50:20

Speaker 3

Speaking of the EIS there are no changes to the form. All personnel hours are entered with the name and the hourly rate of the employee. All time associated to the inspection is on there. So again, you're not needing to submit inspection log. Everything goes in there all your hours for anything related to inspections now only goes on the EIS.

00:57:50:20 - 00:58:27:10

Speaker 3

That includes reports, research, all those things. Completed inspections are entered into WTMS and they need to be approved as eligible for payment by the liaison. So that summary of hours that is on the EIS, again, grant managers will be checking on WTMS to make sure that those are eligible for the inspections that were conducted. This is what the EIS looks like.

00:58:27:12 - 00:58:44:06

Speaker 3

Again, there are no changes to it. Everything is on here. And you can see that it's just a summary of your hours and the total. The subtotal at the bottom will total up automatically what the dollar amounts are. Make sure that the hourly rate

00:58:44:21 - 00:58:45:07

Speaker 1

on the

00:58:45:07 - 00:59:19:21

Speaker 3

EIS matches the hourly rate document. And then this is the other part of it, since the whole thing doesn't fit on one slide and then at the bottom, please be sure that the amount entered into GMS matches what is showing here on the EIS. I know sometimes that the amount requested sometimes will differ from the amount entered in GMS and that's okay,

00:59:20:10 - 00:59:50:23

Speaker 3

and as long what is entered into GMS ultimately matches what is here on the EIS. So remember that when you have payments or purchases that are \$500 or more, you need to have proof of payment and those includes receipts, invoices, canceled checks, things like that. And you want to have documents that show the vendor name,

00:59:50:23 - 00:59:51:03

Speaker 1

00:59:51:03 - 01:00:19:15

Speaker 3

the address, purchase amount and date. And if the grantee is only claiming a portion of the invoice, the amount billed to the grant should be highlighted. And let's go to the next slide and show an example of that. So here's a full invoice for a purchase and you can see in the red box, the last red box, how the total amount is \$34,530 and 80 cents.

01:00:19:23 - 01:00:51:22

Speaker 3

So we're going to have a grantee that that purchased something, but they're not going to charge this total amount to the TEA grant. So what you want to do is you'll highlight that total amount and then highlight how much you are charging to the TEA program as shown in the very bottom red box. So of this \$34,000 that's being charged on this invoice, only \$2,000.37 is being charged to the TEA program.

01:00:52:10 - 01:00:58:21

Speaker 3

You can just hand write it on there and highlight it to help managers find it.

01:01:01:05 - 01:01:01:23

Speaker 3

01:01:02:16 - 01:01:13:19

Speaker 2

Jim made the comment remind that they need to submit three bids for equipment purchases, but that's just if they're over \$5000, correct?

01:01:13:19 - 01:01:21:24

Speaker 3

I believe so. Please, if you have that kind of a large purchase, also talk with your grant manager as well.

01:01:24:06 - 01:01:26:05

Speaker 1

Thank you. Keep going.

01:01:27:15 - 01:01:50:22

Speaker 3

All right. So the travel expense log is if there is any travel, you'll want to make sure that you have the training certificates, the agendas or itineraries. And for any meetings, the airline invoice. And the next slide will show an example of a hotel invoice showing a zero balance. So let's go ahead to that one.

01:01:53:19 - 01:02:18:14

Speaker 3

Okay. That wasn't that. So I think it's the one after. But before we go to that one here on the travel expense log form, this is how you would fill it out, for example. And at the bottom, you see where total daily expenses is \$550. You'll want to make sure that it matches with the EIS under lodging and meals.

01:02:18:15 - 01:02:55:20

Speaker 3

You'll see that it matches with the \$550 there. So these two documents will need to match if you submit a travel expense log form. Here we go. All right. Here is a hotel receipt. And you'll see at the very bottom that the balance is zero. This shows that it's

been paid for because we only reimburse for expenses incurred and not for expenses in advance.

01:02:56:11 - 01:03:05:05

Speaker 3

So you'll need to have paid for it already. And then that is part and parcel of requesting a reimbursement.

01:03:05:05 - 01:03:21:02

Speaker 2

Would the training, certs and agenda be required for the CalRecycle training? For example the TTS (Technical Training Series) if it is in person?

01:03:21:02 - 01:03:48:12

Speaker 3

You do want to provide backup documentation for trainings that you have received. So when you were going to TTS that is receiving training and it does go into the training portion of the EIS. Therefore you do want to provide the agenda or itinerary of that training to show that you went and that it is TEA related.

01:03:48:12 - 01:03:52:20

Speaker 2

Will there be a conference in person TEA29?

01:03:54:06 - 01:03:59:19

Speaker 3

That I have no idea. Maybe Derek might know?

01:03:59:19 - 01:04:33:18

Speaker 1

We have not heard yet. We think that the next TTS will be in person, but it will likely not be in TEA29. I think it's scheduled at this point for the fall of 2023, which would be in TEA30. So I don't think because we just had one there usually every year and a half. So I think it's supposed to be in the fall of 2023 and at least tentatively they're hoping to have it in person.

01:04:34:02 - 01:04:36:24

Speaker 1

But we'll see what happens with the virus.

01:04:40:09 - 01:04:41:01

Speaker 2

Thank you Derek.

01:04:41:16 - 01:04:43:05

Speaker 1

Okay. Okay.

01:04:45:02 - 01:05:05:17

Speaker 3

So when you're requesting travel reimbursement, be sure to check this link provided here that you see on the screen to know what is the most current eligible amounts for lodging, transportation and meals. Next slide, please.

01:05:08:11 - 01:05:32:05

Speaker 3

Here's an example of how you would fill out the travel information on EIS. So you have the staff person, the hourly rate and the hours that they did their training. It totals automatically on the right hand side under a dollar amount and then lodging and meals again. That amount needs to match what is on the travel expense form.

01:05:32:16 - 01:05:40:09

Speaker 3

And then the miles excuse me, the transportation and any transportation that you go.

01:05:40:12 - 01:05:40:20

Speaker 1

01:05:41:07 - 01:06:15:18

Speaker 3

Well, if we had it in person and that would also be included on the is so please right now let's have a look at the process for submitting your payment request into GMS. So after you log in, you'll land on the GMS homepage, you'll click on the grant management button to access the administrative portion of the grant, which you see here.

01:06:16:03 - 01:06:26:01

Speaker 3

I'm not sure if a red box will show, but let's try it and see. Maybe not.

01:06:27:01 - 01:06:28:08

Speaker 1

Okay.

01:06:28:08 - 01:06:58:19

Speaker 3

There it is. So you find your grant. You look at grant management, that is a hyperlink and you click on that link. Thank you. So when you've clicked on your grant under the grant management, you will first land on the summary page. Click on the payment request tab and it will take you to the page you see on the screen where all of your transactions and summaries are.

01:07:00:00 - 01:07:13:11

Speaker 3

The little blue numbers are links to that specific transaction. Then click on that number and link to access the details for that transaction. So for example, if you start a payment request and

01:07:13:21 - 01:07:14:14

Speaker 1

01:07:14:18 - 01:07:46:10

Speaker 3

then you leave it to do something else and you want to come back to it, then you will click on that transaction number hyperlink in order to go back to it and finish it. But you are not done until you have submitted the transaction. So after you click on it, if you think you've clicked on it and you want to be sure that you've clicked on it.

01:07:46:22 - 01:08:10:17

Speaker 3

Make sure to go back to the payment request page and check that the status shows as submitted. So number one, select the appropriate payment type. Break down your request by the Subcategory and Fund. And so admin training, operational cost, etc..

01:08:11:01 - 01:08:12:02

Speaker 1

Save.

01:08:12:20 - 01:08:45:21

Speaker 3

Upload all your supporting payment request documents and then submit your request. Make sure to hit that button. If the button is inactive, if it is grayed out, that means that

do require documents not been uploaded. So for example, if you're putting it together, you're ready, you hit submit but realize that you can't. Something that was required was not submitted and therefore you will need to submit it before

01:08:46:09 - 01:09:20:08

Speaker 3

that button is in a clickable format. When everything is put in, it will show up as the black lettering and then you will be able to click it and submit it. Again, double check that the status shows as submitted and not as pending. If it is pending, it has not been submitted successfully. And let's go back real quick.

01:09:20:08 - 01:10:10:14

Speaker 3

I also want to add that it's the other part of this is that when you click the submit button, your grant manager will receive an email notification and letting them know that it was submitted. So that's another reason why it is important to make sure that it submits successfully. We now have a video tutorial to further illustrate this process.

01:10:10:14 - 01:10:20:06

Speaker 1

Okay, I'm going to have to do that a little later. I can't get out of this screen. So can we just continue? Yes, we should.

01:10:22:02 - 01:10:31:16

Speaker 2

Is it news share? Derek?

01:10:35:16 - 01:10:41:06

Speaker 1

I don't know. Let's continue then I'll. I'll look around here. I'll figure it out.

01:10:43:09 - 01:10:54:11

Speaker 2

I have a question. How many TEAs were audited in the last few years? Why were they audited?

01:10:54:11 - 01:11:36:18

Speaker 1

Derek I'll turn that to you. Audits are generally chosen. It's that sort of like if you haven't been audited in a while, we we keep track of who's been audited and when and just we work with audits to identify based on their schedule, their travel schedule and all of that. Who's who's coming up for audit? We don't have any, like there's no red flags that that are evident in our grantee group.

01:11:36:23 - 01:12:04:14

Speaker 1

So it's not like there's anybody who's just on a watch list or something. So it's just it's a little bit random, a little bit geographic and and time based. We don't want to go back and re audit somebody who's just been audited within the last few years. It's a lot of work for your accounting folks and and we realize that so and there aren't too many done per year.

01:12:06:09 - 01:12:22:23

Speaker 1

Audits has been with the with Covid has not been as able to get out and do them and they've also been short staffed over the last few years so there haven't been as many done.

01:12:27:08 - 01:13:06:08

Speaker 3

Okay, let's jump into evaluations. So we will still be using the Excel reports that were created last cycle and there aren't any changes to those reports. So your activities, your accomplishments, challenges, all of those things will continue to be on the progress report slash final report, which as many of you are within the same workbook.

01:13:06:08 - 01:13:19:19

Speaker 2

I have a comment. Riverside County has been, I'm guessing, audited five times over the last 12 years. No specific reason other than the fact that we all are subject to audit for us. The audit lasted one week.

01:13:23:02 - 01:13:52:05

Speaker 1

I don't think that's a CalRecycle audit. I think there might have been one CalRecycle audit, but yeah, I think I think a lot most jurisdictions have an annual required audit that you may have to go through. The CalRecycle audit is a little different. That's only focused on the grant program specifically.

01:13:52:05 - 01:14:09:06

Speaker 3

Thank you for sharing that. So as you may be familiar with then that the progress report and the final report are within the same workbook and at the bottom you'll see all the

01:14:09:06 - 01:14:09:19

Speaker 1

tabs

01:14:10:14 - 01:14:42:10

Speaker 3

And the first tab is the instructions and then it has the mid-year and then after that will be the final. So remember, if you have a question about how to report your data, just look at the instruction tab and you can always talk to your grant manager as well. So do fill out the contact information for the report you are working on.

01:14:43:02 - 01:15:07:23

Speaker 3

And when the report has been completed, have your authorized signatory sign your report and they can use the e-signature function as well. When you are submitting it, remember that you are submitting the signed cover sheet. And excuse me I'm going to start over. of your submitting the signed cover sheet as

01:15:07:23 - 01:15:08:16

Speaker 1

a PDF

01:15:09:06 - 01:15:40:10

Speaker 3

and the rest of the report you'll be submitting as an Excel document. You'll notice that there are some questions here and there are more questions on the final report than on the midyear report. So please briefly answer the executive summary questions and check the boxes that apply for the other programs as well.

01:15:43:08 - 01:15:54:15

Speaker 2

What happens if an audit finds insufficient data?

01:15:54:15 - 01:16:34:12

Speaker 1

So in any audit, if there's if they're unable to validate charges, then that can result in a finding and then having to repay those those funds. So if, for example, on mileage we were billed a bunch of mileage and there was no backup for that mileage, then the auditor could choose to disallow the entire amount charged and the county or city would have to repay that that amount to CalRecycle.

01:16:34:23 - 01:16:55:21

Speaker 1

So it's important to have backup whether it's timesheets for personnel showing time spent on the grant or mileage logs that show vehicle mileage spent for grant activities. But that's what would happen.

01:16:57:14 - 01:17:10:20

Speaker 2

There is a time period, Derek, where they can provide more information to say, oh, no, we have this documentation. Here it is. Right. So they can I don't know what the word is like.

01:17:11:09 - 01:17:11:24

Speaker 1

Yeah.

01:17:12:17 - 01:17:14:10

Speaker 2

Or whatever or but.

01:17:15:19 - 01:17:54:04

Speaker 1

Yes, that's correct. The process is with the auditors. And I'll just real briefly run through the audit process. So they would they would send you a letter saying that they're coming to visit and the dates of the audit, they would work with the people onsite to get all the documentation that they need to review. They would then compile a well, there would be an exit meeting giving kind of overall findings of the audit.

01:17:54:18 - 01:18:25:08

Speaker 1

They would then submit a draft audit report at that time. Grantees would have I think it's 30 days, might be 60 days. I don't remember off the top of my head to respond to that draft and to provide any additional information that might have been missing if there

were if there were a finding. And then at the end of the period, either 30 or 60 days, then a final draft of final audit report is issued.

01:18:25:14 - 01:18:54:24

Speaker 1

At that point, the audit is final. The findings are final. And if if there was any and if there were any findings that resulted in a financial repayment, then then that would have to be made at that point. But that's pretty rare. I mean, we've we've done a number of TEA audits over the years that I've been working this program and and jurisdictions do a good job accounting.

01:18:55:01 - 01:19:28:15

Speaker 1

And they're they're closely audited. They've got they've got qualified accounting people. They've got qualified attorneys overseeing everything. So it's it's rare to come up with findings that are significant or result in a repayment. And that's one reason we do this every year. We're trying to keep you out of audit trouble.

01:19:28:24 - 01:19:30:07

Speaker 3

Any more questions, Renee.

01:19:31:00 - 01:19:34:22

Speaker 2

No, go ahead.

01:19:34:22 - 01:20:09:12

Speaker 3

All right. So when you fill in the inspection data, please make sure your information reconciles with your original priority report and the WTMS data management system. If you know of any discrepancies, please contact your grant manager. So, for example,

here it says number of priority inspections assigned. If you were assigned, say, 100 inspections by CalRecycle, that's the number you would enter in.

01:20:10:03 - 01:20:54:24

Speaker 3

But then, let's say for whatever reason, that the number that you completed does not jive with the WTMS report, then you'll want to make sure to go back and make sure that those do match up. And if you need help, do ask your grant manager for assistance with that. If you had indicated that you had any training and then you want to put that into the training tab and, you'll want to make sure that you fill in all the details on this worksheet.

01:20:55:10 - 01:21:14:08

Speaker 3

And then and as far as rate per hours go again, you just want to make sure that things match up and that the total number of total personnel hours requested matches with the total number on the EIS So for example, if you have.

01:21:15:00 - 01:21:15:01

Speaker 1

An.

01:21:15:18 - 01:21:46:02

Speaker 3

Inspector A who went through a training and their rate is, I don't know, \$30 an hour and they requested 5 hours, then you'll want to make sure that that amount is on the EIA. Please do also take note that training hours are capped at 8 hours, so that is 8 hours a day. So you can have multiple days of training.

01:21:46:02 - 01:22:18:23

Speaker 3

Like the TTS for example, is multiple days, but and according to the Procedures and Requirements (P&Rs) then it is capped at 8 hours a day. So the progress report

template will be available on the summary tab and I will double check to make sure that is in there if it is not currently and you'll want to upload those completed reports to the reports tab.

01:22:20:22 - 01:22:21:14

Speaker 1

01:22:23:19 - 01:23:18:02

Speaker 3

And before you join the quiz here, just again, when you are submitting your report, make sure that it's in two parts, one part is the signed PDF cover sheet. The second part is the Excel workbook of the rest of the report. Right now we have a quiz for you. Please join in and use the QR code or use the slido.com.

01:23:18:02 - 01:24:10:08

Speaker 1

OK we'll give you another minute to make your choice. And yes, the correct answer is the mileage log. None of those other forms are required. Do you need to keep track of time for TEA activities? Give you just another minute to log your response.

01:24:10:08 - 01:24:16:21

Speaker 3

By the way, these are anonymous, so we don't know who it is that's responding.

01:24:20:02 - 01:24:47:06

Speaker 1

Alright. And the correct answer is yes. You do need to keep track of time for activities. And I'm just going to make a little note on this one. One thing that came to my mind as a way of tracking your TEA activities that would be auditable is if you don't want to keep it in your time accounting system by

01:24:47:06 - 01:25:14:24

Speaker 1

TPID that is, then if you must have schedules that you set up for inspectors, routes that they're taking on a daily basis, what TPIDs they are going out to visit, that kind of thing, that would also be an auditable record of where people actually inspected. So that might be another way, something that you're already doing that you don't have to then repeat.

01:25:16:12 - 01:25:29:05

Speaker 2

Derek A few people have said that the pop up closes the voting after just a few seconds so they don't have enough time to answer. Okay. People said they can't vote either.

01:25:31:02 - 01:25:49:08

Speaker 1

Okay, then I will let this one go a little bit longer. Okay. In TEA 29, where do you show inspection time by inspector for the invoice closed immediately.

01:25:49:08 - 01:25:54:09

Speaker 2

Again, I think it is only letting one person vote.

01:25:54:09 - 01:25:56:01

Speaker 1

That's terrible. Let me backup.

01:25:57:16 - 01:26:12:14

Speaker 2

Also, if training or some other activity is expected to take more than 8 hours, training slash roundtable plus travel time, may we ask beforehand to charge for overtime?

01:26:12:14 - 01:26:45:24

Speaker 1

We got overtime in in the grant unfortunately that beyond 8 hours we pay up to 8 hours. Now the exception to that is we do have some inspectors in some jurisdictions that only do the inspections in overtime. So they work their regular 8 hours and then they charge their TEA time as overtime beyond their their normal duties. That's allowable.

01:26:46:02 - 01:27:16:06

Speaker 1

But we we won't pay more than 8 hours per per person in the TEA grant. That's that's part of the the rules of the grant, unfortunately or fortunately, whatever, whichever way you look at it. But that that's all we pay is 8 hours. Okay. I'm sorry that this cut you guys off. I think at.

01:27:16:06 - 01:27:22:17

Speaker 2

The top there, Derek, it says three out of 29. So maybe three people out of 20 not I don't know.

01:27:22:23 - 01:27:54:15

Speaker 1

Oh, you're right, 3 out of 29, that's bad. Okay, let me let me go back. Okay, let's try that question again maybe. Well, I don't know if that'll do it. I will just move on. The correct answer is EIS. So that's where you. Oh, yeah, that's good. Okay. Well, they all got it right too. Congratulations. Anyway, we're, we're learning how to do this, so I'll move on.

01:27:55:04 - 01:27:56:21

Speaker 1

Usually, I have a question.

01:27:57:14 - 01:28:13:02

Speaker 2

The Conservation Corps is proposing to do a clean up on weekends, but the LEA is not approved for overtime. What can I give the Conservation Corps to authorize them to sign the manifest?

01:28:13:02 - 01:28:15:10

Speaker 1

That's a good question. Can you repeat the question?

01:28:16:18 - 01:28:35:00

Speaker 2

Know, the Conservation Corps is proposing to do cleanup on weekends, but the LEA is not approved for overtime. What can I give the Conservation Corps to authorize them to sign the manifest?

01:28:35:00 - 01:28:48:04

Speaker 1

So is the question whether they can work on the weekends when the Corps is doing the cleanup?

01:28:48:04 - 01:28:49:01

Speaker 2

Say that again, Derek.

01:28:49:18 - 01:28:57:06

Speaker 1

I'm unclear on the question. Are they asking if they can work on the weekend as well with the Conservation Corps? No, I.

01:28:58:08 - 01:29:12:23

Speaker 2

See. CC wants us to sign the manifest when they are working, so it sounds like LEA's don't work on the weekend because that would be overtime for them. But it's not for the Conservation Corps. So who would sign the manifest?

01:29:14:16 - 01:29:19:11

Speaker 1

Well, the Corps are all permitted haulers so they can sign the manifest.

01:29:20:06 - 01:29:23:16

Speaker 2

I think that's the question. Does that answer it? Is it Aura?

01:29:23:21 - 01:29:49:06

Speaker 1

Aura, if I may, this is Jim, if I may jump. Since, the Corps are authorized haulers, they have their own manifest. And if they do it on the weekend, if they've coordinated with you, they can do that on their own and use their own manifest to remove the tires. If that if that works for you.

01:29:50:11 - 01:30:29:01

Speaker 2

Yeah, we answered. We're good. We answered the question. Thank you Jim. Since you said that we needed to verify that the number of tires agree, can you can you can you explain a little bit more what you mean there Aura? Can you hear me? Yes. Okay, so we have this site that I alluded before, which we believe has less than 500 tires.

01:30:29:13 - 01:31:00:13

Speaker 2

But as we dig more tires come up. So because it is in a difficult area to work and did not allocated hours in during the week is not enough for them to remove a significant number. So the Corps is proposing to do the work during the weekends. They

requested one of us, one of the LEA to be present at the end of the day to see the number of tires.

01:31:00:13 - 01:31:03:14

Speaker 1

I agree with them that they remove.

01:31:04:06 - 01:31:23:06

Speaker 2

Let's say 200. So we then sign the manifest and they give us, you know, our copy. But you answer today that use on pay over time. The policy in the county is if you go beyond your.

01:31:24:18 - 01:31:28:09

Speaker 1

Required number of hours that you have.

01:31:28:09 - 01:32:19:16

Speaker 2

In agreement with your employer, you have to charge over time. So our hands, we cannot work during the weekend. Conservation Corp's wants us to be there. I contacted my liaison and the liaison said that we needed to provide the Conservation Corps a letter approving them to sign on our behalf. So I just wanted to confirm with the panel that, in fact, I need to provide a letter or by just the Conservation Corps working for and having authorization from CalRecycle they can sign on by themselves.

01:32:20:05 - 01:32:24:15

Speaker 2

And so also for the benefit of the other counties. Thank you.

01:32:25:17 - 01:32:48:15

Speaker 1

Okay. Thanks for that question. So so our our rule, our policy on this that we don't pay more than 8 hours per day. So I think if you've got something going that you need to be there on the weekend, as long as it's not going to be more than 8 hours, then I think that we can we can accommodate that.

01:32:49:02 - 01:33:17:16

Speaker 1

As I said earlier, we already accommodate other jurisdictions on paying overtime wages to inspectors who are working beyond their normal 8 hours that are not charged to TEA. So I think we can work with you on that. Just just get in touch with your grant manager, then we will work with you on that. But we don't want to be in the way of things happening.

01:33:17:16 - 01:33:24:22

Speaker 1

So just give us a call and let's talk it through.

01:33:24:22 - 01:33:25:14

Speaker 2

Okay, then I.

01:33:25:14 - 01:33:25:22

Speaker 1

Have.

01:33:27:23 - 01:33:37:07

Speaker 2

Are are there roundtables planned this cycle? Will they be in-person or virtual?

01:33:38:22 - 01:34:06:24

Speaker 1

I do not know of any that are planned yet this cycle. So I don't know if they are going to be planned, whether they'll be in-person. So we'll have to notify you as soon as our enforcement counterparts plan those. I know everybody's anxious to get back together in person. So I hope they'll be in-person if we have them.

01:34:07:08 - 01:34:18:15

Speaker 1

But unless somebody from enforcement is on the line with information, better information, the best I can tell you right now is that we will let you know as soon as we know about that.

01:34:20:09 - 01:34:36:09

Speaker 2

What happens if an inspection goes long into overtime, are we to leave the site without completing the inspection, slash activity and start over the next working day?

01:34:36:09 - 01:35:12:09

Speaker 1

I think it's unreasonable for you to have to leave in that instance. Just work with us on that. Call your grant manager, explain what's going on. As a rule, we don't want to pay overtime because it breaks our policy. But let's let's talk about those instances. If there's something extreme that happens and causes that to happen. But we we certainly would not expect to see that happening on a regular basis with anybody or or it won't be allowed.

01:35:12:09 - 01:35:20:16

Speaker 2

So I think that's all I have right now.

01:35:20:16 - 01:35:52:05

Speaker 3

All right. Thanks, everyone. Well, I don't think we were able to get the video up. However, there is a link provided and that will have some of these videos and tutorials to help. So that includes how to submit a payment request, a report, how to update context and games, and how to upload grant management documents. So if you need any assistance with that, you can check out one of these tutorials provided on the link that you see on the screen.

01:35:52:14 - 01:36:05:13

Speaker 3

Or of course, you can always ask your grant manager for that or for any assistance as well. Renee, did you have a question?

01:36:06:03 - 01:36:10:16

Speaker 2

No, I just wanted to add something, but you're not done, so go ahead now.

01:36:10:17 - 01:36:12:20

Speaker 3

No ahead, Renee.

01:36:12:20 - 01:36:13:15

Speaker 1

I would say.

01:36:14:22 - 01:36:20:00

Speaker 2

It wasn't about that. That was kind of a general comment. Do you want me to wait or just go ahead.

01:36:21:16 - 01:37:05:21

Speaker 3

And I guess we can wait them. So just a few helpful hints here. Again, please read your grant agreement terms and conditions and the procedures and requirements carefully. Whenever you're in doubt, do ask your grant manager. We are here to help and make sure that things can go as smoothly as possible. You can also ask your and inspector liaison if you have questions about inspections and make sure to record your activities and your personnel time often, and just in general keep good, detailed records.

01:37:05:21 - 01:37:20:04

Speaker 3

Don't leave money on the table. We want you to be reimbursed for all your eligible expenses within your approved budget. So if you have questions about eligibility, please ask your grant manager and if you can please try to

01:37:20:04 - 01:37:21:21

Speaker 1

ask before

01:37:22:13 - 01:37:41:11

Speaker 3

you to turn in or submit your repayment request, your reimbursement request. You know, as the question comes up throughout the year, you can ask at point in time and you know, your grant managers have the TEA program, but we also

01:37:41:11 - 01:37:42:18

Speaker 1

have the

01:37:42:23 - 01:38:07:12

Speaker 3

Conservation Corps program and the LEA program as well and so when it comes to that time where everybody's submitting their reimbursement requests, it can get a little crazy

when there are a lot of questions about what you can charge and what can't you. So please do ask and we're here to help and ask throughout the year as well.

01:38:08:08 - 01:38:18:16

Speaker 3

So sometimes money is left on the table when you're not charging and indirect or admin. And part of that indirect is the space that you use.

01:38:18:21 - 01:38:19:05

Speaker 1

01:38:19:06 - 01:38:41:05

Speaker 3

And Derek had talked about that earlier in this webinar when you don't charge for mileage and when you don't charge for collaborative meetings that involve TEA activity. So ask us questions and we will answer to best of our abilities. And if we can't answer right away, we will certainly search and find the answer.

01:38:41:22 - 01:39:00:12

Speaker 2

Do you prefer to have one TEA grant contact for consistency or is it acceptable for each inspector to reach out with questions?

01:39:00:12 - 01:39:29:07

Speaker 3

It depends a little bit on the question. If it's an inspection related question from an inspector, then you'll want to reach out to your liaison. Certainly anything that is grant related can be asked of your grant manager. However, and in accordance with GMS there is a primary contact. And so typically that is the person that grant managers will reach out to if they have questions.

01:39:29:07 - 01:39:52:08

Speaker 3

And but on the grantee side, certainly anybody can ask the grant manager a question. But do if you do though and if you are not listed as the primary contact in GMS, it's probably a good idea to CC the primary contact just so that they stay in the loop as well in case the grant manager ever asks them,

01:39:52:17 - 01:40:25:05

Speaker 3

you know, they don't become blindsided. Okay, so for assistance, your grant manager can help with the budget with any grant admin questions and with reimbursement questions and then your liaison can help with questions that are in regards to inspections, enforcement and inspection related or enforcement-related training.

01:40:25:05 - 01:40:33:03

Speaker 2

Do we have to submit the tire form and therefore have it as part of an audit? If we do not make it mileage reimbursement claim.

01:40:36:06 - 01:40:51:05

Speaker 3

By tire form? Is that what used to be the 229?

01:40:51:05 - 01:41:25:02

Speaker 1

Maybe the person who asked that could unmute and just restate the question. I'm not sure what the Tire form would be. My question in this regard would be so the way our inspectors track mileage, it doesn't meet the way. Well, this current cycle we kind of switch that. So we added a different workflow for our inspectors to track their mileage specifically for waste tires.

01:41:25:14 - 01:42:10:20

Speaker 1

So my question in this regard would be to reduce the time that is going to take our inspectors to track mileage for audit purposes. Can we choose to just not make a mileage claim? Yes, you can certainly do that if you if you prefer. So we wouldn't be required to submit a mileage form either. That's correct. But if you've already got a system in place that meets the requirements of TEA28, then that will certainly meet the requirements of TEA 29 because we've, we've lowered the, the bar quite a bit.

01:42:10:20 - 01:42:43:05

Speaker 1

So I'm not sure if you're just finding that that's taking too much time this year. Yes. And that's where I, I think we would like to consider if how long it's taking them to track their mileage is going to be worth making a mileage claim, but it's going to be an internal decision. I was just curious as to if we chose to do that, would that be a possibility or would we still need to submit something to CalRecycle even if we choose not to get a reimbursement?

01:42:43:17 - 01:43:01:01

Speaker 1

No. If you're not if you're not requesting mileage reimbursement, then there's absolutely nothing you need to turn in. Thank you. Yeah, sure.

01:43:01:01 - 01:43:16:17

Speaker 2

Alrighty. Is keeping track of mileage and filling out the form part of inspection time or admin time.

01:43:16:17 - 01:43:22:15

Speaker 3

That would likely be admin time.

01:43:22:15 - 01:43:51:20

Speaker 1

Yeah, I think I think you're right Yoli. The only caveat to that is if your inspectors are doing that as part of their inspection route, then I would just charge it as part of the inspection time. It's just kind of part of their travel time. But I would say do it wherever easier for you to do.

01:43:52:02 - 01:44:29:16

Speaker 3

Does that help answer the question? Do so. You could charge it to admin, you can charge it to inspection. Like if you're out on the road, you can certainly do that. Charge it to inspection as well. Okay, great. And so are there any other questions regarding anything that we have gone over in this webinar, anything that you'd like to ask or comment on any of the grant managers who would like to add anything?

01:44:29:16 - 01:45:05:16

Speaker 2

Yoli I just wanted to say that you did a wonderful job and you provided a list and like halfway through the training of everything that is needed for the payment request. So and then you provided an example of each of those items on your list. So for the grantees, I really want them to utilize this and use it while they're filling out their payment requests so they can do it accurately and make sure that they give themselves enough time instead of waiting to the last few days and then they can't find everything.

01:45:05:16 - 01:45:27:06

Speaker 2

And then it's an incomplete payment request. So I just thank you for being so thorough. And I just wanted to make sure I, I said that and also just since I was taking all the questions, a follow up item, the only thing that we had was to check GMS to ensure that the docs are uploaded.

01:45:30:01 - 01:46:02:21

Speaker 3

Right and work with the powers that be on GMS to make sure that they're provided. However, everything is provided in the notice to proceed email. So even if for whatever

reason we are not able to ensure that the documents are in GMS they are in your notice to proceed email. Everything is in there. You can also always ask your grant manager for the documents.

01:46:03:20 - 01:46:25:18

Speaker 3

And, yes please everyone today's webinar does count and you can use this time and charge it to the TEA29 grant.

01:46:25:18 - 01:46:31:00

Speaker 1

Any other questions Renee, that have popped up?

01:46:33:09 - 01:46:34:15

Speaker 2

Everyone saying thank you.

01:46:35:21 - 01:46:49:04

Speaker 3

Here are some helpful web links to the TEA home page, tire enforcement, the toolbox, general forms

01:46:49:17 - 01:46:49:21

Speaker 1

and

01:46:50:01 - 01:47:17:07

Speaker 3

which again we are working with the webmasters to get those updated and this past year and continuing CalRecycle has been going through a major overhaul of the

websites and web pages. So just kind of keep an eye on those for any updates and as we continue to work with them to make sure that everything is up there.

01:47:17:07 - 01:47:25:09

Speaker 2

Yoli, you're going to send the recorded training to review again in a link once it's uploaded to the website, correct?

01:47:25:14 - 01:47:55:11

Speaker 3

That is correct. Once it is up there on the Web site, then you will be sent a link on how to get to it as well as the slides. All right. Our contact information again, I am Yolanda Park, I and TEA grant program lead and there's my number and email in case you ever need to reach out to me Wendy Box is our TEA evaluation lead.

01:47:55:21 - 01:48:25:08

Speaker 3

and so she created the progress report and we're very thankful for that. And if you have any questions in regards to maybe a formula got messed up or something to that effect, you can always ask her as well. Derek Link is our TEA grant program supervisor. There is his contact information and if you need to find your contact information for the inspector liaisons, the link is provided there as well.

01:48:25:17 - 01:48:58:14

Speaker 3

You can always check that out and see who your liaison contact information and what that is. Thank you everyone for attending. We greatly appreciate it. Again, if you have any questions, don't hesitate to reach out to us. We hope that this was helpful for you. You will be sent the link in the slides at a later time once everything is rendered and posted. Have a good rest of your day.

01:48:58:21 - 01:48:59:07

Speaker 3

Thank you.

01:49:00:04 - 01:49:03:11

Speaker 1

Thanks, everybody, for attending.

01:49:05:11 - 01:49:07:23

Speaker 1

Thank you.

01:49:10:11 - 01:49:12:18

Speaker 1

Thank you.