

WEBVTT

1

00:00:03.400 --> 00:00:04.810

Derek Link: April 1st.

2

00:00:08.580 --> 00:00:15.040

Derek Link: Okay, so this is our agenda for today. Dre is going to talk about evaluation.

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00:00:15.200 --> 00:00:18.679

Derek Link: Blessing is going to talk about administrative management.

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00:00:19.340 --> 00:00:25.569

Derek Link: Yoli and I are going to talk about fiscal management, and Jim is going to talk about operational management.

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00:00:27.140 --> 00:00:29.520

Derek Link: These are the current staff assignments.

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00:00:30.990 --> 00:00:37.010

Derek Link: So, you probably already know who your grant manager is, but if not, Here they are.

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00:00:40.550 --> 00:00:46.200

Derek Link: So, I'm gonna pass it over to Drea now to talk about... Evaluation.

8

00:00:47.090 --> 00:00:55.990

Drea Smith: Hi everybody, my name is Andrea Smith, but most of you know me as Drea. I review the data from the quarterly progress reports, so I'm going to talk a little about that.

9

00:01:04.239 --> 00:01:13.670

Drea Smith: Quarterly progress reports are due 30 days after the end of each fiscal quarter. There are three parts, the grant project summary, or the GPS,

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00:01:14.470 --> 00:01:33.279

Drea Smith: The material data summary, also called the progress report, and the CCC Signage Review Excel document. The GPS is for reporting on progress towards achieving your objectives and key activities. You provide a brief comment under each key activity each quarter, and the progress report is used to report the success of your collection program.

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00:01:33.510 --> 00:01:48.080

Drea Smith: The progress reports are useful as a program management tool. Reviewing your GPS and progress report regularly will keep your core focus on your objectives. We're looking for positive outcomes and increased collection numbers, but also report on what didn't work.

12

00:01:48.510 --> 00:02:00.870

Drea Smith: If you're new to writing these reports, review the previous quarterly reports and cycle ending reports as examples. These reports were reviewed and approved, so they make good models to follow, and always consult with your grant manager if you have questions.

13

00:02:01.030 --> 00:02:06.899

Drea Smith: As a reminder, your report is to be in final form when submitted to CalRecycle, so please review and edit carefully.

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00:02:09.910 --> 00:02:14.439

Drea Smith: All right, reporting requirements. When submitting your quarterly reports.

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00:02:14.550 --> 00:02:34.149

Drea Smith: Be sure to upload both the GPS and progress report under the Reports tab, the... you see it circled in the picture here, as well as the CCC signage review spreadsheet, even if you didn't complete any reviews during that quarter. Using this information, I create quarterly reports, as well as the annual report. So let's look at data from last fiscal year.

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00:02:37.900 --> 00:02:47.249

Drea Smith: So the visuals in the slideshow show the total beverage container collection by CORE fiscal year 24-25, and a comparison to the previous fiscal year.

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00:02:47.640 --> 00:03:03.879

Drea Smith: Beverage collection totaled over 4.1 million pounds, nearly reaching the 2.1 million collected last fiscal core, but that was for fiscal year, but that was with 14 cores. So even with only 13, we still reached nearly the same amount as the previous.

18

00:03:05.210 --> 00:03:08.070

Drea Smith: And then we have tires.

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00:03:09.670 --> 00:03:16.160

Drea Smith: In this chart, the total tire collection shown from fiscal year 24-25, with a comparison to the previous fiscal year.

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00:03:16.420 --> 00:03:24.140

Drea Smith: Over 142,000 tires were collected, surpassing the about 114,000 from the last fiscal year.

21

00:03:24.790 --> 00:03:27.120

Drea Smith: So, just keep getting better.

22

00:03:27.510 --> 00:03:29.370

Drea Smith: And then e-waste.

23

00:03:29.860 --> 00:03:42.030

Drea Smith: we see e-waste collection as compared to the last fiscal year again. Collection totaled nearly 3.1 million pounds, which is an increase from the previous fiscal year, which was about 3.1 million.

24

00:03:42.770 --> 00:03:46.039

Drea Smith: And of course, our CCC signage reviews.

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00:03:46.200 --> 00:03:53.600

Drea Smith: Last year, Coors were able to complete 100% of the reviews, totaling 1,639 reviews.

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00:03:54.120 --> 00:03:55.950

Drea Smith: So, congratulations.

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00:03:56.740 --> 00:04:02.020

Drea Smith: Just a couple reminders on the progress report. So, for the e-waste collection numbers.

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00:04:02.200 --> 00:04:07.690

Drea Smith: Please identify the data as either an estimated volume or the volume took from CWIS.

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00:04:07.870 --> 00:04:19.029

Drea Smith: Use the abbreviation indicated in the report as an E for an estimate or a C for confirmed. And then, once you have confirmed the final amount, update the E to a C in the next report.

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00:04:19.180 --> 00:04:30.520

Drea Smith: Of course, fourth quarter data will be considered final. If changes are made to a previous quarter, please indicate that somehow by putting, like, an asterisk or a note below the table.

31

00:04:32.990 --> 00:04:39.179

Drea Smith: And then, one new update. We've updated the education and outreach table.

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00:04:39.470 --> 00:04:42.860

Drea Smith: And remove the boxes to check for which event types

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00:04:43.320 --> 00:04:57.290

Drea Smith: were, like, used or were supported at each event. To make reporting more consistent, we want to have everybody report based on the location of the event. So, for example, that means if you would

34

00:04:57.460 --> 00:05:06.490

Drea Smith: to an event that was, like, Friday, Saturday, Sunday, but it was at one location, you just set up, stayed there all weekend, and then tore down, that would be one event.

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00:05:06.690 --> 00:05:14.719

Drea Smith: However, if you go to a farmer's market every Saturday for 8 weeks, that could be 8 separate events, because you're setting up and tearing down every weekend.

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00:05:14.920 --> 00:05:16.879

Drea Smith: I also had a question about...

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00:05:17.010 --> 00:05:26.069

Drea Smith: the tire drop-off and the e-waste events. If you're also providing education and outreach to those events, you can list them here as well.

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00:05:27.070 --> 00:05:31.950

Drea Smith: And unless there's any questions, I'll be passing it along to Blessing to go over grant administration.

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00:05:34.970 --> 00:05:42.459

Blessing Badmus: Thank you, Drea. Good morning, everyone. My name is Blessing Badmos, and I'll be going over the administrative section of this presentation.

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00:05:43.020 --> 00:05:52.219

Blessing Badmus: Which consists of the cycle documents, the grant agreement, insurance, external audits, contact, as well as change of address.

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00:05:52.700 --> 00:05:53.920

Blessing Badmus: Next slide, please.

42

00:05:55.870 --> 00:06:00.520

Blessing Badmus: The cycle documents were emailed to you at the point of signing the grant agreements.

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00:06:00.710 --> 00:06:06.070

Blessing Badmus: And these documents explain the proper procedures for compliance grants agreements.

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00:06:06.540 --> 00:06:16.180

Blessing Badmus: Exhibit A, which is the terms and condition, is the controlling document, so if anything in Exhibit B says something different, Exhibit A will apply.

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00:06:16.890 --> 00:06:24.919

Blessing Badmus: It is the responsibility of the staff to know your contract, so please review as... Often as you can.

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00:06:25.310 --> 00:06:26.600

Blessing Badmus: Next slide, please.

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00:06:28.510 --> 00:06:39.030

Blessing Badmus: Recently, your Corps signed a grant agreement, and by signing the grant agreement, each Corps agrees to everything in the cover sheets, the Exhibit A, B, and C.

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00:06:39.580 --> 00:06:50.559

Blessing Badmus: Also, by signing the grant agreement, the Corps agrees to the approved budget and the grant project summary, which explains the award and how the funds will be used. Next slide, please.

49

00:06:53.040 --> 00:06:54.590

Blessing Badmus: Insurance.

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00:06:54.900 --> 00:07:09.060

Blessing Badmus: You're required to obtain insurance certificates and submit them to your grant manager. There are 3 different insurance, policies. The first two, the commercial general liability and the auto liability, is \$1 million.

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00:07:09.420 --> 00:07:15.750

Blessing Badmus: The third is workers' compensation insurance, and should meet the state of California statutory requirements.

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00:07:16.250 --> 00:07:23.059

Blessing Badmus: If your car is self-insured, you must provide a certificate of self to... of consent to self-insure.

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00:07:23.250 --> 00:07:26.959

Blessing Badmus: More details can be found in the grant's terms and conditions.

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00:07:27.500 --> 00:07:31.200

Blessing Badmus: Please send insurance certificates to your grant manager by email.

55

00:07:31.540 --> 00:07:32.830

Blessing Badmus: Next slide, please.

56

00:07:43.420 --> 00:07:50.630

Audio shared by Derek Link: So, an external annual audit is required and is due by April.

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00:07:53.000 --> 00:07:55.619

Blessing Badmus: Derek, the sound is still on. Thank you.

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00:07:56.860 --> 00:08:05.029

Blessing Badmus: So, an external audit is required and is due by April 30th of each cycle, unless you have prior approval to extend, this timeline.

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00:08:05.470 --> 00:08:08.030

Blessing Badmus: When sending the audits to your grant manager.

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00:08:08.170 --> 00:08:13.590

Blessing Badmus: Please include the name of the specific auditor who conducted it, not just the firm.

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00:08:14.050 --> 00:08:18.710

Blessing Badmus: A new auditor must be assigned every 6 years, which is tracked by CalRecycle.

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00:08:19.460 --> 00:08:21.390

Blessing Badmus: Next slide, please.

63

00:08:24.530 --> 00:08:37.900

Blessing Badmus: Here is a sample of an audit letter. The audit letter is a required part of the audit report. It must be signed by the auditor and include both the auditor's name and the name of the auditing firm.

64

00:08:38.240 --> 00:08:41.409

Blessing Badmus: The audit guidelines were included in your award email.

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00:08:42.350 --> 00:08:43.830

Blessing Badmus: Next slide, please.

66

00:08:45.700 --> 00:08:48.439

Blessing Badmus: CalRecycle audit process.

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00:08:49.630 --> 00:09:00.549

Blessing Badmus: Each year, CalRecycle randomly selects a few calls to audit. The process begins with an engagement letter from the auditor, followed by an on-site audit.

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00:09:01.020 --> 00:09:07.400

Blessing Badmus: These audits review past cycles, so it's important to maintain organized records to avoid findings.

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00:09:07.730 --> 00:09:13.989

Blessing Badmus: To prepare, keep all financial records for each cycle for at least 3 years after the cycle ends.

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00:09:14.420 --> 00:09:23.629

Blessing Badmus: These include original receipts, personal records showing timesheets by material fund, documents submitted for reimbursements.

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00:09:23.810 --> 00:09:27.490

Blessing Badmus: Keeping organized records ensures a smooth audit process.

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00:09:29.040 --> 00:09:38.220

Blessing Badmus: After the audit, the on-site audit, the auditor will hold an exit meeting to share a summary of the results and issue a final audit draft.

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00:09:39.030 --> 00:09:46.700

Blessing Badmus: You will have 30 days to respond to any findings that you believe are incorrect, and submit relevant documentation to support your case.

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00:09:47.160 --> 00:09:56.219

Blessing Badmus: Once the review is complete, the auditor will issue the final audit report, and at that point, all findings are considered final and officially closed.

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00:09:57.340 --> 00:09:58.609

Blessing Badmus: Next slide, please.

76

00:10:00.860 --> 00:10:07.310

Blessing Badmus: Contacts. Please be reminded that only contacts who need access should be in GMS.

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00:10:07.410 --> 00:10:14.930

Blessing Badmus: Please keep your contacts in GMS up to date. If there are any changes, please sign into GMS and make the necessary updates.

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00:10:15.520 --> 00:10:20.599

Blessing Badmus: Remember that anyone with access to the grant application in GMS can make changes.

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00:10:21.180 --> 00:10:39.240

Blessing Badmus: But you cannot make changes to the signature authority or designated authority contacts. To update these contacts, please contact your grant manager. And if you don't know who your grant manager is, their contact information is available in GMS. Although, at this point, I'm sure everybody knows who their grant manager is.

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00:10:39.680 --> 00:10:41.100

Blessing Badmus: Next slide, please.

81

00:10:43.420 --> 00:10:53.479

Blessing Badmus: change of address. If your payment mailing address changes, you must complete a new payee data record form, so we can update the address in our system.

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00:10:53.980 --> 00:11:00.569

Blessing Badmus: And that's it for my section of this presentation. Next, I will pass this to Derek for fiscal overview. Thank you.

83

00:11:02.300 --> 00:11:03.290

Derek Link: Thanks, Blessing.

84

00:11:04.810 --> 00:11:15.299

Derek Link: So, I'm going to go over part of this section, and then Yoli will take over. So, these are the topics. I won't read through them, but we're going to go through all of this

85

00:11:15.570 --> 00:11:17.529

Derek Link: As part of this section.

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00:11:19.310 --> 00:11:22.519

Derek Link: So, we'll go on to Financial Overview.

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00:11:23.120 --> 00:11:30.409

Derek Link: very important point for everybody who has any responsibility for the funds from CalRecycle.

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00:11:31.740 --> 00:11:41.890

Derek Link: you hold a very high fiscal responsibility for public funds. All funds are only to be expended for the public benefit.

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00:11:42.770 --> 00:11:58.509

Derek Link: contracts and purchases must take into consideration the concept of arm's length transactions. So, that's one of the reasons we will go over the bid process, but in all transactions, please

90

00:11:58.660 --> 00:12:08.519

Derek Link: Please uphold the highest standards in terms of not granting contracts to friends, family, Or other people in,

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00:12:08.630 --> 00:12:12.299

Derek Link: favor... Of, that relationship.

92

00:12:12.550 --> 00:12:19.490

Derek Link: Funds awarded to you are not to be treated as private funds. CalRecycle funds are not simply awarded.

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00:12:19.670 --> 00:12:26.930

Derek Link: They're entrusted to your organization, and this requires a high level of accountability in order to maintain the public's trust.

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00:12:30.920 --> 00:12:38.520

Derek Link: This is just a quick overview of the funding for RLC40. Almost \$30 million this year.

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00:12:38.980 --> 00:12:44.420

Derek Link: Add some heft to the idea of public trust.

96

00:12:44.550 --> 00:12:55.340

Derek Link: There's quite a, almost 30 million reasons the public is entrusting this funding to the local course to do their work.

97

00:12:58.450 --> 00:13:04.930

Derek Link: Advances. Several of you, I think 5, took advances this cycle.

98

00:13:06.180 --> 00:13:11.600

Derek Link: if you're... Previous advance is 100% reconciled.

99

00:13:12.040 --> 00:13:17.429

Derek Link: If you have signed the advance acknowledgement letter and returned it to your grant manager.

100

00:13:17.790 --> 00:13:21.610

Derek Link: And if you owe CalRecycle no other

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00:13:22.010 --> 00:13:31.210

Derek Link: Funds any kind of debt, like a, past due, past due...

102

00:13:32.330 --> 00:13:43.089

Derek Link: payment... repayment of an advance, or something like that, or a finding of an audit, then you are ready for an advance. So remember that the,

103

00:13:43.450 --> 00:13:47.540

Derek Link: If you took an advance in RLC39, it has to be fully reconciled.

104

00:13:48.150 --> 00:13:53.710

Derek Link: So, request... please request the advance before requesting a reimbursement.

105

00:13:55.030 --> 00:14:08.939

Derek Link: If you start reimbursing before you get your advance, then all it does is increase the amount that we need to withhold to reconcile the advance throughout the rest of the cycle, so your cash flow gets squeezed

106

00:14:09.170 --> 00:14:26.570

Derek Link: And squeezed, and makes... makes life difficult. You may reconcile the advance early, so if you're close to the end of RLC 39, and you don't want to wait until your invoices reconcile that advance, you can pay it off, and then you can get your RLC40.

107

00:14:27.500 --> 00:14:35.410

Derek Link: About 25% of the total reimbursement requested will be applied to the unreconciled balance from each invoice.

108

00:14:36.090 --> 00:14:38.230

Derek Link: Management of funds.

109

00:14:38.520 --> 00:14:48.069

Derek Link: of advance funds may be critical to your cash flow throughout the cycle, and no withhold is taken from the advance, and I got an extra A in my advance there.

110

00:14:49.620 --> 00:15:01.190

Derek Link: Payment requests. So, we operate in the state under what's called the Prompt Payment Act. It's a law that requires the state to pay within 45 days

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00:15:01.360 --> 00:15:06.140

Derek Link: So we are... we have 45 days to process invoices and get a check out.

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00:15:06.730 --> 00:15:08.860

Derek Link: That's if there's no errors.

113

00:15:09.150 --> 00:15:15.630

Derek Link: If there are errors, then grant managers can pause the clock, and it,

114

00:15:15.830 --> 00:15:33.660

Derek Link: it slows down the process. So, the cleaner your invoice is, the faster you get paid, and most of you do a great job of that. In fact, all of you do a great job on that most of the time. So, please be sure your backup is all proper and orderly and correct.

115

00:15:34.600 --> 00:15:40.839

Derek Link: Grant managers have about 15 of the 45 days to review and approve the invoice if

116

00:15:40.980 --> 00:15:46.729

Derek Link: If there are no hiccups and questions. Payment requests are uploaded to GMS by you.

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00:15:47.600 --> 00:15:54.190

Derek Link: They're to be submitted to CalRecycle every 30 days. If you're not doing that, we really do request that you

118

00:15:54.390 --> 00:15:59.330

Derek Link: Improve on that, and try to get those put together every 30 days.

119

00:15:59.490 --> 00:16:04.019

Derek Link: 10% of the approved amount of each invoice is withheld.

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00:16:04.120 --> 00:16:09.070

Derek Link: That total withhold will be released after the approval of your final report.

121

00:16:10.240 --> 00:16:15.430

Derek Link: Payment requests may be held if progress reports are late.

122

00:16:18.740 --> 00:16:24.909

Derek Link: Okay... Bid requirements. This is critical, folks.

123

00:16:25.260 --> 00:16:34.210

Derek Link: Auditors take a careful look at this whenever they audit your core, so please,

124

00:16:34.380 --> 00:16:40.049

Derek Link: Pay close attention to this. You must have 3 bids or quotes in writing.

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00:16:41.080 --> 00:16:48.040

Derek Link: For any expense to the grant that's... that's charging the grant \$5,000 or more.

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00:16:49.010 --> 00:16:58.770

Derek Link: they have to... the bids and quotes have to be for like items, so if you're buying a pickup truck, and you're targeting a Chevy Silverado.

127

00:16:58.850 --> 00:17:10.430

Derek Link: Then they have to be 3 bids or quotes for Chevy Silverados, so, have to be for like items. Must be current, so don't, don't collect them

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00:17:10.849 --> 00:17:18.600

Derek Link: in October 25, and then submit them for a purchase in October 26, or your grant manager will not accept them.

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00:17:19.260 --> 00:17:22.570

Derek Link: And... low spid must be taken.

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00:17:23.300 --> 00:17:27.630

Derek Link: Or, your reimbursement will be limited to the lowest bid amount.

131

00:17:30.260 --> 00:17:42.210

Derek Link: Your grant manager may also require that you submit your bids for a pre-review before you make a purchase over \$5,000, so make sure you know what your grant manager expects.

132

00:17:45.460 --> 00:17:53.049

Derek Link: Sole source. So... Once in a while, we get a request from a core.

133

00:17:53.420 --> 00:17:57.780

Derek Link: To pay for something that would normally require bids.

134

00:17:58.250 --> 00:18:03.799

Derek Link: That they want to purchase from a particular company, and there may be

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00:18:04.200 --> 00:18:20.979

Derek Link: there may be very valid reasons for doing so. It may be a very unique product or service that you can't get anywhere else, nobody else makes it, nobody else in your area can provide the service, whatever the case may be.

136

00:18:21.850 --> 00:18:26.850

Derek Link: But grant manager pre-approval is required for a sole source.

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00:18:26.960 --> 00:18:31.410

Derek Link: So you need to email your grant manager with a detailed request.

138

00:18:31.600 --> 00:18:39.620

Derek Link: Explaining what's going to be purchased, and the specifics of the rationale for needing to execute a sole source purchase.

139

00:18:39.720 --> 00:18:51.389

Derek Link: Failure to approve... to obtain pre-approval may result in denial of all or part of the costs incurred, so it's really important that you guys pay attention to that, please.

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00:18:51.850 --> 00:18:54.320

Drea Smith: And Derek, before you go on, we do have a question.

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00:18:54.620 --> 00:18:55.500

Derek Link: Oh, okay.

142

00:18:56.590 --> 00:19:06.550

w/LA Corps: You guys, this is Robert with Valley Corps. I can save my questions to the end, but do you guys want us to answer questions as they come up? Or...

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00:19:06.880 --> 00:19:08.430

w/LA Corps: Just tuck them away.

144

00:19:08.430 --> 00:19:11.729

Derek Link: Absolutely fine to put... post questions as they come up.

145

00:19:12.270 --> 00:19:23.909

w/LA Corps: Okay, so I'll just rattle the three that I had. The GMF moving to Chris, is the... is the historic data gonna get moved over to Chris as well?

146

00:19:25.490 --> 00:19:26.440

Derek Link: Yes.

147

00:19:26.990 --> 00:19:32.049

w/LA Corps: Okay, question number two with regard to LLC1.

148

00:19:32.320 --> 00:19:38.049

w/LA Corps: So, in... you have to have invoice in hand by April 1st.

149

00:19:38.050 --> 00:19:38.890

Derek Link: Correct.

150

00:19:39.070 --> 00:19:46.769

w/LA Corps: So, that really means the... the performance period is... ends in January.

151

00:19:48.260 --> 00:19:51.270

Derek Link: Depends on what you're doing, but possibly, yes.

152

00:19:52.710 --> 00:19:58.389

w/LA Corps: Okay, and then the 3 bids, especially for vehicles.

153

00:19:58.980 --> 00:20:22.319

w/LA Corps: Are you saying we have... like-minded means same make and model, or can a core... if they're trying to buy a vehicle, can they look at a Ford F-150, a Ram Treadsmen? As long as they have equal, or does it... are you locked into literally having to just get bids on the same model?

154

00:20:23.090 --> 00:20:30.520

Derek Link: No, you don't really need the same brand, but if you're looking at 3 quarter ton trucks, then you should submit

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00:20:31.270 --> 00:20:38.540

Derek Link: bids for 3 quarter ton trucks, not one half ton and two three-quarter tons, but yeah, I...

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00:20:38.540 --> 00:20:42.860

w/LA Corps: 2D full, one gas, so forth and so on.

157

00:20:43.140 --> 00:20:43.890

Derek Link: Right.

158

00:20:43.890 --> 00:20:47.840

w/LA Corps: Okay, that makes... that makes a lot more sense than how I originally heard it.

159

00:20:47.840 --> 00:20:51.500

Derek Link: Yeah, I probably didn't state it clearly. Thank you for clarifying that.

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00:20:53.860 --> 00:20:56.690

Derek Link: Okay, any other questions right now?

161

00:20:58.700 --> 00:21:06.990

Derek Link: Alright... So... Sole source, real important. Pre-approval, and

162

00:21:07.630 --> 00:21:13.310

Derek Link: It won't be approved for something that's, that's commonly available.

163

00:21:13.520 --> 00:21:18.120

Derek Link: Like, web services, or something like that, so be sure to...

164

00:21:18.280 --> 00:21:23.470

Derek Link: Be sure to bring forward something that's unique and difficult to source elsewhere.

165

00:21:25.650 --> 00:21:42.250

Derek Link: Okay, other required pre-approvals, a change to the grant project summary. If you need to change an objective or key activity, you want to add it or subtract it, you need to work with your grant manager on that. Budget modifications.

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00:21:42.510 --> 00:21:52.610

Derek Link: need to be submitted and, approved. That's if you're adding or removing a line item in the budget, moving funds across budget categories.

167

00:21:53.480 --> 00:22:01.349

Derek Link: Okay, remember, if you're just moving funds within budget categories to existing line items, you don't need pre-approval for that.

168

00:22:02.110 --> 00:22:16.400

Derek Link: printing or publishing new grant-funded education, outreach, and marketing print or web materials. So, anything you're going to put out to the public with our funds needs to be run through us.

169

00:22:16.650 --> 00:22:26.680

Derek Link: We often have to also run it through our Office of Public Affairs, so give us some lead time, because it can take a week or two sometimes for OPA to look things over.

170

00:22:27.270 --> 00:22:36.610

Derek Link: out-of-state travel, not included in your application budget. If you're going to the national core... conference...

171

00:22:36.780 --> 00:22:55.919

Derek Link: Hopefully you're putting that into your budget when you submit your application for 41, and then... then as part of your approved budget, you don't need any other approvals from us for that. But if you plan any other state travel that's not in your approved budget, you need to get written approval from your grant manager for that.

172

00:22:58.830 --> 00:23:06.059

Derek Link: Okay, budget modification requires grant manager approval, involves moving money from one category to another.

173

00:23:06.140 --> 00:23:22.919

Derek Link: It involves adding or deleting a line item, and it also involves adding a capital expense, \$5,000 or greater, that is not included in the approved GPS. So if you decide, hey, we've got some extra money, we need to buy a new pickup.

174

00:23:23.090 --> 00:23:29.779

Derek Link: We're gonna move money around to make that happen. You need to get approval, and that is a budget modification.

175

00:23:30.490 --> 00:23:44.310

Derek Link: Budget adjustment, no pre-approval is required, involves moving money within a category from one line item to another, existing line items, and does not meet any of the budget modification criteria.

176

00:23:47.880 --> 00:23:49.030

Derek Link: Backup.

177

00:23:49.870 --> 00:23:59.080

Derek Link: really important in order for us to meet the 45-day prompt payment period, and for you to get promptly paid. So, we,

178

00:23:59.480 --> 00:24:02.500

Derek Link: We carefully review everything.

179

00:24:02.690 --> 00:24:04.849

Derek Link: That you submit to us.

180

00:24:05.150 --> 00:24:20.439

Derek Link: So you... the proof of... proof of purchase and payment must... must match your general ledger. If you're charging part of a... of an invoice to us, then you should note on there how much is being charged to the grant.

181

00:24:21.070 --> 00:24:35.110

Derek Link: Backup must be provided for purchases of \$1,000 or more from a single purchase, or from multiple purchases from the same vendor during the expenditure period. So if you're billing us for January, and you have

182

00:24:35.420 --> 00:24:48.889

Derek Link: 3 invoices to Home Depot for \$400, then you're gonna have to provide the backup for that, because that'll be... that'll add up to more than \$1,000. So you provide an invoice, a receipt.

183

00:24:49.830 --> 00:24:54.750

Derek Link: Or a purchase order. Proof of payment may include everything listed there.

184

00:24:56.320 --> 00:25:06.160

Derek Link: Personnel records, a simple summary showing staff names, hours, and payments amount... payment amounts by material fund. All timesheet records are not

185

00:25:06.370 --> 00:25:07.620

Derek Link: necessary.

186

00:25:08.070 --> 00:25:20.179

Derek Link: and proof of payment for the personnel. So, if you use a payment vendor who does all your payments for you, then you can just provide us,

187

00:25:20.360 --> 00:25:23.310

Derek Link: They're... their documentation.

188

00:25:24.180 --> 00:25:38.450

Derek Link: Travel we'll cover on another slide, and indirect costs. If you're using a federal indirect cost rate, no backup is required. Be sure that you are providing the most up-to-date copy of your

189

00:25:38.760 --> 00:25:54.929

Derek Link: your FICR to your grant manager. Those time out every year or two, and so I know that you have to get a new one. Be sure that the most current one, or the current one, is on file in GMS with your grant manager.

190

00:25:55.940 --> 00:26:11.749

Derek Link: Cost allocation plan, if you're operating under that, then you must submit a ledger of indirect expenses, but you do not need to provide backup for those. Just a detailed ledger so we can see what's being charged and compare it to your cost allocation plan.

191

00:26:15.770 --> 00:26:23.170

Derek Link: eligible versus ineligible costs. So, just, just, big picture.

192

00:26:23.350 --> 00:26:37.550

Derek Link: Eligible costs must be directly related to your grant project summary, included in your approved budget workbook, and must be a reimbursement of paid costs. So we... aside from the advance.

193

00:26:37.740 --> 00:26:42.650

Derek Link: The rest of the payments that you'll receive are all reimbursement.

194

00:26:43.130 --> 00:26:44.820

Derek Link: and eligible costs.

195

00:26:45.030 --> 00:26:48.999

Derek Link: Any costs not specifically in the approved budget?

196

00:26:49.410 --> 00:26:58.670

Derek Link: And not directly related to the Local Conservation Corps grant program, and not directly related to the approved grant project summary.

197

00:27:02.790 --> 00:27:11.950

Derek Link: Common invoice errors that we see. Missing workers' comp proof of payment. I don't know why that one's a blind spot for so many people, but,

198

00:27:12.500 --> 00:27:30.139

Derek Link: Be sure to include proof of payment for that. Travel backup errors, it's complicated, we get it. It's complicated for us, too, if we get to travel. So, work with your grant manager if you have questions. Misallocation of costs to the wrong material fund.

199

00:27:30.550 --> 00:27:34.600

Derek Link: Using a name or address that is different than the grant agreement.

200

00:27:36.010 --> 00:27:43.500

Derek Link: Be sure to check that grant agreement. There's a... there's a space on there where it says you want your checks mailed.

201

00:27:44.160 --> 00:27:51.420

Derek Link: It gives a name and address for the organization and the address, so make sure that what's on your Form 87

202

00:27:51.680 --> 00:27:54.480

Derek Link: Is the same as what's on your grant agreement.

203

00:27:54.860 --> 00:28:00.679

Derek Link: Uploading payment request documents in the Reports tab in GMS. That doesn't work.

204

00:28:01.280 --> 00:28:03.769

Derek Link: Backup doesn't match the general ledger.

205

00:28:04.870 --> 00:28:11.080

Derek Link: That's gonna create a lot of back and forth, a lot of emails, so make sure your backup matches.

206

00:28:11.200 --> 00:28:25.220

Derek Link: make sure the backup is out... is within the expenditure period. So, if you're billing for February, but you've got something that you forgot, or you... you got paid a little later in January, and you want to include it, that's fine, just...

207

00:28:25.220 --> 00:28:34.959

Derek Link: expand your expenditure period on the Form 87 to include January, so it would be a January-February invoice, and not just a February invoice.

208

00:28:35.390 --> 00:28:39.450

Derek Link: Bid process wasn't followed. Big problem.

209

00:28:39.770 --> 00:28:46.330

Derek Link: We've had to... Deny some payments, and if we have to do that, the most you're gonna get

210

00:28:46.530 --> 00:28:53.990

Derek Link: Is \$4,999, and that... that can be a big,

211

00:28:54.210 --> 00:28:55.850

Derek Link: A big hit on your budget.

212

00:28:56.500 --> 00:29:02.090

Derek Link: Budget workbook changed retroactively, formulas altered, or the wrong version is used.

213

00:29:02.570 --> 00:29:09.050

Derek Link: We... we do our best to correct formula errors when we find them.

214

00:29:09.210 --> 00:29:20.349

Derek Link: one at a time, as the budget workbooks come in with an invoice, we'll make changes to those and send them back out to you so that you have the most current version. So it...

215

00:29:20.470 --> 00:29:26.309

Derek Link: Filing on your side is probably really important on those, just to make sure that you... you...

216

00:29:26.420 --> 00:29:40.929

Derek Link: use the most current version, because things do come up, and formulas get... we find errors in our process, and we find errors in things being changed sometimes. So, make sure you've got the most current one.

217

00:29:41.570 --> 00:29:44.129

Derek Link: Data entry errors, that happens.

218

00:29:47.610 --> 00:29:50.880

Derek Link: Final invoice and end of cycle report, so...

219

00:29:51.010 --> 00:29:56.669

Derek Link: All RLC40 costs must be incurred before June 30th of 2027.

220

00:29:56.870 --> 00:30:12.260

Derek Link: Final report is due 60 calendar days after the final invoice, no matter when it's submitted, and both are due by no later than August 30th, 2027, if your final invoice comes in on June 30th.

221

00:30:12.310 --> 00:30:19.040

Derek Link: So, when you submit that final invoice, you can start the clock ticking at 60 calendar days.

222

00:30:19.370 --> 00:30:33.039

Derek Link: 10% withhold, it's released when your final report is approved. After we've received your final invoice and the final report is approved, then we will automatically release those funds, so you don't have to request them.

223

00:30:35.710 --> 00:30:40.040

Derek Link: Travel. This... this got a little more complicated a year ago.

224

00:30:40.830 --> 00:30:56.840

Derek Link: it improved in some ways and made it a little bit more complicated in others, but the good news is that the rates went up, so we're using federal rates now instead of the old state rates for reimbursement.

225

00:30:58.350 --> 00:31:11.429

Derek Link: So... so the meal rates, we're using the base rates for the feds. The feds have some differentials that we're not... we're not using for meals.

226

00:31:11.790 --> 00:31:16.949

Derek Link: So you'll see, at the bottom of this slide, the meal rates. Those are fixed.

227

00:31:17.060 --> 00:31:24.719

Derek Link: The per diem rates, so that is the total that you can charge for the day. So, if...

228

00:31:24.980 --> 00:31:27.949

Derek Link: Let's say you go away for 4 days.

229

00:31:28.220 --> 00:31:33.900

Derek Link: Your first day You can charge a maximum of \$51 per day.

230

00:31:34.250 --> 00:31:50.380

Derek Link: and your last day of travel, your fourth day, you can charge a maximum of \$51. The two middle days, the second and third days, you can charge a maximum of \$68 per day for the per diem. So, you can charge up to

231

00:31:50.550 --> 00:31:52.640

Derek Link: \$16 for lunch.

232

00:31:52.780 --> 00:32:01.560

Derek Link: Or \$16 for breakfast, \$19 for lunch, \$28 for dinner, and then incidentals, which are generally, tipping hotel staff

233

00:32:01.990 --> 00:32:04.599

Derek Link: Things like that. \$5.

234

00:32:05.590 --> 00:32:07.329

Derek Link: So your total...

235

00:32:07.440 --> 00:32:16.490

Derek Link: Per diem consists of those four different kinds of charges, and you can charge up to those maximums for those items.

236

00:32:16.790 --> 00:32:17.680

Derek Link: Okay

237

00:32:18.190 --> 00:32:28.589

Derek Link: Be sure to keep all of your receipts for all of that. You don't need to turn them into us for meals, but you need to have them on file in case audit asks for them.

238

00:32:29.960 --> 00:32:37.710

Derek Link: Alright, and the hotels, those rates vary, and there's a, there's a website.

239

00:32:38.570 --> 00:32:45.240

Derek Link: Linked there that you can go to to... Try to figure out...

240

00:32:45.640 --> 00:32:51.259

Derek Link: What rate you can charge, because especially tourist areas,

241

00:32:51.370 --> 00:33:00.640

Derek Link: they have various, various rates that you can charge through the year. So if you're there during a high tourist time, the rate will be higher, and

242

00:33:00.850 --> 00:33:03.409

Derek Link: Drops during the slow periods in the year.

243

00:33:06.310 --> 00:33:12.990

Derek Link: All right, I'm gonna hand this off to Yoli. You're probably tired of hearing from me at this point anyway, so Yoli, take it away.

244

00:33:16.200 --> 00:33:21.550

Yolanda Park: Alright, thank you, as I... That is... This...

245

00:33:24.700 --> 00:33:37.319

Yolanda Park: All right, thank you, Derek, and hello, everyone. My name is Yoli Park, and I am the one that tries to ensure a complete and ready budget workbook for the beginning of the cycle.

246

00:33:37.560 --> 00:33:42.050

Yolanda Park: And who does fixes during the cycle when it's not perfect?

247

00:33:44.310 --> 00:33:46.700

Yolanda Park: So, Derek, next slide, please.

248

00:33:53.480 --> 00:34:03.670

Yolanda Park: All right, the budget workbook you should be using for this cycle should be the final approved version, so if you had to make any changes

249

00:34:03.700 --> 00:34:14.929

Yolanda Park: During the application period, you will have worked with your grant manager to finalize your budget workbook, and you'll have received a final copy once approved.

250

00:34:15.250 --> 00:34:18.760

Yolanda Park: If you're unsure, just reach out to your grant manager.

251

00:34:19.699 --> 00:34:27.729

Yolanda Park: When you're ready to submit your first invoice, be sure to fill out the grant number on the budget tab of the budget workbook.

252

00:34:27.840 --> 00:34:33.909

Yolanda Park: A lot of times we get these back, and it hasn't been filled out, so we want to make sure

253

00:34:34.199 --> 00:34:39.740

Yolanda Park: that entry is made. And if you're not sure about your grant number, please check GMS.

254

00:34:41.100 --> 00:34:52.750

Yolanda Park: Please do not change existing formulas, do not add formulas, and do not delete formulas. And yes, we have received budget workbooks where this has been done.

255

00:34:52.750 --> 00:35:02.479

Yolanda Park: when grantees accidentally receive an unlocked budget workbook. So please also do not copy and paste into the budget workbook.

256

00:35:02.920 --> 00:35:09.460

Yolanda Park: And you need to hardcode your numbers by entering them in manually.

257

00:35:09.700 --> 00:35:10.490

Yolanda Park: M.

258

00:35:11.060 --> 00:35:18.430

Yolanda Park: We found instances where copy and pasting has led to numerical discrepancies and rounding errors, so...

259

00:35:18.650 --> 00:35:30.280

Yolanda Park: Please don't copy and paste, just enter it in. And please also do not retroactively change amounts on either the Budget tab or the Invoice tab.

260

00:35:30.530 --> 00:35:32.329

Yolanda Park: Also seen this happen.

261

00:35:32.700 --> 00:35:45.109

Yolanda Park: And when this happens, you are changing what has been approved, and it will cause errors and inaccuracies in the summary table, and it will deviate from what GMS is showing.

262

00:35:46.370 --> 00:35:50.460

Yolanda Park: Doing these kinds of changes, all of the ones that I have mentioned.

263

00:35:50.580 --> 00:36:01.920

Yolanda Park: affects the integrity of the budget workbook and the matchability with GMS, so it can cause major budgeting problems down the line if it's not caught early enough.

264

00:36:02.650 --> 00:36:19.819

Yolanda Park: fixing the budget workbook. When there's issues, it can take a day or several, depending on the problem and how much that problem compounded. So, it takes investigating and cross-checking with all prior invoices, with GMS, and

265

00:36:19.820 --> 00:36:25.889

Yolanda Park: with CalRecycle's own accounting logs. So, although I absolutely do this willingly.

266

00:36:25.910 --> 00:36:32.590

Yolanda Park: It does take time away from reviewing my own invoices and getting through my own workload.

267

00:36:33.070 --> 00:36:38.090

Yolanda Park: So again, please don't make changes to, add, or delete formulas.

268

00:36:38.240 --> 00:36:40.790

Yolanda Park: And don't make retroactive changes.

269

00:36:41.170 --> 00:36:54.709

Yolanda Park: If ever you need to make a change or make a correction, you notice something that maybe you overcharge, undercharge, whatever, please just reach out to your grant manager first. If things aren't adding up correctly, and

270

00:36:55.120 --> 00:37:02.519

Yolanda Park: You know, I'm... I make those mistakes as well. Just please reach out to your grant manager before you attempt to fix this.

271

00:37:03.250 --> 00:37:04.590

Yolanda Park: Next slide, please.

272

00:37:08.840 --> 00:37:17.640

Yolanda Park: So, when requesting an advance, enter the amounts on the invoice tab, where it says, if you are requesting an advance, enter amounts here.

273

00:37:18.170 --> 00:37:24.749

Yolanda Park: And then, please try to make the advance your first invoice for the cycle, if you are requesting one.

274

00:37:25.080 --> 00:37:31.470

Yolanda Park: It helps the average repayment of your advance to stay low on the remaining invoices, as Derek mentioned earlier.

275

00:37:31.760 --> 00:37:48.529

Yolanda Park: And if you request it after the first invoice, make sure that we, that is PowerCycle, recalculates the workbook to ensure that the amount is fully calculated to be paid back by the time of your last payment request.

276

00:37:49.460 --> 00:37:59.269

Yolanda Park: Although the repayment amount is automatically calculated, you'll still need to manually enter in the amount. Please do not input formulas.

277

00:37:59.410 --> 00:38:04.230

Yolanda Park: And if you must, go only 2 places past the decimal.

278

00:38:04.850 --> 00:38:11.080

Yolanda Park: This ensures a budget workbook integrity and matchability with GMS.

279

00:38:14.750 --> 00:38:31.820

Yolanda Park: Also note, if for some reason you need to go back and change a prior amount on your budget workbook for an invoice that's already been paid, again, reach out to your grant manager. The repayment calculation would be affected, and because we cannot make retroactive changes.

280

00:38:31.860 --> 00:38:40.670

Yolanda Park: Any corrections would have to be done on a current that is being currently reviewed, or a future invoice.

281

00:38:41.600 --> 00:38:42.960

Yolanda Park: Next slide, please.

282

00:38:45.550 --> 00:38:51.939

Yolanda Park: The invoice tab shows an advanced summary table, and in order to ensure the table is activated.

283

00:38:52.110 --> 00:39:09.879

Yolanda Park: Be sure to select Yes from the drop-down menu located on the left corner of the invoice tab. This will ensure the formulas in the advanced summary table are on. And because the default is no, if you're not taking an advance, you won't need to select anything.

284

00:39:10.850 --> 00:39:12.099

Yolanda Park: Next slide, please.

285

00:39:15.210 --> 00:39:18.550

Yolanda Park: On the Invoice tab, when submitting an invoice.

286

00:39:18.750 --> 00:39:32.099

Yolanda Park: Be sure to enter the actual date the payment request is to be submitted. This should match GMS and the expenditure period dates, which should match the dates on Form 87 as well.

287

00:39:32.820 --> 00:39:38.239

Yolanda Park: There's an added piece to this Cycles Budget Workbook, which is a question of adjustments.

288

00:39:38.570 --> 00:39:47.040

Yolanda Park: Because this budget workbook does not currently have a more obvious way of showing adjustments, you'll need to checkmark the box if any were made.

289

00:39:47.170 --> 00:39:51.889

Yolanda Park: So, how to do an adjustment? Let's go over that on the next slide.

290

00:39:54.580 --> 00:40:00.609

Yolanda Park: To start, adjustments do not need prior approval, and so to add an adjustment.

291

00:40:00.780 --> 00:40:08.290

Yolanda Park: Enter in the amount you are adding or subtracting to the original amount you entered at the time of application.

292

00:40:08.670 --> 00:40:14.229

Yolanda Park: Do not erase the original amount. Just enter an addition or subtraction.

293

00:40:14.530 --> 00:40:18.619

Yolanda Park: You'll need to make sure to add the equal sign before the original map.

294

00:40:19.060 --> 00:40:21.339

Yolanda Park: Then, a plus or a minus sign.

295

00:40:21.450 --> 00:40:24.949

Yolanda Park: Then the amount you are either adding or subtracting.

296

00:40:25.270 --> 00:40:28.940

Yolanda Park: Press Enter, and it will calculate automatically for you.

297

00:40:29.500 --> 00:40:33.710

Yolanda Park: Again, if you have any questions, please reach out to your grant manager.

298

00:40:34.530 --> 00:40:35.790

Yolanda Park: Next slide, please.

299

00:40:38.320 --> 00:40:47.310

Yolanda Park: A budget modification needs prior approval from your grant manager, and so you'll submit an email detailing your reasons why you need it.

300

00:40:48.370 --> 00:40:54.000

Yolanda Park: Include the budget workbook with the requested amounts and the description.

301

00:40:54.220 --> 00:40:56.030

Yolanda Park: In the corresponding line.

302

00:40:56.900 --> 00:41:07.130

Yolanda Park: What you see on the screen is a very simplified idea. Obviously, you'll have a proper description in the application row, and this budget would be completely filled out.

303

00:41:07.610 --> 00:41:09.810

Yolanda Park: But hopefully this conveys the idea.

304

00:41:10.420 --> 00:41:19.629

Yolanda Park: As you make your changes, ensure that the material funding allocations do not change by checking the last row and the top of the page.

305

00:41:19.880 --> 00:41:24.030

Yolanda Park: If there's a mismatch, the word review will show in red at the top.

306

00:41:24.620 --> 00:41:28.360

Yolanda Park: Also, check the summary table on the Invoice tab.

307

00:41:28.800 --> 00:41:34.780

Yolanda Park: In case your changes accidentally move too much and leave you with overspending in your budget items.

308

00:41:35.200 --> 00:41:45.600

Yolanda Park: Do not enter formulas, again, please, do not do this, into the budget modification cells. And try to use whole numbers as much as possible.

309

00:41:46.710 --> 00:41:51.849

Yolanda Park: If you must go past the decimal, please only go two digits past.

310

00:41:52.040 --> 00:42:05.999

Yolanda Park: And again, all of these things, I know it sounds restrictive, but all of it helps to ensure that the allocation totals do not change, and it ensures accuracy in conjunction with the budget workbook formulas and GMS.

311

00:42:06.900 --> 00:42:08.180

Yolanda Park: Next slide, please.

312

00:42:11.920 --> 00:42:21.290

Yolanda Park: Okay, so to recap, budget adjustments are tracked in the cells, and modifications are tracked in the designated budget modification rows.

313

00:42:21.610 --> 00:42:28.650

Yolanda Park: Budmods need pre-approval, and they need to be submitted BEFORE... Before...

314

00:42:28.770 --> 00:42:32.760

Yolanda Park: The payment request, not at the same time.

315

00:42:33.170 --> 00:42:43.929

Yolanda Park: Submitting both at the same time delays the review of the payment request, because the budget modification needs to be reviewed and approved before

316

00:42:44.240 --> 00:42:48.200

Yolanda Park: You can use that budget workbook for your payment request.

317

00:42:48.830 --> 00:42:55.670

Yolanda Park: A budget modification is whenever you are moving more than 5,000 between line items.

318

00:42:55.860 --> 00:42:59.739

Yolanda Park: Creating a new line item, or deleting a line item.

319

00:43:00.240 --> 00:43:07.109

Yolanda Park: Or if you are making a change to the grant project summary objectives in which a budget change is needed.

320

00:43:09.140 --> 00:43:18.799

Yolanda Park: Please remember that material fund balances awarded cannot be changed. You cannot move money between material funds.

321

00:43:18.990 --> 00:43:23.799

Yolanda Park: All money must stay within the material fund in which it was allocated.

322

00:43:24.310 --> 00:43:32.850

Yolanda Park: In other words, you can move monies vertically in the columns, you cannot move monies horizontally across the rows.

323

00:43:33.990 --> 00:43:39.470

Yolanda Park: And... that's it on my end. If there are no questions, I'll pass it on to Jim.

324

00:43:39.740 --> 00:43:40.440

Yolanda Park: Thanks!

325

00:43:50.180 --> 00:44:04.290

Jim Madden: There we go. Good morning, everybody! So I'll be covering the operational managements and a couple new things in here, and review of, some of the operational components of the four different grant funds.

326

00:44:04.850 --> 00:44:06.490

Jim Madden: Next slide, please.

327

00:44:11.270 --> 00:44:15.740

Jim Madden: So, site visits will be arranged

328

00:44:15.940 --> 00:44:34.040

Jim Madden: by your grant manager, as allowed by the state. Sometimes we are not allowed to go, depending on budget constrictions, but in recent years, we've been allowed to meet in person. That can change at any time. If we're not able to meet in person, we'll arrange to meet virtually.

329

00:44:34.510 --> 00:44:46.430

Jim Madden: When we're able to meet in person, grant managers try to arrange multiple sessions in one visit. We often are visiting two to three, sometimes even four.

330

00:44:46.610 --> 00:45:01.079

Jim Madden: cores in one overall visit. You should receive an online form to fill out. It may feel redundant, since it can be sent around the time as your reports, but it helps the grant managers to have a summary to use.

331

00:45:01.140 --> 00:45:10.000

Jim Madden: When, needing to reference the more in-depth reports. Agenda items include an overview of the grant cycle, the budget workbook, and future planning.

332

00:45:10.540 --> 00:45:12.080

Jim Madden: Next slide, please.

333

00:45:13.950 --> 00:45:15.709

Jim Madden: Outreach and marketing.

334

00:45:15.710 --> 00:45:37.389

Jim Madden: This was, mentioned before, but be sure that your grant manager receives any new outreach and marketing materials for review and approve. I... they will forward those to me, and I approve them to making sure that they're in line with what is necessary. You do not need to recognize CalRecycle.

335

00:45:37.390 --> 00:45:40.689

Jim Madden: Materials,

336

00:45:41.480 --> 00:45:56.170

Jim Madden: on your bottles and cans, waste tires, and e-waste, but you do need to include, the used oil drop sign... sign that you see there, and you can include the CalRecycle

337

00:45:56.170 --> 00:46:03.470

Jim Madden: logo, or you will also need to include the CalRecycle logo on the used oil literature.

338

00:46:06.480 --> 00:46:20.909

Jim Madden: There are, there's no gifts of public funds, which means you cannot use the grant to purchase swag or freebie handout things, when you're conducting your educational, events.

339

00:46:21.990 --> 00:46:23.729

Jim Madden: Next slide, please.

340

00:46:28.180 --> 00:46:37.839

Jim Madden: So, I mentioned also reliable contractor declaration. If you're hiring a consultant or someone to work directly, to work on directly

341

00:46:38.140 --> 00:46:54.229

Jim Madden: related programs or a project that will be reimbursed by the grant. For example, like a tire hauler contractor to do improvements on facilities, training module developments, that's when you need a reliable contractor declaration.

342

00:46:54.270 --> 00:47:10.009

Jim Madden: You do not need to use or have a reliable contract or declaration when goods that will be charged to operating cost or indirect cost, hiring someone to provide services related to administrative reports, or

343

00:47:10.010 --> 00:47:24.179

Jim Madden: I'm sorry, administrative support, such as copy machines, maintenance, IT services, and the like, services that are charged under indirect and lessees would qualify as doing program or project work. So those

344

00:47:24.240 --> 00:47:29.030

Jim Madden: Do not need a contractor... reliable contractor declaration.

345

00:47:29.080 --> 00:47:40.380

Jim Madden: Please send a copy of that to your grant manager, and also upload to GMS under the Reports tab. There's a place there in the Reports tab where you can upload that.

346

00:47:40.380 --> 00:47:52.650

Jim Madden: So if you have a standard contracting process, make sure that you, or suggestion, is to have that reliable contractor declaration form

347

00:47:52.650 --> 00:47:59.390

Jim Madden: as part of your standard contracting forms, that way you'll be sure that it enters into that process.

348

00:48:00.140 --> 00:48:13.530

Jim Madden: Ensure that all contracts and agreements are arm's length. Derek went into that. No personal interest or family interest in any contract. It's a violation of state ethics and can be... result in an audit finding.

349

00:48:15.130 --> 00:48:17.519

Jim Madden: Okay, next slide, please.

350

00:48:19.780 --> 00:48:35.420

Jim Madden: All program guides were updated in 2024, and I'm looking at doing an update on the tires, because there's some information that, has not... was not put in there regarding cleaning up tires from

351

00:48:35.440 --> 00:48:48.079

Jim Madden: waterways, as well as working with, native lands, so I want to add that and have that in there as guidelines for you. These guidelines are

352

00:48:48.140 --> 00:48:59.950

Jim Madden: Not only for you guys program managers, supervisors, but it's also your training materials for anybody being promoted or hired into those positions.

353

00:48:59.950 --> 00:49:10.320

Jim Madden: It's also great for the executive directors to know what you guys have to do to make these programs run, and if there are questions that come up.

354

00:49:10.320 --> 00:49:18.289

Jim Madden: by all means, certainly reach out to me. I've made these guides specifically targeted to your programs.

355

00:49:18.290 --> 00:49:35.899

Jim Madden: And there's links to the, excuse me, CalRecycle websites. The CalRecycle websites are very, vast. They address a lot of different audiences and users, so these guides are more honed in on what you need for running your programs.

356

00:49:37.170 --> 00:49:39.350

Jim Madden: Okay...

357

00:49:40.300 --> 00:49:51.210

Jim Madden: And it's also great to refresh your knowledge base, you know, as time goes on. But, please be sure to reach out to your grant manager or to myself if you have questions.

358

00:49:53.310 --> 00:49:54.850

Jim Madden: Next slide, please.

359

00:49:55.450 --> 00:49:58.570

Jim Madden: Oh, I'm sorry, back up one moment, I'm sorry.

360

00:49:59.690 --> 00:50:18.469

Jim Madden: So, at this website, calrecycle.ca.gov, funding, you will find the program guides that can be downloaded. You will also find the training for, the universal waste safety training, required trainings for your e-waste programs.

361

00:50:18.470 --> 00:50:30.660

Jim Madden: required under DTSC. There's two different trainings, the safe handling and the emergency training. And, there's also Spanish language,

362

00:50:31.080 --> 00:50:39.950

Jim Madden: this is an older slide, I think this is not updated, but there's Spanish language information there for that, so,

363

00:50:40.340 --> 00:50:52.719

Jim Madden: Yeah, and there's a POD webinar, it's in a... in the YouTube... in a YouTube file, talks about the PODs. In each of the guides, there are,

364

00:50:52.980 --> 00:50:57.780

Jim Madden: Contacts that you can reach out to directly to those material programs.

365

00:50:57.830 --> 00:51:14.600

Jim Madden: And feel free to do that. If you want to bypass me, that's okay with me. They're the persons who actually would be the ones you would normally call, but, I've always filled this role due to my own background, but,

366

00:51:14.600 --> 00:51:21.440

Jim Madden: Someday, eventually, I won't be here, so you'll need to contact those people directly. All right, next slide.

367

00:51:26.510 --> 00:51:42.239

Jim Madden: So, the DORR, DOR, Department of Recycling, is your guide for all things for beverage container recycling. On the left of this webpage that you see here is,

368

00:51:42.240 --> 00:51:47.180

Jim Madden: key resources. It's linked to the laws and regulations.

369

00:51:47.180 --> 00:51:59.819

Jim Madden: And gives you the guidelines on running your program. This program has been, the founding program for the local cores, local conservation cores. It's now in its 40th year.

370

00:51:59.940 --> 00:52:17.800

Jim Madden: It's good to go back and look at what's here, because things have changed and are continuing to change as CalRecycle rolls out new programs for... to shore up our bottle and can recycling, CRV, redemptions, and the like.

371

00:52:18.720 --> 00:52:25.279

Jim Madden: There are certification renewals for, your recycling center.

372

00:52:25.990 --> 00:52:41.629

Jim Madden: There is also training for some of the other different certifications that you may need to run your programs. Be sure that you are checking to see that you have the correct certifications, depending on who you're collecting from.

373

00:52:41.770 --> 00:53:00.849

Jim Madden: your, the certification that you use for general pickup does not apply if you're reaching out to multifamily apartments or condominiums. You need a different certification for that. If you're setting up a recycling center, there's training and certification, which is necessary for that as well.

374

00:53:01.020 --> 00:53:11.409

Jim Madden: The DOR has a way to know, by what's coming into your processor, where they originated, where those bottles and cans originated from.

375

00:53:11.730 --> 00:53:24.379

Jim Madden: If they discover that you're collecting without the proper certification, they will shut you down immediately, which can put you into a, not a favorable pull.

376

00:53:24.380 --> 00:53:39.789

Jim Madden: position with, for example, multifamilies and, residents, as well as with your local government agency, that they're going to have to somehow step in and take care of that. So, make sure you have reviews of these things.

377

00:53:40.450 --> 00:53:45.020

Jim Madden: Let's see... next slide, please.

378

00:53:47.440 --> 00:53:57.719

Jim Madden: the e-waste is, probably has the most, things that you need to focus on. All of you guys are doing a great job. It always,

379

00:53:58.140 --> 00:54:13.830

Jim Madden: I'm always happy to hear when you get the surprise visit from DTSC that you've, you know, passed it, or you've just simply... you have a little bit of things you need to shore up. It's... it's really good. You guys are doing a great job with this, because there is a lot to pay attention to.

380

00:54:14.580 --> 00:54:32.420

Jim Madden: Again, you know about the notice of intent that you have to file with at least 30 days or more before a scheduled drop-off event. The terminology is very clear with, curbside collection as opposed to drop-off event.

381

00:54:32.420 --> 00:54:39.279

Jim Madden: And you want to keep track of that information, the amount that you're collecting at each of those events.

382

00:54:39.480 --> 00:54:49.579

Jim Madden: in... in-house, on an Excel sheet, the date and the location and the amount that you collected, and also,

383

00:54:49.900 --> 00:55:04.130

Jim Madden: making sure you go back into CEWIS, the subsequent quarter to get the actual weights on those things, on the CEW, on your covered electronic waste.

384

00:55:06.700 --> 00:55:19.270

Jim Madden: the reason you want to do that is, in March, you need to file the annual report, and they will ask you to delineate between

385

00:55:19.460 --> 00:55:33.410

Jim Madden: the drop-off events and the curbsides. You don't want to have to recreate all that, after years' worth of activity. So, make sure you're tracking it internally.

386

00:55:35.600 --> 00:55:50.509

Jim Madden: the DTS... I'm sorry, the CEWS site is the one that is required that if you have a person listed in there as a contact, you must change that,

387

00:55:51.060 --> 00:55:55.009

Jim Madden: Listing within 10 days after they've left your core.

388

00:55:55.140 --> 00:55:56.779

Jim Madden: They will...

389

00:55:57.080 --> 00:56:02.720

Jim Madden: You know, if they know or find out, then they can get a little bit testy about that.

390

00:56:03.040 --> 00:56:12.010

Jim Madden: There are some developments and changes within the, program, very soon.

391

00:56:12.100 --> 00:56:18.139

Jim Madden: There's going to be a new covered electronic waste, which are,

392

00:56:18.190 --> 00:56:26.280

Jim Madden: electronics which have batteries that are embedded into them. This is different than

393

00:56:26.280 --> 00:56:46.180

Jim Madden: like laptops, which may have batteries embedded into them. These are ones that, cannot be easily removed, by the... by the owner. So, how you find out about this stuff,

if you aren't already, please do sign up for the listservs. They give you the announcements on program developments.

394

00:56:46.220 --> 00:56:55.150

Jim Madden: And also for some of the other programs, trainings, and, for the tires.

395

00:56:55.150 --> 00:57:06.869

Jim Madden: And trainings, or information about the reporting, which is necessary. There's also an annual report due to DTSC, that one's very simple. It reports on your

396

00:57:06.870 --> 00:57:16.180

Jim Madden: notice of attempts, which you have on file in DTSC. Always... and even if you didn't have an event at a

397

00:57:16.420 --> 00:57:26.889

Jim Madden: an NOI that's on file, you still need to report that there was no event there. If you don't do that, then they say your report is not complete.

398

00:57:27.240 --> 00:57:46.849

Jim Madden: And always make sure that you're only keeping one NOI on file for a particular site. So if you are having repeated drop-off events at a site, that initial filing of that NOI is good in... into perpetuity, so...

399

00:57:48.260 --> 00:57:50.559

Jim Madden: Okay, next slide.

400

00:57:54.250 --> 00:58:10.220

Jim Madden: So there is the designated proof collector, DAC, and you must have a proof of designation, or a POD, issued by the local government at least 30 days prior to collection activity. Some of you take advantage of this, it really helps with your,

401

00:58:10.380 --> 00:58:20.600

Jim Madden: If you're doing drop-off events, and it really cuts down on the log form, because you can file it all under

402

00:58:20.600 --> 00:58:32.249

Jim Madden: one consolidated line. There is a person, Lynette, who is, who heads that up. She is the expert in dealing with this.

403

00:58:32.250 --> 00:58:38.370

Jim Madden: She will have, able to assist your local government agency in issuing that.

404

00:58:38.370 --> 00:58:57.099

Jim Madden: It's... some people like to do it, other people don't. There is additional reporting with that. Of course, it's the state agency. Your local government agency needs to file a 303 report annually on what universal waste was collected in their jurisdiction.

405

00:58:57.100 --> 00:59:08.650

Jim Madden: So, your records are... of what you've collected as far as universal waste needs to be reported to them so that they can report it up to

406

00:59:08.650 --> 00:59:18.679

Jim Madden: DTSC. So, if they've issued a POD, that's part of the requirements of them giving you that POD, that you're providing them with that data.

407

00:59:19.120 --> 00:59:23.360

Jim Madden: Universal waste safety trainings, those are done

408

00:59:23.510 --> 00:59:27.850

Jim Madden: Every year, and there's... even if you've,

409

00:59:27.960 --> 00:59:39.089

Jim Madden: So, if you've had somebody that's been trained, then they need to be retrained a year later. That's a requirement, keeping the records on that. DTSC will ask for those records when they come to your location.

410

00:59:39.380 --> 00:59:46.289

Jim Madden: And more details for all of this on the e-waste is in the, guide. Next slide, please.

411

00:59:49.650 --> 01:00:01.150

Jim Madden: Waste tires. Tire hauling permits are required when more than 9 tires are hauled. You need to renew your tire hauler permit and surety bonds annually.

412

01:00:01.670 --> 01:00:08.170

Jim Madden: manifest, everyone should be doing online reporting now, or using the Diversys app.

413

01:00:08.340 --> 01:00:16.820

Jim Madden: Manifest must be completed when hauling tires using a permitted vehicle, regardless of the number of tires hauled.

414

01:00:17.250 --> 01:00:30.830

Jim Madden: And we always, tell you guys to avoid storing more than 499 tires on site at any time. There are specific requirements, insurance liabilities.

415

01:00:30.980 --> 01:00:46.530

Jim Madden: that... that if you're going to store that many tires, even if it's just to bring them there and have them picked up by the... by your contracted hauler the next day, you've still exceeded that capacity.

416

01:00:46.810 --> 01:01:06.539

Jim Madden: So as you are manifesting it, you're going to show on the manifest that you bought it to your location, and that report eventually feeds into the tire enforcement group, and they're going to come back to you and say, why did you store that many tires? Because you're not permitted to do so.

417

01:01:07.990 --> 01:01:16.619

Jim Madden: One thing that can help you with your tire collections is you are allowed,

418

01:01:17.270 --> 01:01:25.810

Jim Madden: And this is... this goes into the entire embassy events. Anybody can haul 9 tires... or less.

419

01:01:26.740 --> 01:01:34.460

Jim Madden: So if you... which means, if your crews are out on the streets, and they're in a...

420

01:01:34.720 --> 01:01:38.360

Jim Madden: Non-permitted, vehicle.

421

01:01:38.750 --> 01:01:52.630

Jim Madden: that's in your fleet, and they see 2 or 3 tires, or even up to 9, they can pick those up and bring them back to your location. They just need to make sure that they document exactly where they got those tires.

422

01:01:52.630 --> 01:02:02.760

Jim Madden: So that you can manifest them. This may help you guys in saying... having them come back to say, hey, we found these tires there, and now you need to go out in a, you know.

423

01:02:02.760 --> 01:02:13.280

Jim Madden: permitted vehicle to go get them. That can save you guys time and money by doing that. Just make sure that everything's being tracked and documented correctly.

424

01:02:15.470 --> 01:02:22.489

Jim Madden: Again, there's left-serve notices, it tells you about the different trainings, and keeps you up to date on things that are going on.

425

01:02:23.580 --> 01:02:25.419

Jim Madden: Your manifest...

426

01:02:26.010 --> 01:02:37.829

Jim Madden: Your hard copy manifests need to be kept on file for 3 years, so, because those will be inspected when tire enforcement comes out to your location.

427

01:02:38.030 --> 01:02:42.350

Jim Madden: And the hauler stickers must be visible on the permitted vehicles.

428

01:02:43.090 --> 01:02:47.720

Jim Madden: Let's see, next slide, please.

429

01:02:52.220 --> 01:02:58.319

Jim Madden: Picking up waste tires from private lands. It does require the tire project form.

430

01:02:58.860 --> 01:03:01.950

Jim Madden: Your local enforcement agency person

431

01:03:02.170 --> 01:03:22.129

Jim Madden: should... must be involved with that. They need to go out, they need to document, they need to take pictures, they fill out the first part of that form. If you do not have a local enforcement agency person in your environmental services department, in that local government agency, then you need to contact,

432

01:03:22.130 --> 01:03:28.699

Jim Madden: The tire enforcement here, or your grant manager here, and we will get you in touch with

433

01:03:28.760 --> 01:03:39.419

Jim Madden: the tire enforcement person here at CalRecycle, who will send out the person from CalRecycle to go make an assessment.

434

01:03:40.190 --> 01:03:43.080

Jim Madden: Tires that are illegally disposed

435

01:03:43.300 --> 01:03:52.680

Jim Madden: Or assumed to be illegally disposed on private property, must have permission for you guys to clean it up.

436

01:03:52.840 --> 01:03:57.649

Jim Madden: There are cases where the landowner has been storing the tires.

437

01:03:57.760 --> 01:04:08.280

Jim Madden: In a lot of cases, the landowner must... is responsible for disposal of the tires, and if the local enforcement agency person

438

01:04:08.330 --> 01:04:18.619

Jim Madden: or the, tire enforcement person here from CalRecycle determines by physically going out there that those were illegally disposed tires.

439

01:04:18.740 --> 01:04:20.930

Jim Madden: Then, it's possible

440

01:04:21.040 --> 01:04:34.350

Jim Madden: after the form is filled out and goes through the system, that you will receive approval to go pick them up. There's a few other nuances with that, in that you need to have a, affidavit signed.

441

01:04:34.350 --> 01:04:51.990

Jim Madden: that you're given permission by the landowner to go pick up the tires. The local enforcement agency person also looks, or works with that person, that property owner, to look at ways to remediate further illegal disposal. We encourage you to attend the tire conference.

442

01:04:52.100 --> 01:04:58.660

Jim Madden: It's a great opportunity to learn more about what's going on in this whole area of tire disposal.

443

01:04:58.840 --> 01:05:03.389

Jim Madden: The entire enforcement agency will inspect you.

444

01:05:03.660 --> 01:05:18.380

Jim Madden: without announcement many times, so be prepared. There are no collection for commercial tire generator schools or government agency fleet yards. They are totally responsible for disposing of their own tires.

445

01:05:18.510 --> 01:05:37.929

Jim Madden: And, review the program guide section on amnesty events. If persons show up with more than 10 tires, there's a process for that that the local government agency may not be aware of. There's a form that you can fill out. What we are looking for there is shop... tire shop owners

446

01:05:37.930 --> 01:05:51.090

Jim Madden: that are trying to use this as an outlet to get rid of their tires, which, again, goes back to commercial tire generators. They cannot use amnesty events to do that. So, if you have a homeowner

447

01:05:51.350 --> 01:05:55.110

Jim Madden: That's not a tire shop owner, and they bought in more.

448

01:05:55.230 --> 01:06:13.540

Jim Madden: it's okay to accept those on that one time, but it's documented, and that information is sent to CalRecycle to track it, so that if they're doing it repeatedly, they will get a visit from CalRecycle to find out what's going on.

449

01:06:14.850 --> 01:06:16.840

Jim Madden: Next slide, please.

450

01:06:20.000 --> 01:06:28.989

Jim Madden: So here's your, project review form. Just a reminder, this bottom, cell.

451

01:06:29.100 --> 01:06:41.320

Jim Madden: Make sure you return the form to myself or your grant manager when the cleanup is completed. Include photos of the clean site. So you're going to list the date

452

01:06:41.630 --> 01:06:57.980

Jim Madden: the cleanup was completed, and the date the form was returned. The reason for this is I need to close the loop on these with the tire enforcement. They need to know that it was done, because they keep file, obviously, of these kind of things.

453

01:06:57.980 --> 01:07:11.409

Jim Madden: part of the purpose is if this is a reoccurring situation, they can know that, hey, we cleaned it up this time, and it's... now it's back. So they may... they need to know that to, in order to address it.

454

01:07:11.870 --> 01:07:15.699

Jim Madden: Let's see... anything else on this?

455

01:07:18.330 --> 01:07:23.670

Jim Madden: Nope, just make sure the form is filled out completely.

456

01:07:23.770 --> 01:07:41.649

Jim Madden: And on private lands, there is a site-specific TPID number, which will be issued. That should be done by the local enforcement agency person, or if CalRecycle... if there's not an LEA, then CalRecycle will issue that for you.

457

01:07:41.730 --> 01:07:48.230

Jim Madden: But it should be on the form, and filled out by either those two entities.

458

01:07:50.220 --> 01:07:52.140

Jim Madden: Next slide.

459

01:07:53.280 --> 01:08:06.300

Jim Madden: Used oil, you guys have been doing a wonderful job with this. The list has decreased tremendously, mostly because of the shutdowns and closing of,

460

01:08:06.480 --> 01:08:21.679

Jim Madden: Due to COVID, some of you have, majorly reduced, lists. I've tried to expand those lists by giving you outlying areas that used to be on the 4-year cycle. I pulled those into the 2-year cycle.

461

01:08:21.760 --> 01:08:28.179

Jim Madden: There are other activities that are allowable for expenditure under the fund.

462

01:08:28.670 --> 01:08:32.520

Jim Madden: One of them is, the Dock Walkers program.

463

01:08:32.920 --> 01:08:42.279

Jim Madden: You do need to go to training for that. The training is good for 3 years. The website is in the guide. They only offer the trainings, like, the first

464

01:08:42.920 --> 01:08:48.620

Jim Madden: quarter, or first half of the year. So, we do not,

465

01:08:48.630 --> 01:09:06.840

Jim Madden: we ask that you do not send Corps members to that training, but only staff, and then you guys are then able to, be, to train your core members to do the dog walking. It's a great opportunity for them to learn public speaking skills and engagement with the public.

466

01:09:06.890 --> 01:09:25.650

Jim Madden: The other thing is, stormwater drain, labeling or decals. A couple of... a couple of corps are involved with that. The North Bay Corps has, done a huge amount in that area, so if you're interested in that, reach out to them, and they can tell you how they've done it.

467

01:09:29.010 --> 01:09:43.550

Jim Madden: Yeah, so that's... that's it. You pretty much, guys, you can know that whole program. It's, it's all there. Again, Views Oil Drop is on your literature, no freebie gives... giveaways, except for you can also purchase.

468

01:09:43.620 --> 01:10:01.200

Jim Madden: The do-it-yourself kits and related materials, can be expensed through the oil fund only. We just ask you to be wise about the distribution of those materials. They should not be viewed as just a freebie giveaway, but should be part of the educational process.

469

01:10:01.200 --> 01:10:04.729

Jim Madden: And that the person is an actual DIY

470

01:10:04.970 --> 01:10:11.029

Jim Madden: person, or wants to start doing that. Handing out those kits without,

471

01:10:11.130 --> 01:10:18.830

Jim Madden: Looking into that ends up with the things going into the trash, so we don't want to pay for that and have it end up not being used properly.

472

01:10:21.720 --> 01:10:37.089

Jim Madden: If, for some reason, you have not been able to get through all of your reviews, there's a hard stop at the end of quarter four. Do not carry over any reviews that were not completed from one cycle to the next.

473

01:10:37.210 --> 01:10:43.359

Jim Madden: in the gap period before you receive the new list for the next fiscal year. I will...

474

01:10:43.780 --> 01:10:57.870

Jim Madden: look at that. I change, you know, if you're not able to do it, you know, it's... it's not a big deal. It just says you didn't, you know, you didn't make 100%. So, but most of you do, especially now that the lists have been reduced.

475

01:10:59.810 --> 01:11:16.630

Jim Madden: One of the most important things is when your crew members go out to an auto port store, and there's language within the training materials for this, which is part of the guide, never, ever, ever say that you are there for an inspection, or you're from the state.

476

01:11:17.360 --> 01:11:27.039

Jim Madden: Auto parts stores have all kind of compliance things that they have to be aware of because of the large amount of chemicals that are in those locations.

477

01:11:27.110 --> 01:11:43.129

Jim Madden: If you come in and say that the bells and whistles and alarms are going to go off, and it's happened in the past, and they've called us, and they were really ticked off that it appeared that they were about to have a surprise inspection. So please make sure your core members are following the script.

478

01:11:44.070 --> 01:11:45.600

Jim Madden: Next slide, please.

479

01:11:47.740 --> 01:11:58.679

Jim Madden: Again, listservs, I'm going to keep harping on that, because there's a tremendous information there. General questions can go to the Used Oil CCC at calrecycle.ca.gov.

480

01:11:58.680 --> 01:12:13.639

Jim Madden: And the signs are available. There was a shortage for a while. Somehow, somebody made off with a whole bunch of them, so hopefully your orders have been filled now. But you can order those online in both English and Spanish.

481

01:12:14.000 --> 01:12:27.500

Jim Madden: And that website is in... in the guide. If you're new to doing this, when you go to that website, it will ask you for a site ID number.

482

01:12:27.500 --> 01:12:35.990

Jim Madden: You don't have one. Those are ID numbers for the auto parts stores. Just bypass that, and the folks that ship the signs will know

483

01:12:35.990 --> 01:12:42.610

Jim Madden: That you're named core that you can order 50 signs and no ID is required.

484

01:12:44.300 --> 01:12:46.600

Jim Madden: And... let's see, next page.

485

01:12:50.030 --> 01:12:57.400

Jim Madden: I think I went over this last time, but, some of you are still...

486

01:12:57.670 --> 01:13:09.080

Jim Madden: reporting or giving all the information on that Excel sheet. It can be a little onerous, so it's an either-or situation, just to remind you, if they're in business.

487

01:13:09.370 --> 01:13:15.870

Jim Madden: then you say yes, and was the sign posted? Yes or no? If none was posted, did you leave the sign?

488

01:13:16.110 --> 01:13:30.769

Jim Madden: And then you go to the far right, to the sign of visibility, number 6 up here that you see at the top, and the program participation. Now, if the sign was posted, number 4, was it damaged?

489

01:13:31.290 --> 01:13:47.700

Jim Madden: If it was damaged, did you leave a sign? So, you're gonna always report here, number one. Are they in business? Yes or no? If it's no, then you're done with that line. If they're there, and it was posted, then you answer two or three.

490

01:13:48.410 --> 01:13:53.710

Jim Madden: If the sign was damaged, you report number 4 and 5.

491

01:13:53.860 --> 01:14:01.700

Jim Madden: Okay, so some of you are filling all of these out, and you don't need to. It's an either 2 and 3, or it's 4 and 5.

492

01:14:01.720 --> 01:14:20.079

Jim Madden: And then you report number 6 and number 7. So it just makes it easier for you guys to, instead of having to do all those pull-downs on that Excel sheet. I'm open to any suggestions how to make that easier, but I've tried to... tried about 4 or 5 times now to try to shorten this up. So,

493

01:14:20.330 --> 01:14:23.460

Jim Madden: Let's see... next slide, please.

494

01:14:26.190 --> 01:14:45.359

Jim Madden: Okay, I mentioned these, that there's educational outreach for use of those DUI kits, local government partnerships, or your stormwater drains. There can be partnerships with the auto parts store to do oil filter exchange events, where they offer vouchers, for, customers to come in, and there's the Dock Walkers program.

495

01:14:45.920 --> 01:14:51.770

Jim Madden: And... next slide, please. And that's it. I turn this back over to Derek.

496

01:14:55.020 --> 01:15:01.620

Derek Link: Thank you, Jim, and thank you, team, if you'd all come back on camera, so we can all...

497

01:15:02.670 --> 01:15:06.279

Derek Link: Show ourselves to everybody, and

498

01:15:07.010 --> 01:15:12.569

Derek Link: These are your contacts for the Local Conservation Corps grant program.

499

01:15:12.690 --> 01:15:32.580

Derek Link: And you can reach out to anybody here. If your grant manager isn't, here on a day, they're on a leave, you can always reach out to me or anybody else in the team. This session is recorded, and we will be posting the video of it, so if you

500

01:15:33.120 --> 01:15:41.260

Derek Link: missed something and you want to go back and review, you'll have that opportunity. We'll also send out the PowerPoint deck to you as well.

501

01:15:41.450 --> 01:15:47.819

Derek Link: So, we just want to open it up for questions in case there's any,

502

01:15:48.390 --> 01:15:50.570

Derek Link: Lingering questions out there.

503

01:15:51.780 --> 01:15:53.000

Derek Link: And...

504

01:15:53.000 --> 01:15:56.620

Yolanda Park: And we do see a question from the LA Corps.

505

01:15:56.850 --> 01:15:57.500

Derek Link: Cool.

506

01:15:58.570 --> 01:16:00.090

w/LA Corps: Hi, Derek.

507

01:16:04.070 --> 01:16:04.720

Derek Link: -Oh.

508

01:16:06.670 --> 01:16:07.860

Derek Link: I'm not hearing...

509

01:16:07.860 --> 01:16:10.860

w/LA Corps: I'm sorry, I didn't unmute myself.

510

01:16:11.120 --> 01:16:12.150

Derek Link: That's okay.

511

01:16:12.150 --> 01:16:19.730

w/LA Corps: Question I had, are the terms and conditions in GMS Are they up to date?

512

01:16:20.780 --> 01:16:21.580

Derek Link: Yes.

513

01:16:22.070 --> 01:16:32.320

w/LA Corps: Okay, so this goes back to my original question, then. In the terms and conditions to LLC1, It states...

514

01:16:32.540 --> 01:16:40.079

w/LA Corps: that we won't get reimbursed for expenses incurred after April 1st.

515

01:16:41.870 --> 01:16:51.250

w/LA Corps: So, and I'll be honest, you know, we were budgeting to plan and have expenses all the way through March 30th.

516

01:16:51.740 --> 01:16:54.690

w/LA Corps: Based on the terms and conditions.

517

01:16:58.320 --> 01:16:59.210

Derek Link: Okay?

518

01:16:59.890 --> 01:17:04.500

Derek Link: Well... the... Yeah, so...

519

01:17:04.670 --> 01:17:14.029

Derek Link: This is being treated by... by accounting here as... basically as a contract. That's why I've been putting out information

520

01:17:14.370 --> 01:17:16.799

Derek Link: Consistently over the last year.

521

01:17:16.930 --> 01:17:28.310

Derek Link: reminding everybody that this is going to end on April 1st, and that the invoice would be due on that date. So, I'm sorry if there's a... if there's some conflicting

522

01:17:28.490 --> 01:17:43.309

Derek Link: messaging there, but I've been very clear that the final invoice is due April 1st of 2026, and accounting's been very clear with me about that, which is why I've been putting that message out.

523

01:17:43.710 --> 01:17:46.519

Derek Link: So, hopefully you can... you can...

524

01:17:47.110 --> 01:17:53.799

Derek Link: reorganize your budget somewhat to... to expend those budget... those BCRF funds,

525

01:17:54.550 --> 01:18:00.940

Derek Link: through other activities that maybe were planned to be expensed to RLC, but,

526

01:18:01.540 --> 01:18:12.609

Derek Link: this is... this is a hard deadline for us, so... and we're not being given any wiggle room on it. So, April 1st is... is our hard deadline for LCC1.

527

01:18:12.880 --> 01:18:19.540

Jim Madden: So, Derek, if I might add to that, Robert, the... the...

528

01:18:19.870 --> 01:18:33.130

Jim Madden: the challenge is... mostly has to do with your labor costs, because it takes sometimes up to 30 days to get those documents together and to be able to be invoiced, so...

529

01:18:33.130 --> 01:18:42.220

Jim Madden: That... that could mean that your performance period for the labor is going to end by February.

530

01:18:42.570 --> 01:18:56.980

Jim Madden: so that you have the month of March to get those records together. You can still incur other expenditures in March, as long as those things can be documented, and backups required.

531

01:18:57.400 --> 01:19:00.120

Jim Madden: to be submitted by April 1st.

532

01:19:00.810 --> 01:19:10.899

w/LA Corps: Yeah, we... once... once I heard this from you, Derek, I... Juan sent out an email to our account. We're... we're gonna meet and strategize about this.

533

01:19:11.100 --> 01:19:26.079

w/LA Corps: You know, our situation is, it takes us a month and a half to close out a month, and invoices can't be generated in a vacuum. They have to be rolled up into the entire system, so probably we're going to be looking at...

534

01:19:26.860 --> 01:19:38.650

w/LA Corps: a self-imposed performance period of end of January to give us enough time to, have that invoice ready for you by April 1st.

535

01:19:40.050 --> 01:19:40.870

Derek Link: Okay.

536

01:19:41.150 --> 01:19:50.060

Derek Link: Yeah, this one... this one's a bit of a curveball, I understand that, and I... I don't have any flexibility to offer, unfortunately.

537

01:19:50.060 --> 01:19:51.470

w/LA Corps: No, we'll figure it out.

538

01:19:51.960 --> 01:19:52.700

Derek Link: Okay.

539

01:19:54.750 --> 01:19:56.860

Derek Link: Are there any other questions out there?

540

01:20:00.450 --> 01:20:06.639

Derek Link: Okay, well... Thank you all for attending, and have a great day!

541

01:20:07.100 --> 01:20:10.529

Derek Link: We'll look forward to, seeing you again next time.

542

01:20:11.080 --> 01:20:11.790

Yolanda Park: Thank you, everyone.

543

01:20:11.790 --> 01:20:12.260

Tony Huynh: Guys.

544

01:20:13.510 --> 01:20:14.370

Blessing Badmus: Take care, everyone.

545

01:20:14.610 --> 01:20:15.720

Drea Smith: Thank you.