Local Government Waste Tire Enforcement (TEA) Grant
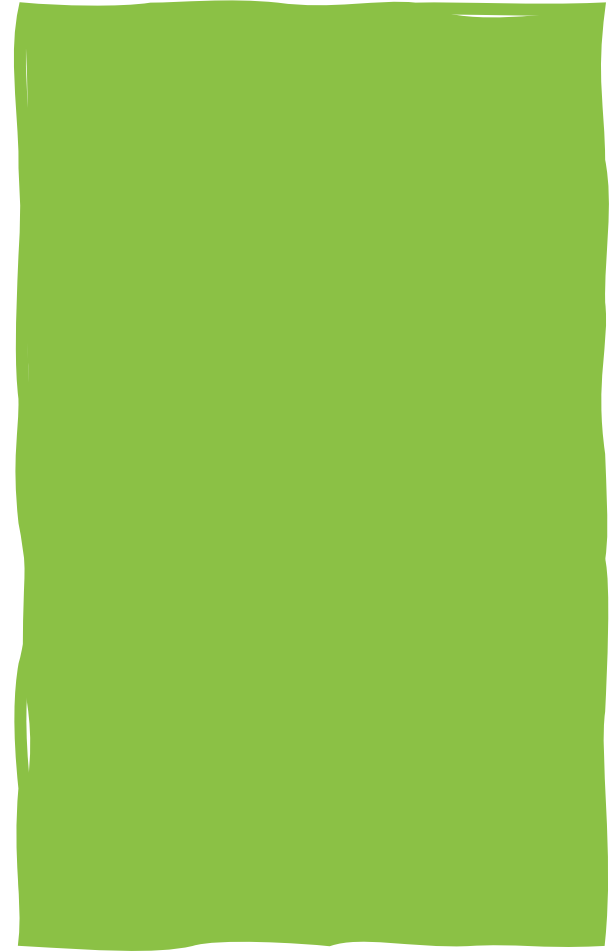
Grant Agreement Documents

- 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 31 Milestones

- **June 30, 2024 –** Day one of the grant cycle.

- **December 31, 2024 –** End of midyear billing cycle.

- **February 26, 2025 –** Due date for midyear invoice and progress report.

- **June 29, 2025 –** End of grant cycle performance period.

- **June 30 - September 30, 2025 – Reporting and Final Invoice Period.** <u>Please submit as soon as possible.</u> 9/30/25 is the final 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

- **First:** Request the grant manager to copy and paste the budget tab of the budget document.

- **Second:** In the copied tab insert your budget *with* your intended modifications.

- **Third:** Submit the modified budget document and your budget modification request in writing to your grant manager.
  - Communicate 3 pieces of information in an email:
    - **Justification?** - Why do you need to move money? Why do you need to create or delete a line item?
    - **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, disapproval, or questions.

- Upon approval the grant manager will adjust the budget in GMS.

- Bud Mods are when there are changes to **category amounts, adding or deleting a line item**

Budget Modifications

	Application Budget	**Application Budget Mod 2.23.24**

		0	0	$0.00	$0	
Total Inspections	**1498**					
			Total Cost for Inspections		**$330,162**	$55.95 MOVED HERE FROM TRAINING

			0	$0.00	$0	
Lodging and Per diem						
			Total Cost for Training		**$4,261**	MOVED FUNDS $55.95 TO INSPECTIONS CATEGORY

- Copy or have GM copy the Application Tab and relabel it to show it's a modification
- In the description box, show the amount being moved out and to where…
- …And show the amount being added and from where

Modifications vs. Adjustments

***Modifications** are when you're moving funds from *one category to another*, and/or when you're *adding or deleting line items.* For example, you have the Admin Costs category, and have $1000 allocated to it. You have Operational Costs category and have $500 allocated to it. You need more money in Operational Costs, so you *modify* the Admin Costs category and move $100 from Admin Costs to Operational Costs, which *modifies* the Operational Costs allocation to now be $600. The Admin Costs now have $900 allocated to it.

In this example, money left the Admin Costs category, and entered the Operational Costs category.

Another example, under Operational Costs category, you have boots for $150, and hi-viz vests for $50. You need to buy hard hats instead of the vests, so you *modify* the budget to delete hi-viz vests, and you *modify* the budget to add hard hats.

In this example, no money left Operational Costs, however, an existing line item was deleted, and a new line item was added. This does not mean adding and deleting line items have to both happen at the same time though. You can add a line item without deleting one, and vice versa. Nonetheless, whether you do both at the same time, or only one or the other, it is a modification.

You need prior approval for modifications.

***Adjustments** are when you're moving funds from *within* the category without adding or deleting a line item. For example, you have the Operational Costs category, and under that, you have boots for $150 and hi-viz vests for $50. You need more money for the vests, so you *adjust* the boots amount to $100 and *adjust* the vests amount to $100.

In this example, no money left the Operational Costs category. A new line item was not created. An existing line item was not deleted.

You do not need prior approval for adjustments.

Administrative Costs—15% cap
(Costs specific to implementing grant activities)

- 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 – Actions and Surveillance

- 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

Enforcement-Field Patrolling & Small Tire Pile Clean-up—15% cap

- 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

  - REMEMBER:

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

    -Must be reasonable! Grant managers check the time spent, the cost, and the number of tires.

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.
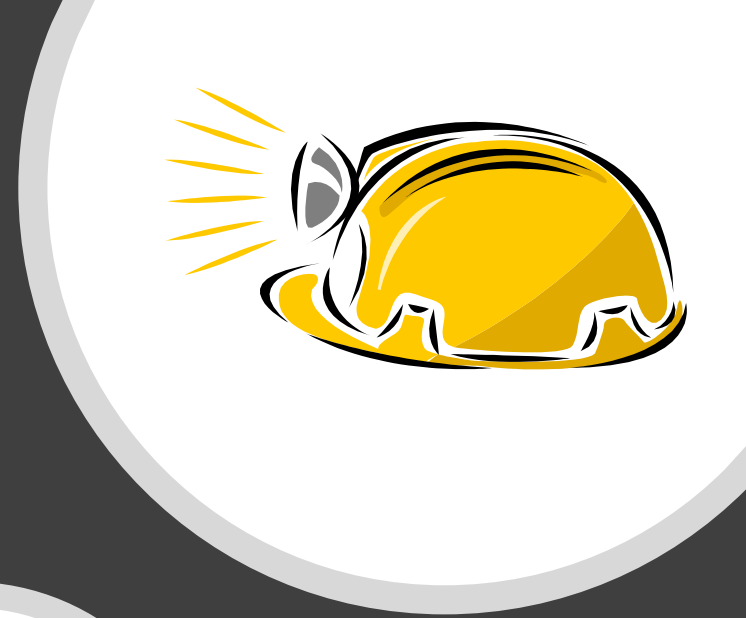
Indirect Costs

(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

TEA30 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 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 Waste Tire Enforcement 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 (TTS)
  - New Inspector Training
  - Grant Administration Training
- **Non-Mandatory training**
  - CalEPA Sponsored Enforcement Symposium
  - Basic Inspector Academy (BIA)
  - 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

Payment Requests

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

Billing Inspection Hours

Billing Inspection Hours

- 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.

Billing Inspection Hours—Question

Question:

How do TEAs get paid for going to a site without entry for multiple tries?

How do they bill for that time without an inspection report?

Answer:

TEAs can bill for the time and travel for those attempts.

TEAs bill us inspection time apart from their inspection list, so include that time on the Expenditure Itemization Summary (EIS) under the Inspections Category.

If in doubt, ask your grant manager!

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

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

WTMS:

Inspection Payment Status

- In Cycle 30 a new reporting type was made available in WTMS to TEA staff

- Previously only available to CalRecycle staff, but it has been enhanced and is accessible to TEA staff

- Includes information that may help you to fill in required Grant paperwork and stay informed about inspection statuses

Provides information about inspections

- The report shows:
  - List of inspections
  - Dates of when Inspections were conducted and submitted
  - Inspector name
  - Enforcement Status
  - Payment eligibility and Payment Notes
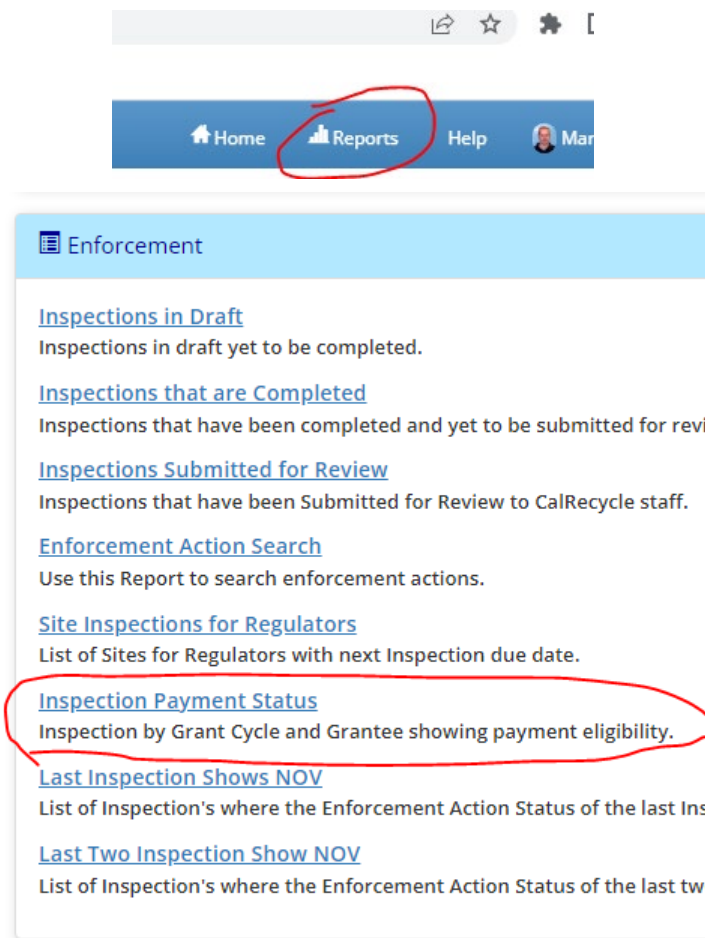 - And more

Inspection Payment Status Report

Export to Excel

	Site Number/TPID	Site Name	Site Status	Form Number	Inspection Date ↓	Submitted On	Regulator	Inspected By	Inspection Type	Referral Type	Enforcement Status	Inspection Status	Administrative Notes(Message for CalRecycle)	Payment Notes	Payment Eligibility Status	Regulatory Status	Business Types	Site Roles	Frequency Months
Select	1952896	Houdini Generator	Active	IW-1929533	06/09/2023	06/09/2023	CalRecycle	Mark Umfress	Routine		In Compliance - No Violations	Reviewed			Eligible	UnPermitted	Other	Generator - Yes, Site Status - Active	36
Select	1925602	Monster Energy	Active	IW-1929519	06/08/2023		CalRecycle	Edgar Astorga	Re-inspection		In Compliance - No Violations	Reviewed			Eligible	UnPermitted	Other	Generator - Yes, Site Status - Active	36
Select	1034373	TUFF BOY SALES INC	Active	IW-1929377	06/05/2023		CalRecycle	Lor Xiong	Routine		In Compliance - No Violations	Reviewed			Eligible	UnPermitted	Other	Generator - Small Quantity, End Use - Yes, Site	36

24

Accessing the Inspection Payment Status Report

The report is located under the Reports link at the top right of the screen

Several filter options

- TEA Grantees can only see inspections conducted by their own staff – the Regulator drop down will be set and you won't be able to change it.

Inspection Payment Status Report

Inspection Status
☐ Draft ☐ Completed ☐ Submitted for CalRecycle Review ☑ Reviewed

Inspection Type
Any Inspection Type ⌄

Referral Type
Any Referral Type ⌄

Regulator
Any Regulator ⌄

Inspector
Any Inspector ⌄

Payment Approval Status
Any Payment Approval Status ⌄

Grant Cycle
TEA29 [6/30/2022 - 6/29/2023] ⌄

Start Inspection Date
6/30/2022 📅

End Inspection Date
6/29/2023 📅

🔍 Search   ↻ Reset

Inspection Payment Status Report

Inspection Status

☐ Draft ☐ Completed ☐ Submitted for CalRecycle Review ☑ Reviewed

Inspection Type

Any Inspection Type ▾

Referral Type

Any Referral Type ▾

Regulator

Any Regulator ▾

Inspector

Any Inspector ▾

Payment Approval Status

Any Payment Approval Status ▾

Grant Cycle

TEA29 [6/30/2022 - 6/29/2023] ▾

Start Inspection Date

6/30/2022 📅

End Inspection Date

6/29/2023 📅

🔍 Search   ↻ Reset

Inspection Payment Status Report

▦ Export to Excel

	Site Number/TPID	Site Name	Site Status	Form Number	Inspection Date ↓	Submitted On	Regulator	Inspected By	Inspection Type	Referral Type	Enforcement Status	Inspection Status	Administrative Notes(Message for CalRecycle)	Payment Notes	Payment Eligibility Status	Regulatory Status	Business Types	Site Roles	Frequency Months
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➔ Select	1925602	Monster Energy	Active	IW-1929519	06/08/2023		CalRecycle	Edgar Astorga	Re-inspection		In Compliance - No Violations	Reviewed			Eligible	UnPermitted	Other	Generator - Yes, Site Status - Active	36
➔ Select	1034373	TUFF BOY SALES INC	Active	IW-1929377	06/05/2023		CalRecycle	Lor Xiong	Routine		In Compliance - No Violations	Reviewed			Eligible	UnPermitted	Other	Generator - Small Quantity, End Use - Yes, Site	36

Export to Excel

- Export to Excel allows you to download an Excel document showing the inspections that met your search parameters.

- The Excel document will also include columns showing the dates the inspections were Completed and Reviewed and Filed.

    -Completed, Submitted, and Reviewed and Filed dates are only available for recent inspections.

The Inspection Payment Status Report is available now

Please refer to your Liaison for any questions regarding WTMS and reporting.

Mileage Form

Mileage form provided by CalRecycle

- Form contains 3 tabs to choose from:
  - Shared Use vehicles
  - Dedicated Use vehicles
  - CalRecycle "audit approved"
- The first two are not sufficient for audit purposes. Auditor will want mileage log documentation for mileage charged including dates and destinations. Keep this on file.

May use your agency's mileage form

- Must have same information as one of the tabs on form provided by CalRecycle
- Can contain more information

For the sake of consistency, please choose only one log to use for the cycle.

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.

The first two logs submitted with the invoice is not sufficient backup of mileage charges for the auditors.

The third log has been approved by CalRecycle auditors (be sure to be detailed in Destination!)

Mileage Log – Shared Use

Grantee Name:	Sacramento County			Grant Cycle:	TEA30-22-00XX
Date	**Vehicle Make and Model**	**Vehicle Year**	**Vehicle VIN Number**	**Miles**	**Purpose**
7/15/2023	Chevrolet Silverado 1500	2021	3GCUYEELXMG159510	10	Inspections
8/19/2023	Ford F150	2016	1FTEW1CP2GKD11964	3	Enforcement - Field Patrolling and Small Cleanup
			Total Miles	13	

Mileage Log – Dedicated Vehicles

Grantee Name:	Sacramento County			Grant Cycle:	TEA31-23-00XX
Month	Vehicle Make and Model	Vehicle Year	Vehicle VIN Number	Miles	Primary Purpose
April	Chevrolet Silverado 1500	2021	3GCUYEELXMG159510	256	Inspections
May	Ford F150	2016	1FTEW1CP2GKD11964	50	Inspections
			Total Miles	306	

Mileage Log

GRANT CYCLE: TEA31-23-00XX

Date (MM/DD/YY)	Inspector Name	Vehicle Year Make and Model	Vehicle VIN Number	Begining Mileage	Ending Mileage	Total	Destination (Name & Address)	Purpose (Inspection/NOV Compliance/Re-Inspection etc.)
						0		
						0		
						0		
						0		
						0		
						0		
						0		
						0		
						0		
						0		
						0		
						0		
						0		
				0		0		
				0		0		
				0		0		
		Total Miles		**0**		0		

Destination (Name & Address): Enter the name of the location and the address. If
a location does not have an address (for example, when doing field patrolling), enter
as detailed as possible the location's coordinates. For example: "One mile from Chiles Rd exit", or "10th street
between I & J street", or "34.476500, -118.711425"

- One inspector can enter more than one Destination/Purpose in their row, **or**
- One inspector can enter each Destination/Purpose separately using more rows
- Enter multiple inspectors making trips on the same day, doing different activities (Purposes), on their own row
- For those traveling together (in the same vehicle), have the person claiming the mileage be the one entering the information

Payment Requests & Supporting Documents

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 – September 30 (Performance Period Ends on 6/29/25)

- Report writing costs may be charged 6/30/25 to 9/30/25. Submit final invoice early!

Invoice Documentation

Required Forms & Documentation:

- Grant Payment Request (CalRecycle Form 87)
- Mileage Log
- Progress Report (PDF Cover Sheet, Excel)
- 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   Department of Resources Recycling and Recovery
Grant Payment Request
CalRecycle 87 (Rev. 7/21)

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

Grant Number:
TEA31-23-XXXX

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
$

Grantee Payment Address

Department of Health Services

Send Grant 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   Date
or Authorized Designee
(as authorized in Resolution,
Letter of Commitment, or Letter of Designation)

_____   _____
Print Name   Title

Expenditure Itemization Summary (EIS)

- No changes to this form.
- All personnel hours are entered with the name and hourly rate of the employee.
- For Inspections, all associated time – reports, research, etc. can go under the Inspections Category.
- Completed inspections are entered into WTMS and need to be approved as eligible for payment by the Liaison.
- Rates must match Hourly Rate Document, even if more than one rate

3.50	$89.02	G███████ M█████	$	311.57
12.50	$90.37	G███████ M█████	$	1,129.63
56.25	$91.73	G███████ M██████	$	5,159.81

NAME	JOB DESCRIPTION	PAY PERIOD END	HOURLY RATE	BENEFIT FACTOR	NON-WORK FACTOR	TOTAL HOURLY RATE
G██████ M█████	CODE ENFORCEMENT SUPERVISOR	06/30/2023	48.38	0.52	0.21	89.02
		08/25/2023	49.11	0.52	0.21	90.37
		10/06/2023	49.85	0.52	0.21	91.73

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:	

Enter into "Amount entered in GMS" if the total amount does not match the EIS

30,456.78

30,456.79

40
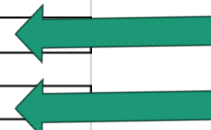
Expenditures:
Proof of payment for $500 or more

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).

This is the total, but this is not what was charged to the grant.

Lenovo Lenovo (United States) Inc.

| Ship To | | Invoice No | 6226998248 |
| Invoice To | | 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

SAP Customer # :
SAP Customer Name :

PO # : SJ001-0000046424

Lenovo Order # : 4280210576

Agreement # : 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:

RECEIVED
DEC 27 2016
ENVIRONMENT HEALTH
PERMIT/SERVICES

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

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   37,698.57
Payment due within terms (Late payment fee may apply)

Receipt # 419559

APPROVED FOR PAYMENT

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

Indicated how much of invoice is charged to TEA

Lenovo

Lenovo (United States) Inc.

Ship To	
Invoice To	
SAP Customer #	: 1213521746
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
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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

APPROVED FOR PAYMENT

SIGNATURE   DATE   1/9/17

AND RETURN TO DONNA M.

Receipt # 419559

TEA Program : $ 2,037
1 notebook

Supporting Documentation: Travel

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

44

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)

... 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		Room No.	
			Arrival.	
			Departure	
			Page No.	1 of 1
Membership			Folio Window	
Bonus Code			Folio	1
Confirmation No.	36449706-1		Invoice	
Group Name	RECY			

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, grantees must be able to produce receipts substantiating the amount claimed.
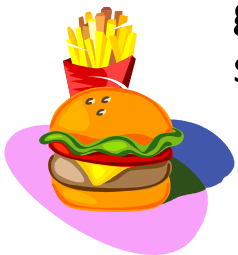
Payment Requests—Question

Question:

Can midyear costs be billed on the final invoice?

Answer:

Yes, as long as you confirm the midyear expenses weren't charged to the midyear reimbursement, you can charge it to the final. Let your grant manager know ahead of time.

Question:

If TEAs have an invoice that is dated during the midyear (June 30th to December 31st), but they don't pay it until after the midyear (after December 31), can that payment be charged to the midyear invoice?

Answer:

Because this is a reimbursement-based grant, you can only charge for what you have already paid. Therefore, since the invoice was not paid during the midyear, the payment cannot be charged to the midyear reimbursement. You would have to request reimbursement on the final.

If in doubt, ask your grant manager!

Submitting into GMS
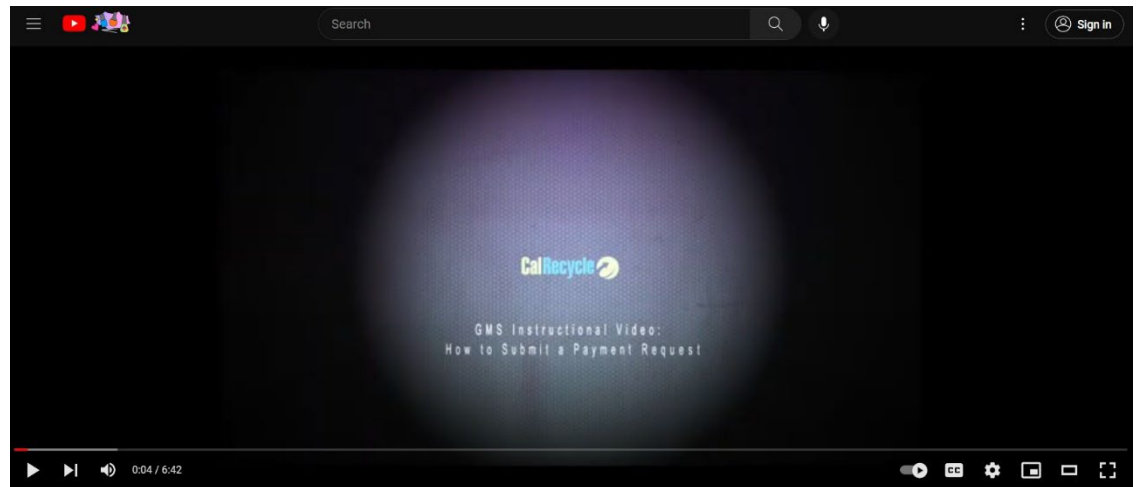
GMS Submit a Payment Request Tutorial

[GMS Submit a Payment Request Tutorial](https://www.youtube.com/watch?v=0t8yoOfGknM)

https://www.youtube.com/watch?v=0t8yoOfGknM
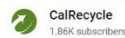
Grants Management System (GMS): Home

My Grants

Apply for a Grant

Grant Forms

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

|< < 1 > >| Page size: 10 ▾   1 items in 1 page

How to find your transaction

Wait!

You're not done until you submit the transaction!

Instructions

To complete a payment request follow these three steps:
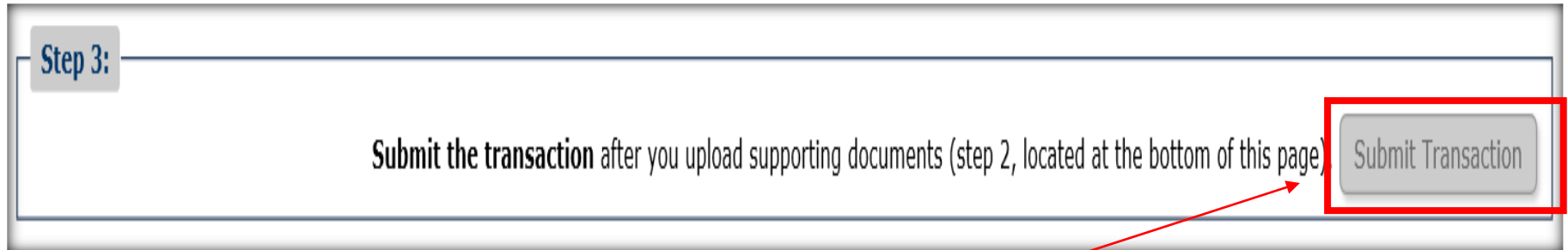
1. Select the appropriate payment type, break down your request by sub-budget category and fund (if applicable), and save.

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"

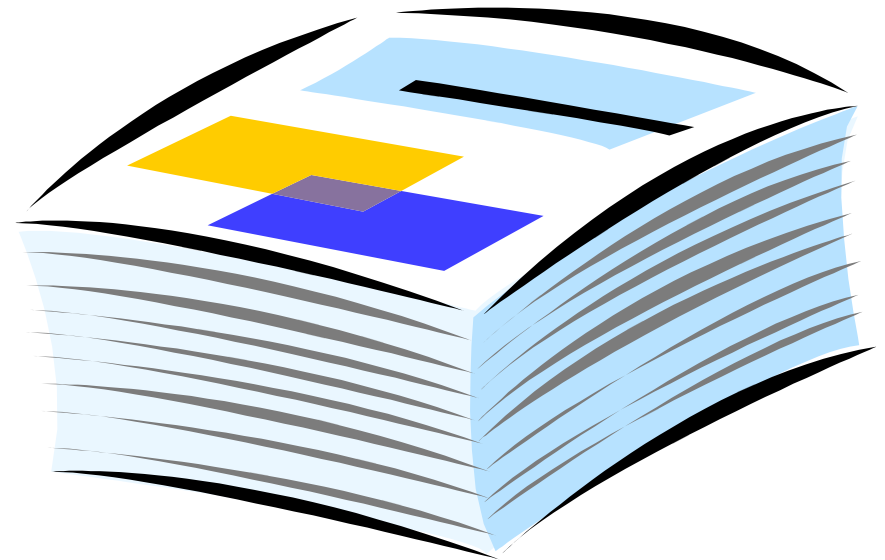# Evaluation

Progress Report and Final Report

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

	A	B	C
1			
2	**INSTRUCTIONS**		
3			
4		Instructions for Completing TEA Reports	
5			
6		1. Choose to complete either the Mid Year or the Final Report. Each Report contains 5 tabs (a total of 10 tabs +	
7		Instructions tab in this workbook). Each report has the following tabs: Contact, Cover Sheet, Tab 1, Tab 2, Tab 3	
8			
9		2. Complete the Contact tab.	
10		a. For City or County, only enter your juristiction's name (without "County" or "City of" - ie: City of Los	
11		Angeles = Los Angeles). You will indicate if it is a city of county with the option buttons.	
12			
13		3. Go to MidYr Cover Sheet tab. Review for any errors. This is where the authorized signatory will sign once the	
14		entire report has been completed. The Signature authority will need to review each 5 report tabs before signing.	
15			
16		4. Go to Tab 1. Complete the Executive Summary. Enter a response for each question, if it does not apply to	
17		your jurisdiction, indicate NA. Under Other Programs, check the boxes that apply.	
18			
19		5. Go to Tab 2. Enter the data as indicated. Use a zero if appropriate, do not leave cells blank.	
20			
21		6. Go to Tab 3. If you included training in your budget, complete the information on Tab 3. Each line item Total	
22		Amount Requested should equal what was charged in your Expenditure request (between travel, education and	
23		training). For each request, please indicate:	
24			
25		The training, description and date	
26		Who attended the training, their title and rate of pay	
27		What was charged to the grant - number of personnel hours, registration or class cost, per diem	
28		Total charged to the grant and how we reconcile that with your Expenditure Summary	
29		Example: $500 dollars was charged (for Joe Smith to attend the ABC training), $200 for the	
30		registration was paid for under Education and $300 was charged under travel).	
31			
32			

Tabs: 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 Smith
Authorized Signatory Title	Boss

City of OR County Name	Fantastic Example
City County	○ City ◉ County
TEA Cycle	TEA28 ▼

Final Cover Sheet

Final Progress Report
Cover Sheet

TEA30
Another Example

Expenditure Period:

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, that all Grant activities are in accordance with the approved agreement for CalRecycle Grant funding, and that all expenditures are within the cycle period in accordance to the Procedures and Requirements.

Authorized Signatory - Jane Doe, Boss

Date

Auto fill

Report Completed By: joe smith, admin main, jsmith@somewebsite

TIRE ENFORCEMENT AGENCY GRANT
TEA28 - Fantastic Example County
FINAL REPORT

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

Final Tab 2

Tire Enforcement Agency Grant
TEA30 - Another Example City of
Final Report

Jan 1 to Jun 29

Inspections

	Midyear (Auto Populated)	Enter Jan 1 - Jun 29 Here	Total		
Estimated total inspections to be completed from application (priority and non-priority)	0	0	0		
Total inspections actually completed (priority and nonpriority)	0		0		
Number of priority inspections assigned	0	0	0	#DIV/0!	priority complete
Number of priority inspection reports completed	0		0	#DIV/0!	non-priority com
Number of re-Inspections	0		0		
Number of Observation Visits	0		0		In addition to
Number of Educational Visits to new TPIDs	0		0		Priority/Non-prior
Number of Inspections with CalRecycle Liaison	0		0		

Quality of Inspections

Number of inspections approved by CalRecycle	0		0	
Number of inspections in draft	0		0	
Number of inspections disapproved	0		0	

Notice of Violation

Number of NOVs issued to waste tire generators	0		0	
Number of NOVs brought into compliance	0		0	0% Brought into con
Total number of NOVs out of compliance	0		0	
How many out of compliance <15 days	0		0	
How many out of compliance >15 days	0		0	
Number of Hauler Observation Reports (Form 775) submitted to CalRecycle	0		0	
Number of sites referred to CalRecycle (Form 228)	0		0	

Timeframes

TEA submitted inspection reports to CalRecycle within 15 days?	0		0	
TEA re-inspects TPIDs with NOVs within 15 days of the compliance deadline date?	0		0	
TEA referred NOVs to CalRecycle (Referral Form 228) within 15 days?	0		0	
TEA referred unregistered haulers to CalRecycle within 15 days?	0		0	

Enforcement and Surveillance

Number of referrals to the DA.	0		0	
Total Number of tire piles discovered.	0		0	
Number of tire piles >500 identified	0		0	#DIV/0!
Total number of tires discovered.	0		0	
Number of tires removed/recycled.	0		0	#DIV/0!

Training

Number of Inspectors (if different than Mid Year - ie, +1 or -2). If the same, then 0	0		0
Number of inspectors trained by the CalRecycle Liaison during the reporting period.	0		0
Number of inspectors approved by CalRecycle to conduct inspections.	0		0
Number of staff who attended the CalRecycle Round Table.	0		0
Number of staff who attended the Technical Training Series	0		0
Number of staff who attended the Inspector Academy	0		0
Number of staff who attended the TEA Administrative Webinar	0		0
Number of staff who attended non-mandatory training.	0		0

Tire Enforcement Agency Grant
TEA31 - Another Example City of
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 Cost	Number of Personnel Hours Requested	Per Diem Requested? TEC Provided? Y/N

- Up to 8 hours per day of training is reimbursable
- Travel time is not part of the 8 hours limit

Grant Management System (GMS) Reporting & Forms

- Progress Report Template is available on the <u>Summary Tab</u> in GMS

- Upload completed reports to the <u>Reports Tab</u>

Home > Grant Management

Grant Management: Local Government Waste Tire Enforcement Grants (GrantID: 24070)

Applicant: Yuba County
Grant Manager: <u>Renee Podris</u> (916) 341-6585
Grant Number: TEA28-20-0045
Term End Date: 9/30/2022
Project Status: Active

Summary | Payment Request | Reports | Documents | Waste | Review | Amendment | Notes

<u>Access Grant Application Module</u>

Instructions

Welcome to the Grant Management module! Use the link above to access the Application Module in order to:

- Make changes to the Budget.
- View or update Contact information.
- View the Project Summary.

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

- SAVE YOUR NTP EMAIL
- 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 CalRecycle 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

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

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

Yolanda Park

TEA Grant Program Lead

(916) 341-6108

Yolanda.Park@CalRecycle.ca.gov

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/

Yolanda Park

Yolanda.Park@calrecycle.ca.gov

*City of San Diego
*Madera County
*Orange County
*Placer County
*Riverside County
*San Bernardino County
*Tehama County

Phanessa Fong

Phanessa.Fong@calrecycle.ca.gov

*City of Fresno
*El Dorado County
*Fresno County
*Imperial County
*Monterey County

Jim Madden

Jim.Madden@calrecycle.ca.gov

*Calaveras County
*City of Bakersfield
*LA County
*Santa Clara County
*Stanislaus County

Andrea Smith

Andrea.Smith@calrecycle.ca.gov

*City of Modesto
*City of Victorville
*Marin County
*Napa County
*Solano County
*Sonoma County

Renee Podris

Renee.Podris@calrecycle.ca.gov

*Alameda County
*Contra Costa County
*Sacramento County
*San Mateo County
*Yolo County
*Yuba County

NOTE: This list was updated post-webinar

THANK YOU
FOR ATTENDING!