Local Government Waste Tire Enforcement (TEA) Grant

slido

When is the best time to hold this Administration Webinar?

ⓘ Start presenting to display the poll results on this slide.

slido

When is the best time of day to hold the webinar?

ⓘ Start presenting to display the poll results on this slide.

Grant Agreement Documents

- Terms and Conditions (T&C)
- Procedures and Requirements (P&R)
  - These documents contain compliance requirements for grant implementation. Neither of these can be changed unless CalRecycle revises the grant agreement.
- Approved Budget
- Request budget modifications from the Grant Manager

TEA 29 Milestones

- **June 30, 2022 –** Day one of the grant cycle.
- **July/August 2022** – Amended Grant Agreement Coming for Signature
- **December 31, 2022 –** End of midyear billing cycle.
- **February 25, 2023 –** Due date for midyear invoice and progress report.
- **June 29, 2023 –** End of grant cycle performance period.
- **September 30, 2023 –** Due date for final invoice and progress report.

Budget Categories

- Administrative Costs (15% cap)
- Education (10% Cap)
- Enforcement
  - Enforcement Actions & Surveillance
  - Field Patrolling & Small Tire Pile Cleanups (15% cap)
- Operational Costs (10% Cap)
- Indirect Costs (20% Cap)
- Inspections
- Training
- Transportation (10% Cap)

Budget Modifications

- Request budget modifications in writing from your grant manager
- Communicate 3 pieces of information in an email:
  - **Justification?** - Why do you need to move money?
  - **Where from?** Which line item(s) do you want to take money from and how much?
  - **Where to?** Line item(s) and amounts you want to move money to and how much?
- Grant manager will reply with approval or questions.
- Upon approval the grant manager will adjust the budget in GMS.

Administrative Costs
(Costs specific to implementing grant activities)

- 15% Cap
- Progress reports and payment requests
- Grant-related communications
- Developing & maintaining a system to capture and report staff time, activities & costs
- Internal meetings related to TEA
- Administrative supervision and evaluation of TEA staff
- Development of next cycle application

Education

- 10% cap
- Costs for printing and distributing CalRecycle brochures for use when conducting educational visits for TPIDs
  - Available online in English and Spanish and also available as attachment in electronic inspection report.

  https://www.calrecycle.ca.gov/Tires/Enforcement/Grantee/Resources#TireProgram

- Costs for informing businesses, and business owners/operators about applicable waste tire laws and regulations and available compliance resources. One such visit allowed
- Providing tire-related education to Local Conservation Corps

Enforcement

- Conducting and reporting on investigations, researching, identifying and documenting illegal sites, illegal dumping and unregistered haulers
- Coordinating and working with CalRecycle, California Highway Patrol, local DA, task force, TEAs, and other local law enforcement
- Assisting CalRecycle with investigations and referrals
- Attending administrative, court and/or CalRecycle hearings, and supporting case development
- Coordinating with other agencies to remediate environmental damage due to illegal dumping and storage of waste tires

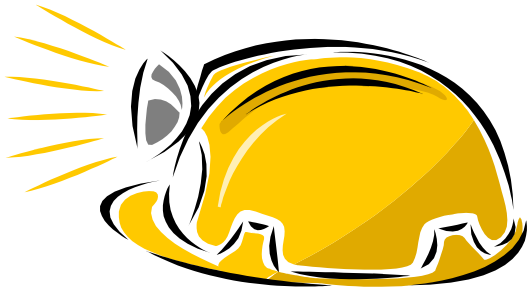
- Note:

1) Private property with >500 tires illegally stored tires must be referred to CalRecycle prior to seeking remediation

Field Patrolling & Small Tire Pile Clean-up

- Eligible field patrolling activities and costs include:
  - Time to prepare and plan field patrol
  - Time spent to follow-up on illegal dumping complaints and referrals
  - Clean-up of small tire piles with 35 or less tires on public land, including disposal fees

Operational Costs



- 10% Cap
- Only equipment, supplies and materials necessary to perform eligible grant activities are reimbursable.
- The grantee may claim only the cost of an item that is proportionate to its use in TEA grant activities.
- Office space used to house TEA staff may be charged proportional to the staff commitment to grant activities.

Indirect Costs
(Expenses incurred for a joint purpose that are difficult to identify with specific cost objectives or cost centers)

- 20% Cap *of Direct Costs*
- Grantees may charge indirect cost rates not to exceed 20% of approved direct costs in budget.
- Grantees must employ an indirect cost rate that conforms to Generally Accepted Accounting Principles and which is prepared by their accounting, finance or budget office or external accounting contractor.
- Indirect costs charged to the grant must be consistent with the agency's indirect cost practices and align with an indirect cost allocation plan (CAP).

Indirect Example

TEA29 GRANT BUDGET

- An agency's TEA grant budget has direct costs budgeted at $100,000.
- Indirect may then be budgeted at $20,000

(20% x $100,000 = $20,000)

MIDYEAR INVOICE

- If the first invoice is 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 the invoice.

(43% x $34,000 = $14,620)

FINAL INVOICE

- If the agency charged $14,620 on the first invoice, there is now a $5,380 balance left in the Indirect budget line item to charge on the final invoice.

($20,000 – $14,620 = $5,380)

- Remember, the agency can't spend more than the 20% cap for indirect costs.

Inspections

- Inspections shall be performed in compliance with the CalRecycle Inspection Manual:
  - Priority - Inspection Priority Work Plan
  - Never inspected TPIDs
  - All other active TPIDs due for an inspection per the Manual
  - Previously inspected Small Quantity Generators (SQG) if pre-approved by CalRecycle Inspector Liaison
  - Reasonable Expenditures to carry out inspections
  - Reimbursement based on actual time spent
  - Tracking and documentation by TPID of all inspection hours

Training

- **Mandatory Training**
  - Roundtables
  - Technical Training Series
  - New Inspector Training
  - Grant Administration Training
- **Non-Mandatory training**
  - CalEPA Sponsored Enforcement Symposium
  - Basic Inspector Academy
  - Conducting Effective Interviews
  - Environmental Enforcement Training
  - Health & Safety
- **Internal Meetings** (charge to relevant categories)

Transportation

- 10% Cap
- Use of agency or personal vehicle
- CalRecycle does not set the State Rate

Two ways to charge vehicle costs, you may use either, but not both.

1. **Mileage** - State rate or the grantee agency's rate, whichever is less

-or-

2. **Itemized Transportation Costs**
    - Gasoline
    - Maintenance (oil, lube, routine maintenance)
    - Insurance (liability, damage, comprehensive and collision coverage)
    - Licensing and registration
    - Depreciation and all other costs associated with operation of the vehicle

Payment Requests – Yolanda Park

Issues Identified in the Grantee Survey 2022

Paperwork excessive/time consuming/redundant	7
Inspection Log	5
Indirect unsure what is, how charge, what want	5
Mileage	4
Want more training (Enforcement)	4
Can't recoup full cost/understanding eligible expenses	3
Allocating costs	2
Ts and Cs, Ps and Rs	1
Education - activities unclear	1
Not enough networking with other counties	1
Itemizing	1
Grant admin training	1

Personnel Time Accounting (Issues #1 & #2)

Billing Inspection Hours

- Change
  - **No longer** return the Priority Work Plan/Inspection Log with invoices.
  - No longer submit total inspection hours by TPID.

  - **Do** submit the total Inspection Hours by Inspector on the EIS.

- **Do** maintain time keeping documentation for future audits
  - Time accounting in your jurisdiction by inspector that identifies inspection time by TPIDs.
  - Time accounting for all staff by category – Inspection – Enforcement – Education – Training – Admin
- Grant Managers can ask for copies of time accounting in order to conduct a desk audit, but you do need to not submit time accounting as backup with the invoice.

Inspection Priority Work Plan

- Generated by CalRecycle Enforcement and sent to you attached to the Notice to Proceed email
- Purpose is planning and reference
- Do not submit this spreadsheet with the invoice

slido

Will removing the inspection log from the invoice backup reduce the admin time you need for TEA?

ⓘ Start presenting to display the poll results on this slide.

WTMS Records

- Grant Managers will review the WTMS report of all inspections for the invoice period. If there are ineligible inspections, you will be asked to account for those. Which of these 3 possibilities applies?

  - **Eligible but mis-marked in WTMS?** Work with your Inspector Liaison to resolve then notify the grant manager.

  - **Ineligible but charged?** Account for the hours related to that TPID in your system and tell the grant manager how many hours should be deducted from the invoice for the inspector(s) that worked on that inspection.

  - **Ineligible but not charged?** Notify the grant manager that the ineligible inspection was not included in the inspection hours charged on the EIS.

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Itemizing	1
Grant admin training	1

Mileage Form (Issue #1 and #4)

New mileage form with fewer requirements

- Removed the tire counts. Tires collected will be reported only on the Progress Report.
- Removed time in and time out.

May use your agency's mileage form if it has the same information as the TEA Mileage form.

Mileage Log Requirements

May use the CalRecycle provided Mileage Log

May use your agency's log if it has all the information in the CalRecycle log.

Maintain the vehicle logs showing daily miles and purposes for audit purposes. The log submitted with the invoice <u>is not</u> sufficient backup of mileage charges for the auditors.

Mileage Log – Shared Use

GRANTEE NAME:		GRANT CYCLE: TEA29-21-00XX
Date	Miles	Purpose

Mileage Log – Dedicated Vehicles

GRANTEE NAME:					GRANT CYCLE: TEA29-21-00XX
Month	Vehicle Make and Model	Vehicle Year	Vehicle VIN Number	Miles	Primary Purpose
			Total Miles	0	

Payment Requests and Supporting Documentation

Grantee must upload invoice documentation to the Payment Request tab in GMS:

- Completed Payment Request (CalRecycle Form 87) signed by authorized signatory
- Supporting documents
  - Keep originals in your files

2 invoices - Midyear and Final

- Midyear: June 30 - December 31
- Final: January 1 – June 29 (Performance Period Ends)
- Report writing costs thru 9/30/23

Invoice Documentation

Required Forms & Documentation:

- Grant Payment Request (CalRecycle Form 87)
- Mileage Log
- Progress Report
- Expenditure Itemization Summary (EIS)
- Hourly Rate Document
- Invoices, receipts and/or other proof of payment for equipment purchases of $500 or more
- Certification of Completion (Training)
- Travel itemization form (CalRecycle Form 246 -only when charging for travel)

Not Required:

- Personnel Expenditure Summary Forms (PES)
- Field Patrolling Form 229
- Inspection Log (Priority Inspection Work Plan)

State of California
Grant Payment Request
CalRecycle 87 (Rev. 7/21)

Department of Resources Recycling and Recovery

Complete the information requested. The instructions are located on the last page of this form.

Grantee Information:

1. Grantee Name (As Appears on Grant Agreement)
2. Grant Number (Assigned by CalRecycle)
3. Grantee Invoice Number (Optional)
4. Payment Request Number
5. Expenditure Period
6. Type of Payment Request
☐ Advance ☐ Reimbursement ☐ Final
7. Amount Requested
$

Send Warrant To:

8. Grantee Name (Organization/Business Name)	**9. Attention To**
10. Address	**11. City**
12. State	**13. Zip Code**

14. I certify, under penalty of perjury under the laws of the State of California, that the above information is true and correct and that all costs for which reimbursement is requested herein were incurred in accordance with the above referenced CalRecycle Grant Agreement.

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

Date

Print Name

Title

EIS

- No changes to this form.
- All personnel hours are entered with the name and hourly rate of the employee.
- All time associated to the inspection – reports, research, etc.
- Completed inspections are entered into WTMS and need to be approved as eligible for payment by the Liaison.

Expenditure Itemization Summary - TEA28
Grantee Name:
Expenditure period: January 1 - June 30*

Administrative Costs - Direct Admin Costs

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
				$ -
				$ -
				$ -
Subtotal	0			**$ -**

Education

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
				$ -
				$ -
Subtotal	0			**$ -**

Enforcement - Enforcement Actions and Surveillance

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
				$ -
				$ -
				$ -
Subtotal	0			**$ -**

Enforcement - Field Patrolling and Small Cleanup

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
				$ -
				$ -
				$ -
Subtotal	0			**$ -**

Operational Costs

Item Description		Quantity	Cost Per Item	Dollar Amount
				$ -
				$ -
Subtotal				**$ -**

Indirect Costs

Subtotal				**$ -**
Cost Allocation Plan Included	☐ Mark as uploaded			

Inspections

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
				$ -
				$ -
				$ -
				$ -
Subtotal	0			**$ -**

Training

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
				$ -
				$ -
				$ -
Lodging, meals, per diem	n/a			
Subtotal	0			**$ -**

Transportation

	Miles		Rate	Dollar amount
Subtotal				**$ -**

Amount Requested:	**$ -**
Amount entered in GMS:	

*After June 30 only report writing and invoicing costs may be charged.

Equipment

Proof of payment for $500 or more

Proof of payment is required for any expenditures over $500. Acceptable proof of payment includes receipts/invoices, cancelled checks or other documents containing: vendor name, phone number and/or address; purchase amount and date; and, a description of the goods, services and/or materials purchased (if the grantee only claimed a portion of an invoice, the amount billed to the grant should be highlighted).

Indicate how much of invoice is charged to TEA

Lenovo

Lenovo (United States) Inc.

Ship To

Invoice To

SAP Customer # :
SAP Customer Name :

PO # : SJ001-0000046424

Agreement # :

Invoice No 6226998248
Invoice Date 12/21/2016

Send Payment to: Lenovo (United States) Inc.
P.O. Box 643055
Pittsburgh, PA
15264-3055

For questions about your invoice
call: Lenovo Accounts Receivable
1-800-426-9735
email: naar@lenovo.com
Delivery # : 5215856080

Lenovo Order # : 4280210576
License # :

Product	Description	QTY	Unit price / Discount Amt	Amount / Discted Amt
20FRS3YM00	NoteBook TP X1 Yoga 1st Gen 16G 256 W10P	20.00	1,726.54	34,530.80
				60.00

Serial # R90ME8G2 R90ME8G4 R90ME8GG R90ME8GK R90ME8G5 R90ME8G9 R90ME8GC R90ME8GE R90ME8G3 R90ME8GB R90ME8GH R90ME8GL R90ME8G6 R90ME8G8 R90ME8GD R90ME8GM R90ME8G7 R90ME8GA R90ME8GF R90ME8GJ

Contract # 541779250A

Summary:

Total of Products/Services	34,530.80
State Tax	2,158.18
City Tax	431.63
District Tax	517.96
Total of Sales Tax	3,107.77
Total of California Recycling Fee	60.00
Total Amount Due	37,698.57

RECEIVED
DEC 27 2016
ENVIRONMENT HEALTH
PERMIT/SERVICES

This invoice is issued as a result of the Lenovo CUSTOMER AGREEMENT or the equivalent agreement between us.

Remarks :

Payment Terms :
30 days from date of invoice
Payment due within terms (Late payment fee may apply) 37,698.57

Receipt # 419559

APPROVED FOR PAYMENT
SIGNATURE 1/9/17 DATE
AND RETURN TO DONNA M.

Indicated how much of invoice is charged to TEA

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Invoice No 6226998248
Invoice Date 12/21/2016

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SAP Customer Name

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Receipt # 419559

APPROVED FOR PAYMENT

SIGNATURE 1/9/17 DATE

AND RETURN TO DONNA M.

TEA Program : $ 2,037
1 notebook

Supporting Documentation Training

- Travel Expense Log
  - Supporting Documents
    - Training Certificates
    - Meeting Agenda
    - Airline invoice
    - Hotel Folio showing zero balance and the name(s) of everyone you for whom you are requesting reimbursement.

State of California
CalRecyle 246 (Rev. 4/16)

Department of Resources Recycling and Recovery (CalRecycle)

TRAVEL EXPENSE LOG FORM

Name: Inspector Gadget	Grant Number: TEA23-15-0000	Budget Category: Training	Applicant Name: LaLaLand County

Purpose of Trip(s): Basic Inspector Academy

Date/Time		Place of Departure and Destination	Per Diem				Transportation						Total Daily Expenses
Depart	Return		Lodging	Breakfast	Lunch	Dinner	Mileage		Rental	Air	Parking	Other Expenses	
							Miles	Amount					
9/25/16		Over There County	$ 138.39		$ 11.00	$ 20.00					$ 10.00		$ 179.39
9/26/17			$ 138.39	$ 7.00	$ 11.00	$ 18.00					$ 10.00		$ 184.39
9/27/17			$ 138.39	$ 7.00	$ 11.00	$ 19.83					$ 10.00		$ 186.22
	9/28/17	LaLaLand County											$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
TOTAL			$ 415.17	$ 14.00	$ 33.00	$ 57.83		$ -	$ -	$ -	$ 30.00	$ -	$ 550.00

SUPERVISOR'S SIGNATURE

GRANTEE SIGNATURE (IF CONTRACTOR USED)

or all expenses except meals.

TRAINING

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
Tire Specialist	40.00	$90.50	Inspector Gadget	$ 3,620.00
Tire Specialist Supervisor	8.00	$110.00	John Smith	$ 880.00
	Lodging,meals			$ 550.00
Subtotal	48.00			**$ 5,050.00**

HYATT REGENCY

Hyatt Regency Long Beach
200 South Pine Avenue
Long Beach, CA, USA 90802
Tel: 562-491-1234
Fax: 562-432-1972
longbeach.hyatt.com

INFORMATION INVOICE

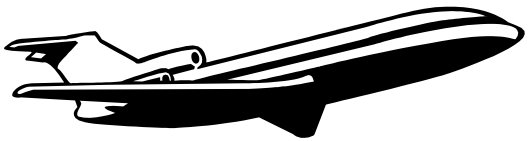
Payee Name of Staff

Membership
Bonus Code
Confirmation No. 36449706-1
Group Name RECY

Room No.
Arrival.
Departure
Page No. 1 of 1
Folio Window
Folio 1
Invoice

Date	Description	Charges	Credits
	Group Room	120.00	
	Occupancy Tax 12.0%	14.40	
	LB Tourism Assessment 3.0%	3.60	
	CA Tourism Assessment	0.39	
	Group Room	120.00	
	Occupancy Tax 12.0%	14.40	
	LB Tourism Assessment 3.0%	3.60	
	CA Tourism Assessment	0.39	
	Group Room	120.00	
	Occupancy Tax 12.0%	14.40	
	LB Tourism Assessment 3.0%	3.60	
	CA Tourism Assessment	0.39	
	Visa		-415.17
	Total	415.17	-415.17
	Balance	-0.00	

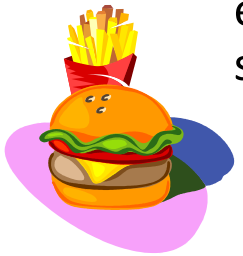
Travel Reimbursement



California Department of Human Resources

www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx

- Lodging (max cost per day, per person varies by city)
- Transportation and/or Mileage
- Meals/Incidentals
    - Meal reimbursement rates are maximums, not allowances. In the event of an audit, employees must be able to produce receipts substantiating the amount claimed.



State of California

Department of Resources Recycling and Recovery (CalRecycle)

CalRecycle 736-EIS-TEA (Rev 12/16)

Expenditure Itemization Summary
Grantee Name: LaLaLand County
Expenditure period: June 30 - December 31

TRAINING				
Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
Tire Specialist	40.00	$90.50	Inspector Gadget	$ 3,620.00
Tire Specialist Supervisor	8.00	$110.00	John Smith	$ 880.00
	Lodging,meals			$ 550.00
Subtotal	48.00			**$ 5,050.00**

TRANSPORTATION			
	Miles	Rate	Dollar amount
Subtotal	1,000.00	0.54	**$ 540.00**

My Grants

Apply for a Grant

Grant Forms

Home

Grants Management System (GMS): Home

Welcome to the CalRecycle Grants Management System. You can either apply for a new grant, or select one of the current or past grants/applications associated with your account. For general information, visit the CalRecycle grants webpage.

Export to Excel | Refresh

My Active Grant Applications	Application Status
Your account is not associated with any active grant applications.	

Export to Excel | Refresh

My Awarded/Open Grants	Application Status	Project Status	
18951: Local Government Waste Tire Enforcement Grants (TEA23: 2015-16)	Awarded	Active	Application Grant Management

Export to Excel | Refresh

My Closed Grants/Grant Applications	Application Status	Project Status	
17521: Local Government Waste Tire Enforcement Grants (TEA22: 2014-15)	Awarded	Closed	Application Grant Management

K < 1 > K Page size: 10 1 items in 1 page

Grants Management System (GMS) http://www.calrecycle.ca.gov/Grants/GMS/Contacts.htm

Contact: grantassistance@calrecycle.ca.gov

How to find your transaction

Home > Grant Management > Transactions

Transactions: Local Government Waste Tire Enforcement Grants

Applicant:
Grant Man
Grant Nun
Term End
Project St

16) 341-6689,

Summary | Payment Request | Reports | Documents

Show Contacts

Budget Summary

Export to Excel

Budget Category	Total Budget
Admin Costs	$21,052.00
Education	$988.00
Enforcement	$2,147.00
Equipment	$3,250.00
Inspections	$35,282.00
Training	$15,843.00
Transportation	$162.00
TOTALS	$78,724.00

Page size: 10

7 items in 1 page

Payment Request Transactions

Export to Excel

Transaction Number	Payment Request Number	Type
1	1	Reimburse
2	2	Reimburse
TOTALS		

Page size: 21

Payment Request Transactions

Create a Payment Request

ning To Spend: $47,336.63

Export to Excel

Transaction Number	Payment Request Number	Type	Requested Date	Requested Amount	Status	Status Date	Approved Amount	Approved Date	Withhold Amount	Paid Amount	Advance Reconcile Amount	Note
1	1	Reimburse	2/28/2017	$31,387.37	Approved	4/26/2017	$31,387.37	4/26/2017	$3,138.74	$28,248.63	$0.00	
2	2	Reimburse		$3,075.00	Pending	5/31/2017	$0.00		$0.00	$0.00	$0.00	
TOTALS									$3,138.74	$28,248.63	$0.00	

Page size: 21

2 items in 1 page

Wait!

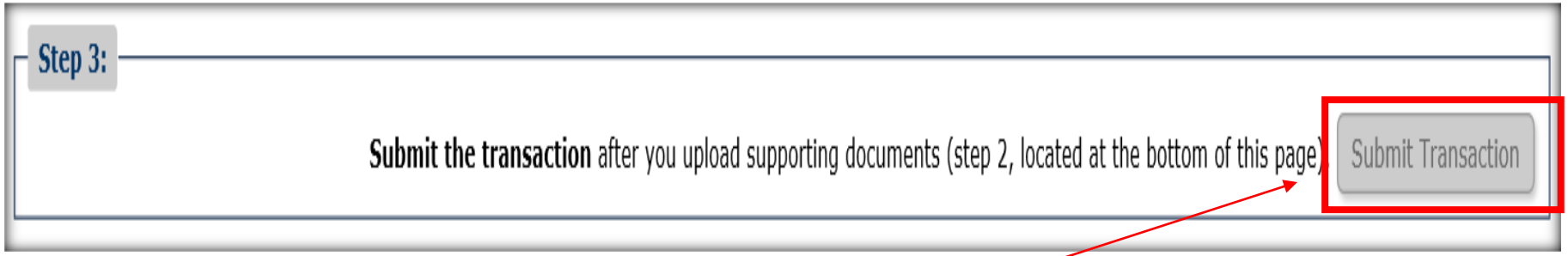
You're not done until you submit the transaction!

Instructions

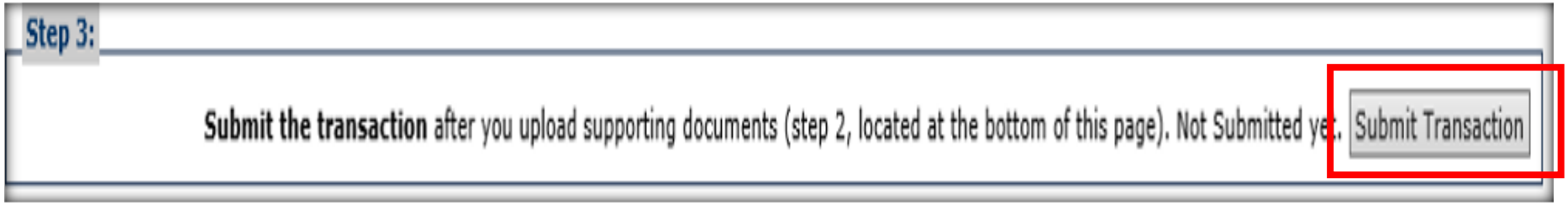
To complete a payment request follow these three steps:

1. Select the appropriate payment type, break down your request by sub-budget category and fund (if applicable), and save.
2. Upload all supporting payment request documents.
3. Submit your request.

Step: 3 – *Submit* Transaction



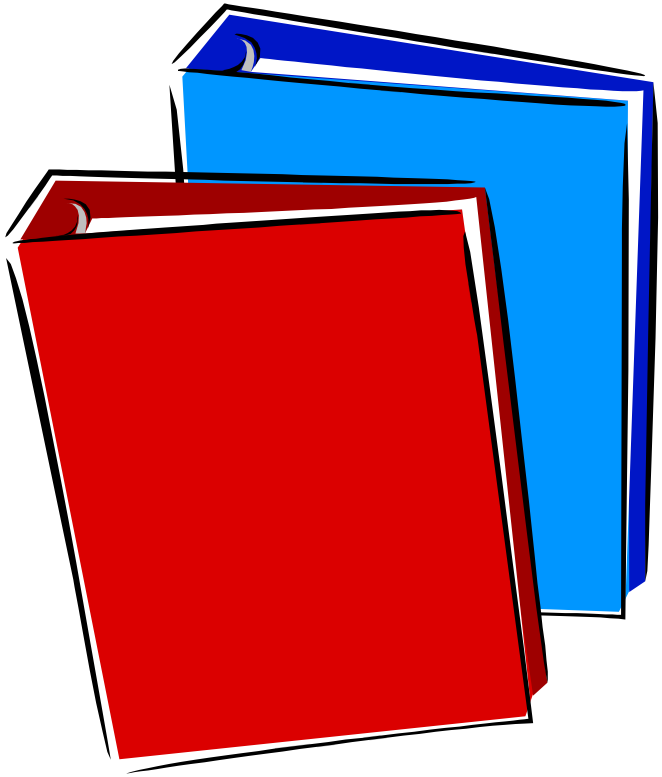
- If button is inactive (greyed out)
  - All required documents have **<u>not</u>** been uploaded
  - Check “document type”

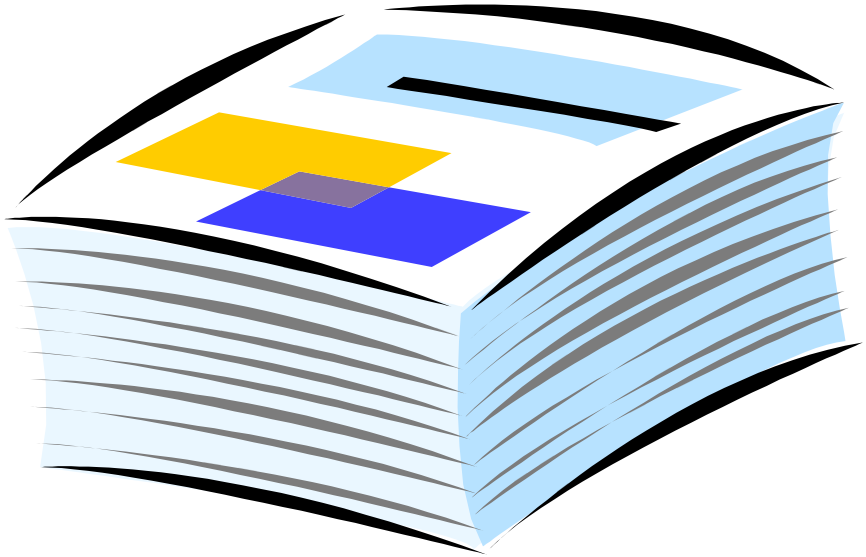


Evaluation

Progress Report and Final Report

- Grantee Activities
- Accomplishments/Challenges
- Supports Payment Request
- Evaluate Grantee Performance





INSTRUCTIONS

Instructions for Completing TEA Reports

1. Choose to complete either the Mid Year or the Final Report. Each Report contains 5 tabs (a total of 10 tabs + Instructions tab in this workbook). Each report has the following tabs: Contact, Cover Sheet, Tab 1, Tab 2, Tab 3

2. Complete the Contact tab.
   a. For City or County, only enter your juristiction's name (without "County" or "City of" - ie: City of Los Angeles = Los Angeles). You will indicate if it is a city of county with the option buttons.

3. Go to MidYr Cover Sheet tab. Review for any errors. This is where the authorized signatory will sign once the entire report has been completed. The Signature authority will need to review each 5 report tabs before signing.

4. Go to Tab 1. Complete the Executive Summary. Enter a response for each question, if it does not apply to your jurisdiction, indicate NA. Under Other Programs, check the boxes that apply.

5. Go to Tab 2. Enter the data as indicated. Use a zero if appropriate, do not leave cells blank.

6. Go to Tab 3. If you included training in your budget, complete the information on Tab 3. Each line item Total Amount Requested should equal what was charged in your Expenditure request (between travel, education and training). For each request, please indicate:

   The training, description and date
   Who attended the training, their title and rate of pay
   What was charged to the grant - number of personnel hours, registration or class cost, per diem
   Total charged to the grant and how we reconcile that with your Expenditure Summary
   Example: $500 dollars was charged (for Joe Smith to attend the ABC training), $200 for the registration was paid for under Education and $300 was charged under travel).

Instructions | MidYr Contact | MidYr Cover Sheet | MidYr Tab 1 | MidYr Tab 2 | Mid Year Tab3 | Final Contact | Final Cover Sheet | Final Tab 1 | Final Tab 2 | Final Tab 3

Final Contact

FINAL PROGRESS REPORT CONTACT INFO	
Completed By	Jade Wilson
Title	TEA Admin
Email	jwilson@examplecounty.com
Authorized Signatory	Avory Smilth
Authorized Signatory Title	Boss
City of OR County Name	Fantastic Example
City	○ City
County	◉ County
TEA Cycle	TEA28

Final Cover Sheet

FINAL PROGRESS REPORT
COVER SHEET

TEA28
Fantastic Example

This Report covers 5 tabs in this workbook. Contact, Cover, Tab 1, Tab 2 and Tab 3

The statements and conclusions of this Report and supporting doucments are those of the Grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California (State). The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.

I certify, under penalty of perjury under the laws of the State of California, that the information contained in this Progress Report is true and correct to the best of my knowledge, and that all Grant activities are in accordance with the approved agreement for CalRecycle Grant funding.

Authorized Signatory - Avory Smilth, Boss

Date

Auto fill

Report Completed By: Jade Wilson, TEA Admin , jwilson@examplecounty.com

TIRE ENFORCEMENT AGENCY GRANT
TEA28 - Fantastic Example County
FINAL REPORT

Final Tab 1

EXECUTIVE SUMMARY

1. Describe key successes in implementing the TEA Program.

2. Describe challenges in implementing the TEA Program.

3. Describe additional training needed from CalRecycle.

4. Describe any waste tire-related collaboration with a Local Conservation Corps.

5. Describe additional direction needed in policy and procedures guidance, direction, clarification in order to effectively fulfill TEA Grant Program responsibilities.

6. Narrative description of the type, purpose and outcomes of the enforcement and surveillance activities conducted during the reporting period.

OTHER PROGRAMS

Other CalRecycle Programs your jurisdiction participates in:

- ☐ Local Government Waste Tire Cleanup Program
- ☐ Local Government Waste Tire Amnesty Grant
- ☐ Farm and Ranch Solid Waste Cleanup and Abatement Grant

TIRE ENFORCEMENT AGENCY GRANT

TEA28 - Fantastic Example County

FINAL REPORT

Final Tab 2

INSPECTIONS

Estimated total inspections to be completed from application (priority and non-priority)		
Total inspections actually completed (priority and nonpriority)		
Number of priority inspections assigned		## priority completed
Number of priority inspection reports completed		## non-priority completed
Number of re-Inspections		In addition to Priority/Non-priority inspections
Number of Observation Visits		
Number of Educational Visits to new TPIDs		
Number of Inspections with CalRecycle Liaison		

QUALITY OF INSPECTIONS

Number of inspections approved by CalRecycle	
Number of inspections in draft	
Number of inspections disapproved	

NOTICE OF VIOLATION

Number of NOVs issued to waste tire generators		
Number of NOVs brought into compliance		## Brought into compliance
Total number of NOVs out of compliance		
How many out of compliance <15 days		
How many out of compliance >15 days		
Number of Hauler Observation Reports (Form 775) submitted to CalRecycle		
Number of sites referred to CalRecycle (Form 228)		

TIMEFRAMES

TEA submitted inspection reports to CalRecycle within 15 days?	
TEA re-inspects TPIDs with NOVs within 15 days of the compliance deadline date?	
TEA referred NOVs to CalRecycle (Referral Form 228) within 15 days?	
TEA referred unregistered haulers to CalRecycle within 15 days?	

ENFORCEMENT AND SURVEILLANCE

Number of referrals to the DA.		
Total Number of tire piles discovered.		
Number of tire piles >500 identified		## above 500
Total number of tires discovered.		
Number of tires removed/recycled.		## cleaned up

TRAINING

Number of inspectors	
Number of inspectors trained by the CalRecycle Liaison during the reporting period.	
Number of inspectors approved by CalRecycle to conduct inspections.	
Number of staff who attended the CalRecycle Round Table.	
Number of staff who attended the Technical Training Series	
Number of staff who attended the Inspector Academy	
Number of staff who attended the TEA Administrative Webinar	
Number of staff who attended non-mandatory training.	

TIRE ENFORCEMENT AGENCY GRANT
TEA28 - Fantastic Example County
FINAL YEAR REPORT

Final Tab 3

TRAINING

Name of Training	Mandatory Y/N	Date of Training	Description/Reason for Training	Participant	Title	rate$ per hour	Amount requested for Registration/ Training Cos	# Personnel Hours Requested	Per diem requested? TEC provided? Y/N

Grant Management System (GMS) Reporting & Forms

- Progress Report Template is available on the Summary Tab in GMS
- Upload completed reports to the Reports Tab

slido

Check the forms CalRecycle will require for a TEA invoice in TEA29.

ⓘ Start presenting to display the poll results on this slide.

slido

Do you need to keep track of time for TEA activities?

ⓘ Start presenting to display the poll results on this slide.

slido

In TEA 29, where do you show inspection time by inspector for the invoice?

ⓘ Start presenting to display the poll results on this slide.

Grant Management System (GMS) Instructional Videos https://www.calrecycle.ca.gov/Funding/GMS/

GMS Instructional Videos

The following videos are short tutorials that provide instructions for grantees to manage their grant and submit required information in GMS.

- How to Submit a Payment Request (MP4, 06:42)
- How to Submit a Report (MP4, 03:39)
- How to Update Contacts (MP4, 04:13)
- How to Upload Grant Management Documents (MP4, 03:35)

Helpful Hints

- Read your Grant Agreement Terms & Conditions and the Procedures & Requirements carefully
- When in doubt, ask your Grant Manager
- When in doubt about inspections, ask your Inspector Liaison
- Record activities & personnel time often

Ways to Leave Money on the Table

- Not charging Indirect Costs
- Not charging Admin Costs
- Not charging for space
- Not charging for mileage
- Not charging for collaborative meetings that involve TEA activity

Technical Assistance and Support

- Grant Manager
  - Budget
  - Grant administration questions
  - Reimbursement questions

- CalRecycle Inspector Liaisons
  www.calrecycle.ca.gov/tires/Enforcement/Contacts.htm
  - Inspections
  - Enforcement
  - Training

Questions

Web Links

- TEA Homepage: www.calrecycle.ca.gov/Tires/Grants/Enforcement/
- Tire Enforcement: www.calrecycle.ca.gov/Tires/Enforcement/
- Enforcement Grantee Toolbox: www.calrecycle.ca.gov/Tires/Enforcement/Grantee/
- General Forms: http://www.calrecycle.ca.gov/Funding/Forms/default.htm
- Surveillance/CalRecycle Referral www.calrecycle.ca.gov/Tires/Enforcement/Inspections/Forms.htm
- Grant Management System (GMS) including self help videos https://secure.calrecycle.ca.gov/Grants/SignIn

Contact Information

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TEA Evaluation Lead

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Derek Link

TEA Grant Program Supervisor

(916) 322-4028

Derek.Link@CalRecycle.ca.gov

CalRecycle Inspector Liaisons

Locate your contact at this web page:

https://www.calrecycle.ca.gov/Tires/Enforcement/Contacts/

THANK YOU
FOR ATTENDING!