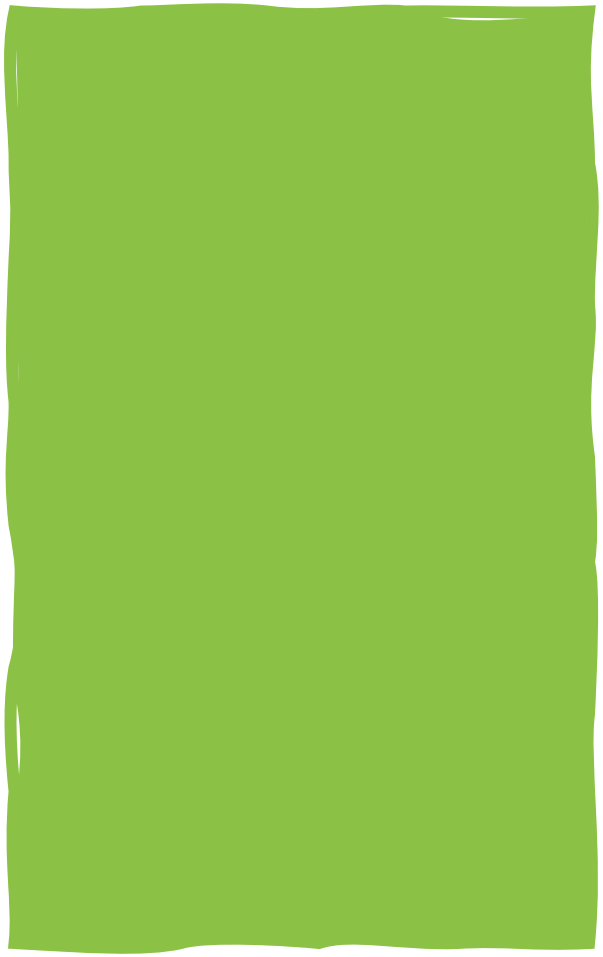
Local Government Waste Tire Enforcement (TEA) Grant



Grant Agreement Documents

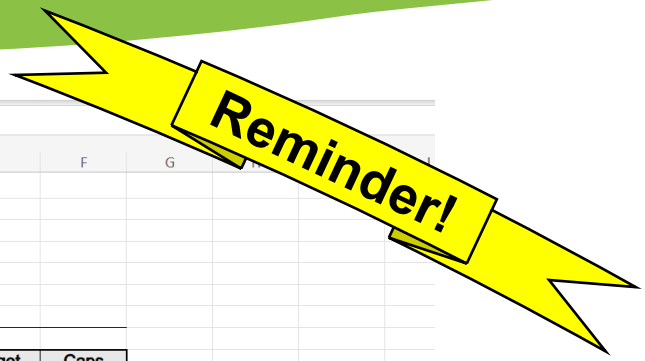
- Terms and Conditions (T&C)
- Procedures and Requirements (P&R)
  - These documents contain compliance requirements for grant implementation. Neither of these can be changed unless CalRecycle revises the grant agreement.
- Approved Budget
  - Request budget modifications from the Grant Manager

This webinar is an overview only. This presentation does not relieve Grantees from the Terms and Conditions or Procedures and Requirements.

TEA 33 Milestones

- **June 30, 2026 –** Day one of the grant cycle.
- **December 31, 2026 –** End of midyear billing cycle.
- **February 25, 2027 –** Due date for midyear invoice and progress report.
- **June 29, 2027 –** End of grant cycle performance period.
- **June 30 - September 30, 2026 – Reporting and Final Invoice Period.** Please submit as soon as possible. 9/30/26 is the final date for final invoice and progress report.

Budget Modifications



Budget Modification

Grantee:
Grant Number:
Date:
Completed by:
Justification:

Budget Line Item	Budget Amount	Budget Modification	Revised Budget	Caps
	Enter Amounts from GMS Budget	Enter Amount to increase (+) or decrease (-) your budget line item		
Administrative			$0.00	#DIV/0!
Education			$0.00	#DIV/0!
Enforcement			$0.00	
Field Patrolling and Small Cleanup			$0.00	#DIV/0!
Indirect			$0.00	#DIV/0!
Inspections			$0.00	
Operational Costs			$0.00	#DIV/0!
Training			$0.00	
Transportation			$0.00	#DIV/0!
Total	$0.00	$0.00	$0.00	

Instructions:

1. Enter your Grantee Name, Grant Number, Date, and Completed By at the top of the form. Enter your justification for the budget modification.
2. In the Budget Column, your budget amounts will auto fill.
3. Under the Budget Modification Column, enter the amount that you wish to increase/decrease your line item.
   Enter negative numbers where you want to decrease and positive numbers where you want to increase.
4. The Budget Modification Column (D19) total must equal zero (0).
5. Do not enter data into the Revised Budget Column, it will auto fill.
6. The Budget and Revised Budget totals in C19 and E19 must both equal the original grant award amount listed in GMS and in your grant agreement.

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.

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)

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

TEA32 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 send or submit this document with your payment request

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 costs.
- 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:

1. 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?

2. Can two inspectors go together, either for safety or for training?

    -How does that get billed?

Answer:

1. 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.

2. Yes, certainly.

    -Only one person can bill mileage, but both can bill for time on the EIS.

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:
  - **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

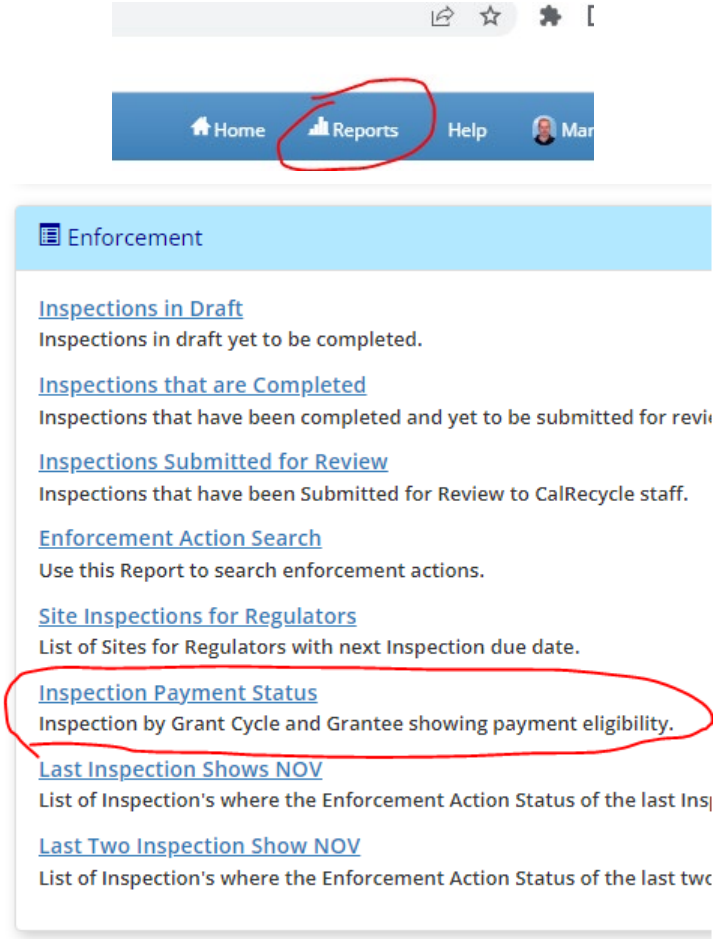
Inspection Payment Status Report

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

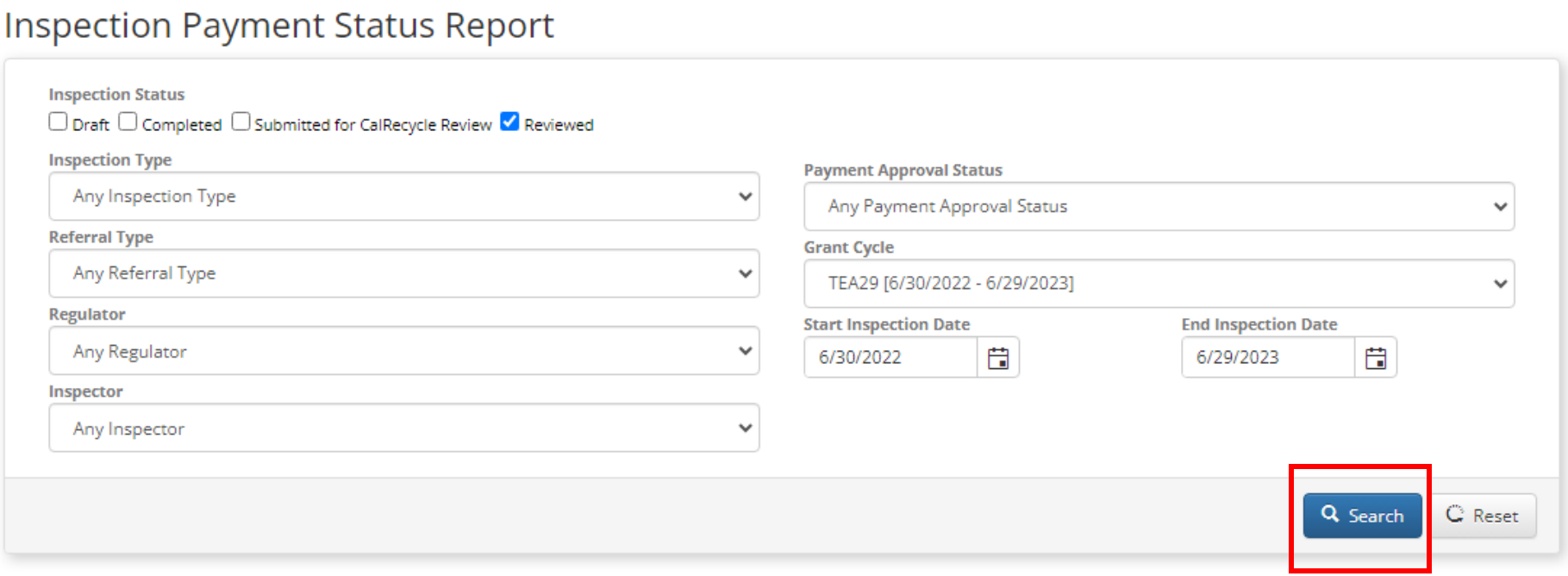
Accessing the Inspection Payment Status Report

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

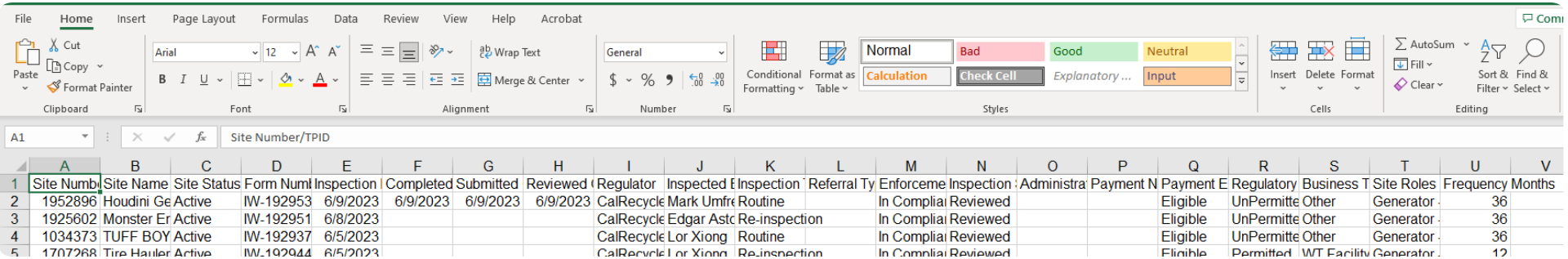
6/29/2023

Search Reset

Inspection Payment Status Report

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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Site Numb	Site Name	Site Status	Form Numl	Inspection	Completed	Submitted	Reviewed	Regulator	Inspected E	Inspection	Referral Ty	Enforceme	Inspection	Administra	Payment N	Payment E	Regulatory	Business T	Site Roles	Frequency	Months
2	1952896	Houdini Ge	Active	IW-192953	6/9/2023	6/9/2023	6/9/2023	6/9/2023	CalRecycle	Mark Umfr	Routine		In Compliai	Reviewed			Eligible	UnPermitte	Other	Generator	36	
3	1925602	Monster Er	Active	IW-192951	6/8/2023				CalRecycle	Edgar Astc	Re-inspection		In Compliai	Reviewed			Eligible	UnPermitte	Other	Generator	36	
4	1034373	TUFF BOY	Active	IW-192937	6/5/2023				CalRecycle	Lor Xiong	Routine		In Compliai	Reviewed			Eligible	UnPermitte	Other	Generator	36	
5	1707268	Tire Hauler	Active	IW-192944	6/5/2023				CalRecycle	Lor Xiong	Re-inspection		In Compliai	Reviewed			Eligible	Permitted	WT Facility	Generator	12	

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 <u>is not</u> 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

GRANTEE NAME:							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	

Payment Requests & Supporting Documents



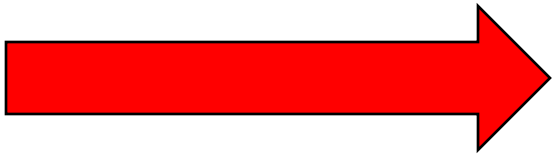
Grantee must upload invoice documentation to the Payment Request tab in GMS:

- 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 6/29/27)
- Report writing costs for the Final Report may be charged 6/30/27 to 9/30/27.
- 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
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.

Grant Number:
TEA32-23-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

[redacted]

S rant 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

Expenditure Itemization Summary (EIS)

into

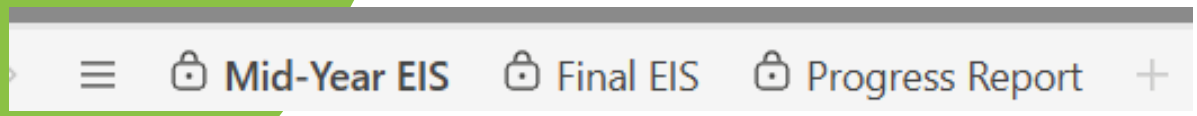
EIS-Progress Report Form

> New form as of Cycle 32:

- Personnel Costs
  - New column with grant activities
  - Still enter hours and hourly rate
- Inspections – all associated time (reports, research, etc.) can go under the Inspections Category.
  - New column will total the Cost Per Inspection
- Field Patrolling
  - New column to enter number of tires found per person
  - New column will total the Cost Per Tire Found
- Training
  - Name of Training(s) now only on EIS
- Staff names and titles under same column

> Now also has the Progress Report

> Completed inspections are entered into WTMS and need to be approved as eligible for payment by the Liaison.



Expenditur Itemization Summary (EIS)

into

EIS-Progress Report cont.

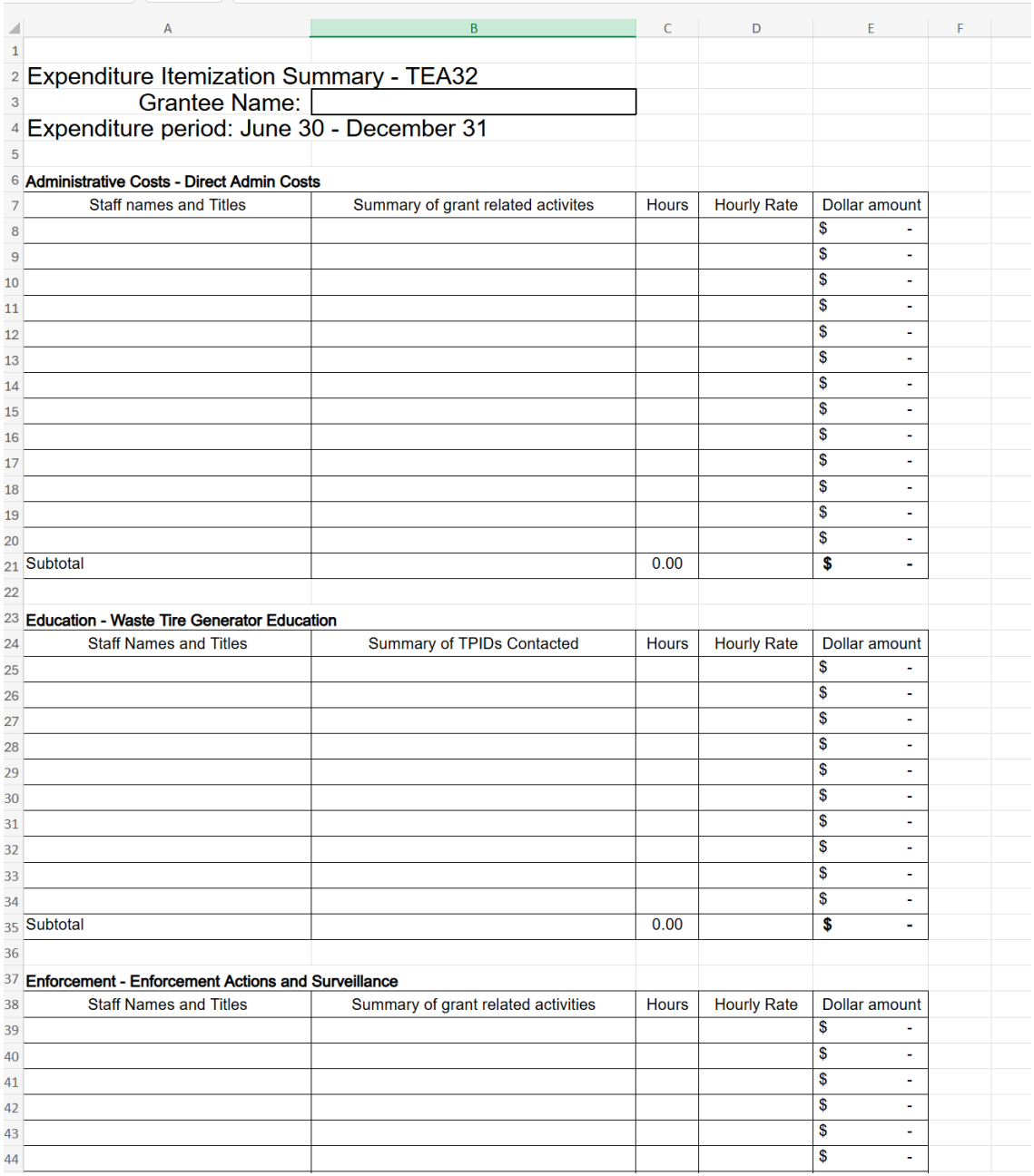
EIS

3.50	$89.02	G[redacted] M[redacted]	$	311.57
12.50	$90.37	G[redacted] M[redacted]	$	1,129.63
56.25	$91.73	G[redacted] M[redacted]	$	5,159.81

Hourly Rate Document

NAME	JOB DESCRIPTION	PAY PERIOD END	HOURLY RATE	BENEFIT FACTOR	NON-WORK FACTOR	TOTAL HOURLY RATE
G[redacted] M[redacted]	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 (midyear)



Expenditure Itemization Summary - TEA32

Grantee Name:

Expenditure period: June 30 - December 31

Administrative Costs - Direct Admin Costs

Staff names and Titles	Summary of grant related activites	Hours	Hourly Rate	Dollar amount
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Subtotal		0.00		**$ -**

Education - Waste Tire Generator Education

Staff Names and Titles	Summary of TPIDs Contacted	Hours	Hourly Rate	Dollar amount
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Subtotal		0.00		**$ -**

Enforcement - Enforcement Actions and Surveillance

Staff Names and Titles	Summary of grant related activities	Hours	Hourly Rate	Dollar amount
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
Subtotal		0.00		$ -	

Enforcement - Field Patrolling and Small Cleanup

Staff names and Titles	Number of Tires Found	Hours	Hourly Rate	Dollar amount	Cost Per Tire Found
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
Subtotal		0.00		$ -	$0.00

Operational Costs

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

Indirect Costs

Subtotal		-

Cost Allocation Plan

Inspections

Staff Names and Titles	Number of Inspections	Hours	Hourly Rate	Dollar amount	Cost Per inspection
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
				$ -	$0.00
Subtotal	0	0.00		$ -	**$0.00**

Training - Time Spent inTraining

Staff names and Titles	Name of Training(s)	Hours	Hourly Rate	Dollar amount
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Subtotal		0.00		$ -

Training - Travel (lodging, meal, per diem) Form 246 required for each individual

NEW!

	A	B	C	D	E
06	**Training - Time Spent inTraining**				
07	Staff names and Titles	Name of Training(s)	Hours	Hourly Rate	Dollar amount
08					$ -
09					$ -
10					$ -
11					
12					
13					
14					
15					
16					$ -
17					$ -
18					$ -
19	Subtotal		0.00		**$ -**
20					
21	**Training - Travel (lodging, meal, per diem) Form 246 required for each individual**				
22	Staff names and Titles	Name of Training(s)			Dollar amount
23					
24					
25					
26					
27					
28					
29	Subtotal				**$ -**

ALSO NEW!

13					$ -
14					$ -
15					$ -
16					$ -
17					$ -
18					$ -
19	Subtotal		0.00		$ -
20					
21	**Training - Travel (lodging, meal, per diem) Form 246 required for each individual**				
22	Staff names and Titles	Name of Training(s)			Dollar amount
23					
24					
25					
26					
27					
28					
29	Subtotal				$ -
30				Training total	$ -
31					
32	**Transportation**				
33			Miles	Rate	Dollar amount
34	Subtotal				$ -
35					
36				Amount Requested:	$ -
37					
38				Amount entered in GMS:	
39					
40					
41					

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

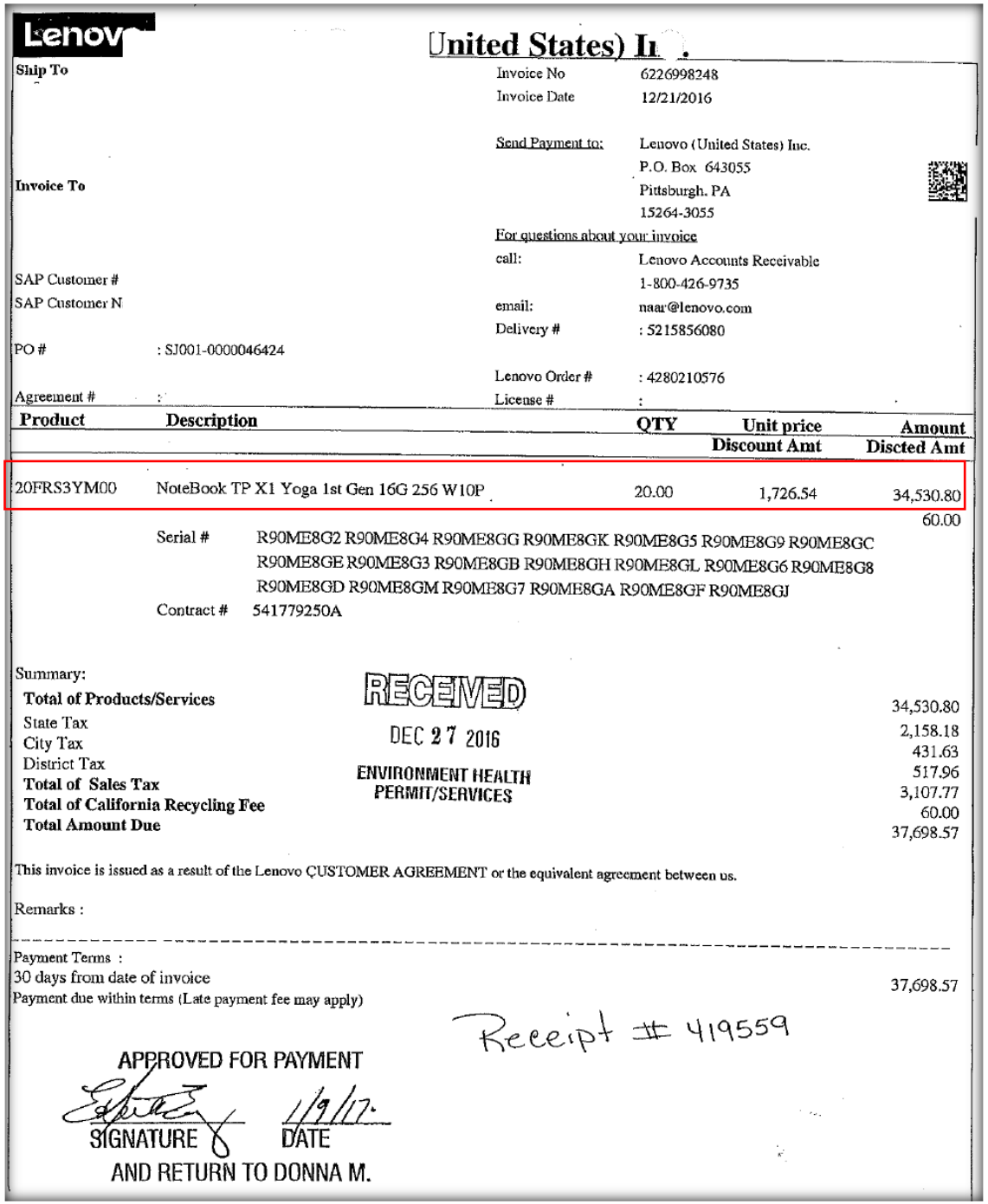
30,456.78

30,456.79

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 United States) Inc.

Ship To

Invoice No 6226998248
Invoice Date 12/21/2016

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

Invoice To

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

SAP Customer #
SAP Customer N
PO # : SJ001-0000046424
Agreement # :
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 :

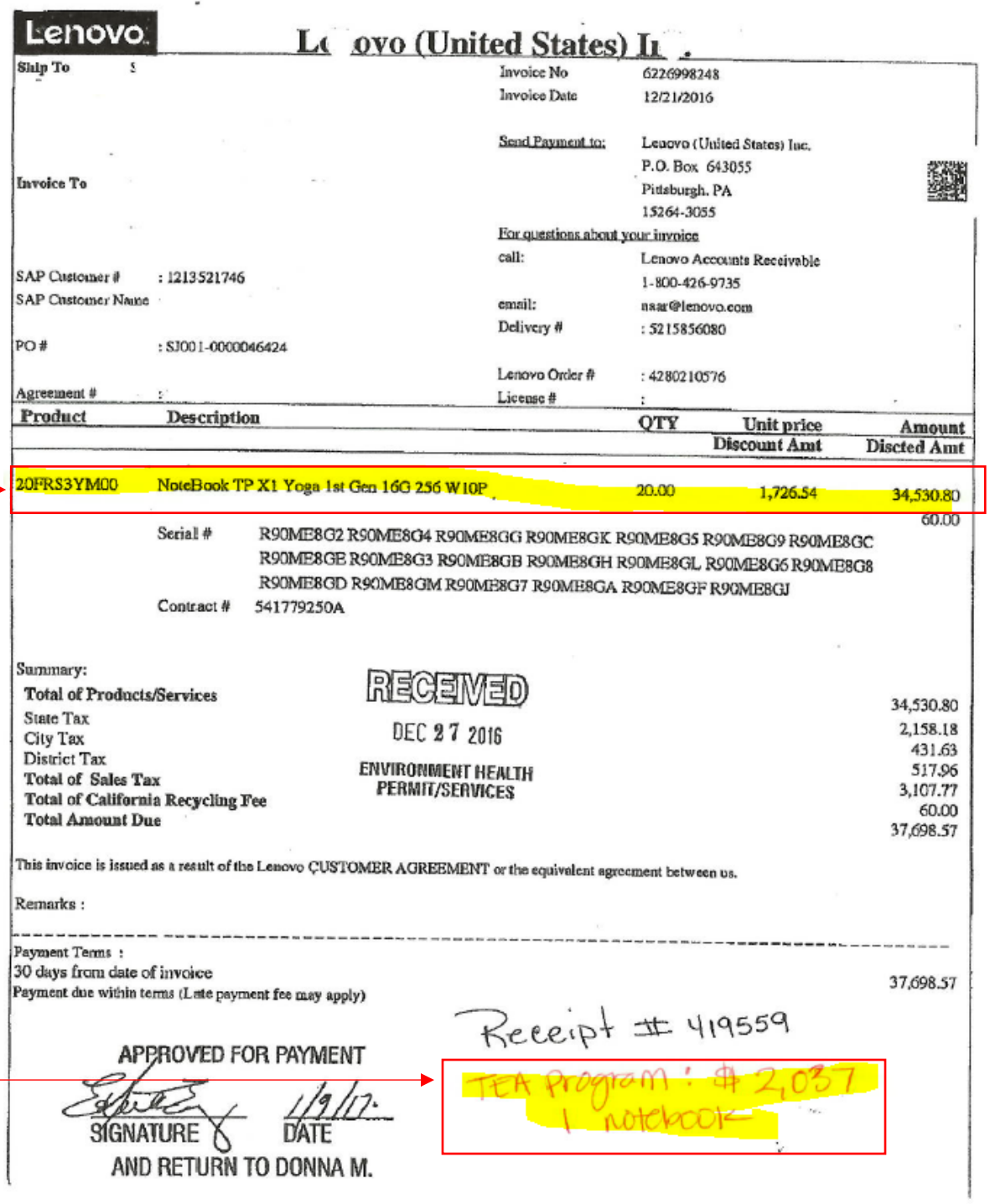
Payment Terms :
30 days from date of invoice
Payment due within terms (Late payment fee may apply)

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



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
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				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
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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 1/9/17 DATE
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.

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
							Mileage						
Depart	Return		Lodging	Breakfast	Lunch	Dinner	Miles	Amount	Rental	Air	Parking	Other Expenses	
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)

Only
This
For
For
For
For

ts for all expenses except meals.

Training - Travel (lodging, meal, per diem) Form 246 required for each individual

Staff names and Titles	Name of Training(s)			Dollar amount
Inspector Gadget, Tire Specialist	Basic Inspector Academy			$ 550.00
Joe Doe, Supervisor	Basic Inspector Academy			$ 310.00
Subtotal				**$ 860.00**
			Training total	**$ 860.00**

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, 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.

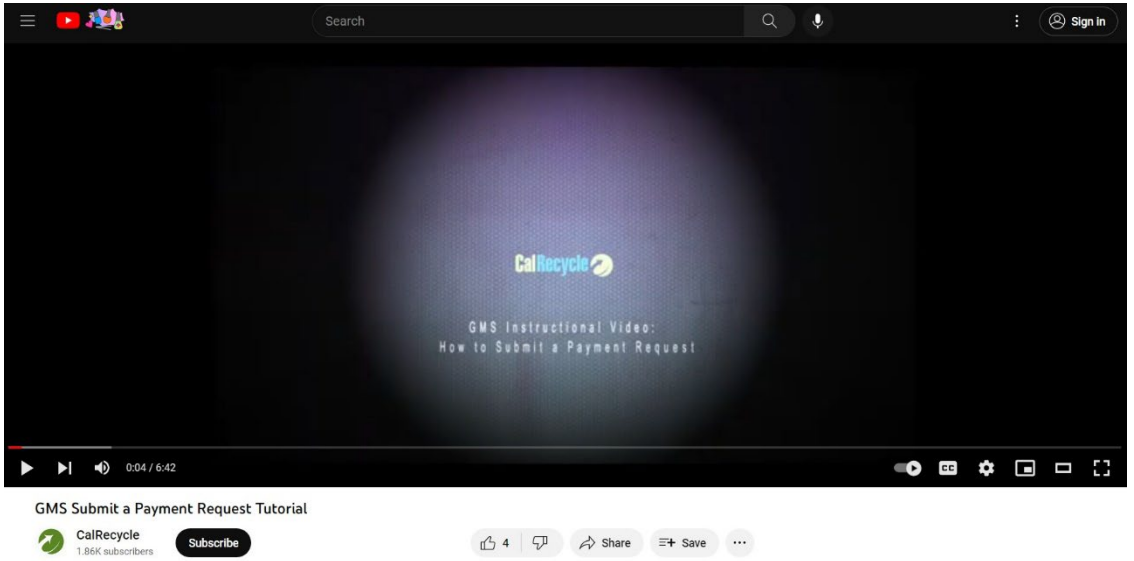
Question:

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!



[GMS Submit a Payment Request Tutorial]

https://www.youtube.com/watch?v=0t8yoOfGknM

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

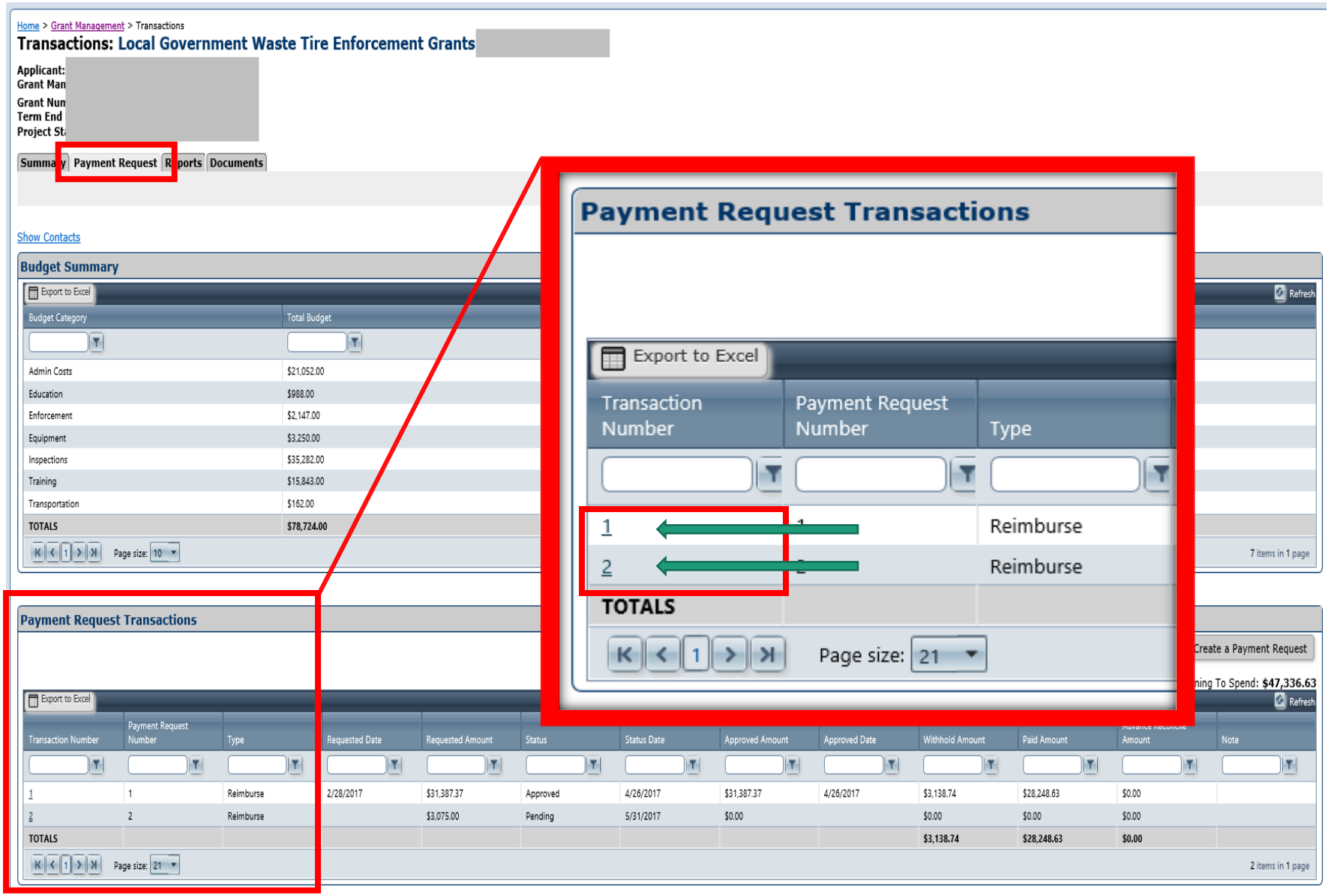
My Closed Grants/Grant Applications	Application Status	Project Status	
17521: Local Government Waste Tire Enforcement Grants (TEA22: 2014-15)	Awarded	Closed	Application Grant Management

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



Wait!

You’re not done until you submit the transaction!

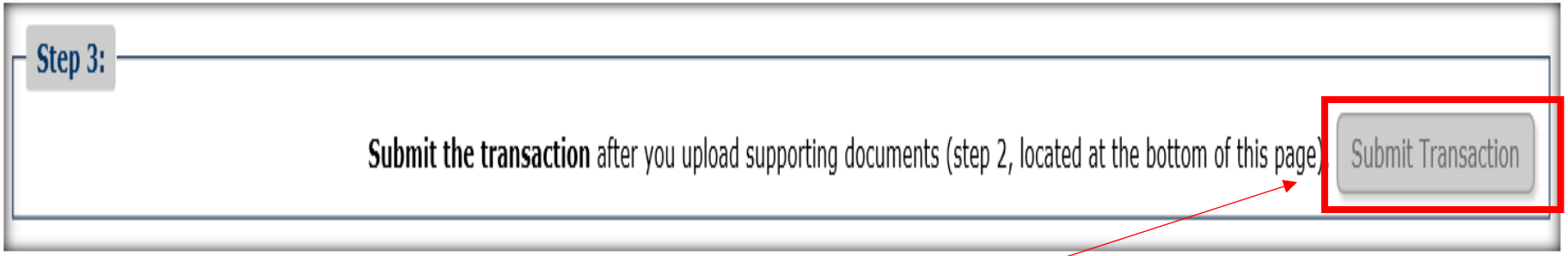


Instructions

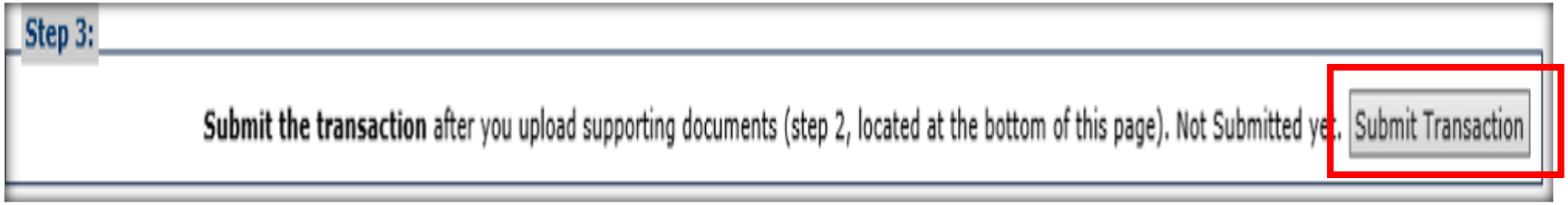
To complete a payment request follow these three steps:

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 **not** been uploaded
  - Check “document type”

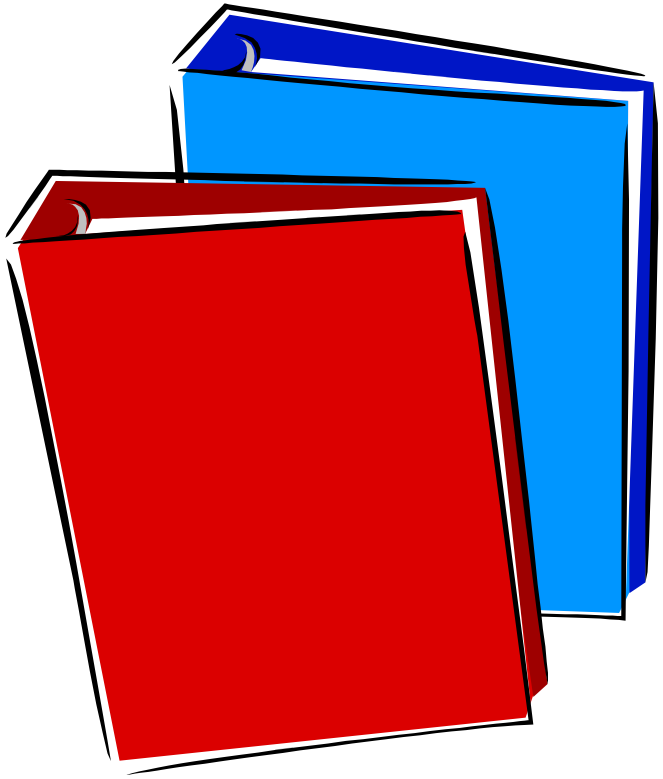


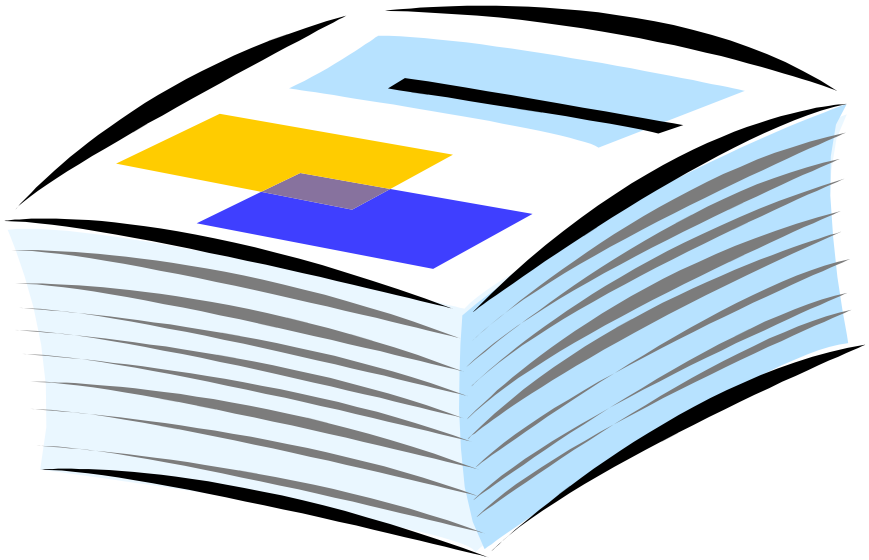


Evaluation

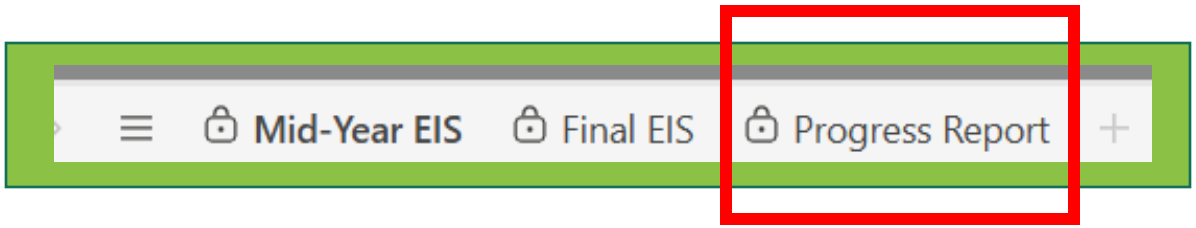
Progress Report and Final Report

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

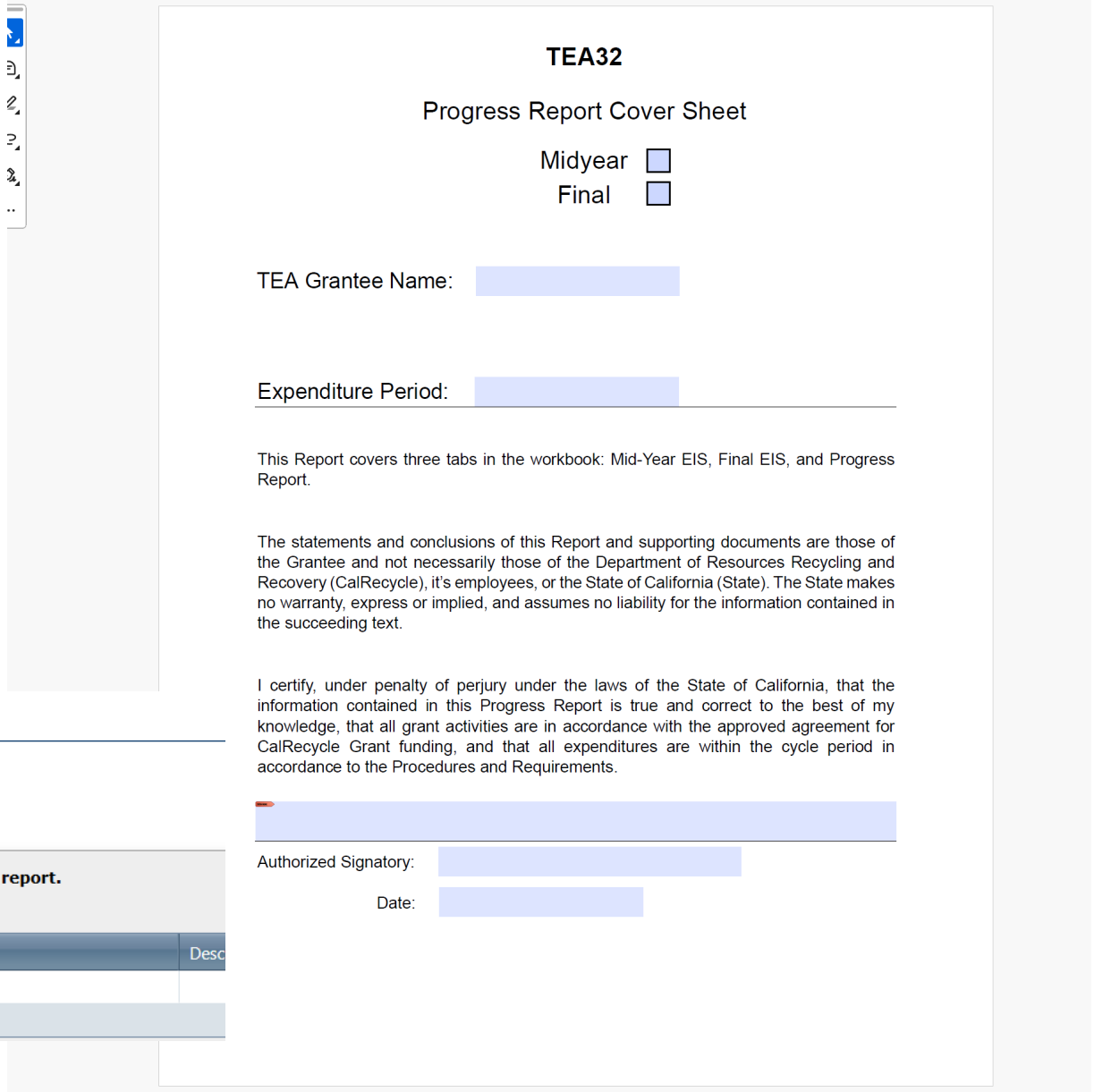




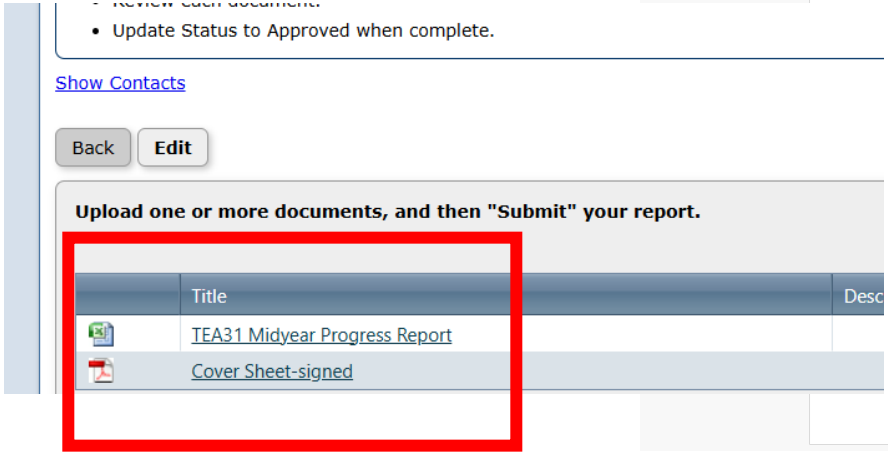
	A	B	C	D	E
1	**Progress Report TEA32**	**Mid Year**	**Final**	**Total**	
2	**Inspections**				
3	Number of priority inspections assigned				< If # of inspections assigned changes, update these cells
4	Number of non-priority inspections planned				
5	**Total:**			**0**	
6	Number of priority inspections completed			0	0% Priority Complete
7	Number of non-priority inspections completed			0	0% Non-Priority Complete
8	**Total completed:**	**0**	**0**	**0**	0% Total Inspections
9					
10	Number of re-inspections*			0	
11	Number of observation visits*			0	
12	Number of educational visits to new TPIDs*			0	
13	Number of inspections with CalRecycle Liaison*			0	
14	**In addition to priority and non-priority visits*				
15	**Notice of Violations**				
16	Number of NOVs issued to waste tire generators			0	
17	Number of NOVs brought into compliance			0	0% Brought into compliance
18	Number of Hauler Observation Reports (Form 775) submitted to CalRecycle			0	
19	Number of sites referred to CalRecycle (Form 228)			0	
20					
21	**Enforcement and Surveillance**				
22	Number of referrals to the District Attorney			0	
23	Number of tire piles >500 identified			0	
24	Total number of tires discovered			0	
25	Number of tires removed/recycled			0	0% Tires cleaned up
26					
27	**Training**				
28	Number of inspectors trained by the CalRecycle Liaison during the reporting period.			0	
29	Number of staff who attended the CalRecycle Round Table.			0	
30	Number of staff who attended the Technical Training Series			0	
31	Number of staff who attended the Inspector Academy			0	
32	Webinar			0	
33	Number of staff who attended non-mandatory training.			0	
34					



Report Cover Sheet

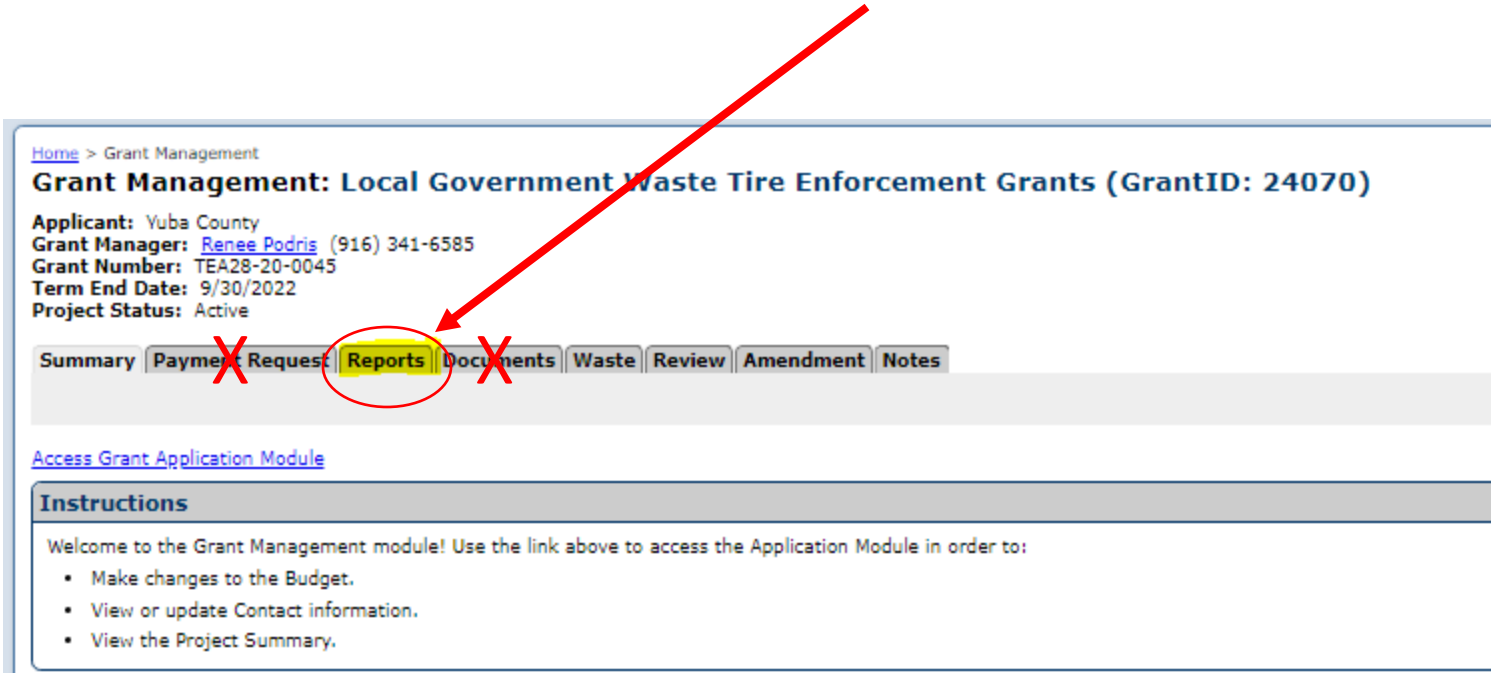


GMS



Grant Management System (GMS) Reporting & Forms

- Progress Report and Cover sheet are in your NTP email
- Upload completed reports to the Reports Tab



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

- 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

Yolanda Park

TEA Grant Program Lead

(916) 341-6108

Yolanda.Park@CalRecycle.ca.gov

Andrea Smith

TEA Grant Program Supervisor

(916) 445-2663

Andrea.Smith@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
*San Mateo County
*Yuba County
*Placer County
*Sacramento County
*Yolo County
*Alameda County
*Contra Cost County
*Tehama County
*City of LA
*Stanislaus County



Blessing Badmus
Blessing.Badmus@calrecycle.ca.gov
*San Bernardino County
*Fresno County
*Monterey County
*Imperial County
*Riverside County
*El Dorado County
*City of Fresno
*Santa Clara County
*City of Bakersfield

Andrea Smith
Andrea.Smith@calrecycle.ca.gov
*Solano County
*Napa County
*City of Victorville
*Sonoma County
*Madera County
*Marin County
*Orange County
*Calaveras County
*City of San Diego

THANK YOU
FOR ATTENDING!