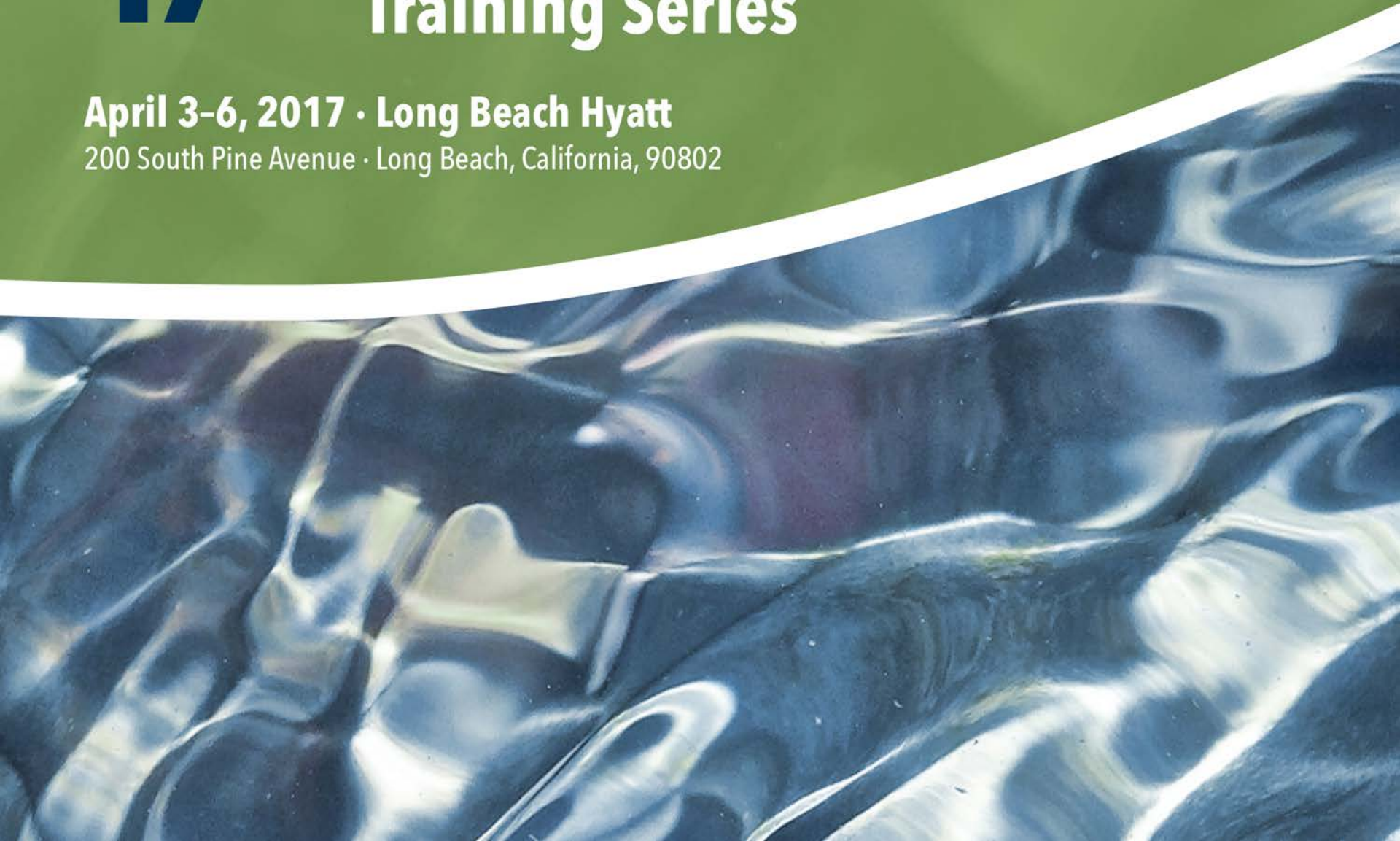


17th Technical Training Series



April 3-6, 2017 · Long Beach Hyatt
200 South Pine Avenue · Long Beach, California, 90802



Local Government Waste Tire Enforcement (TEA) Grant



Administrative Overview

- Program Changes
- Grant Documents
- Milestones
- Budget Categories
- Grant Management System (GMS)
- Progress Reports & Payment Requests



Program Changes

- Personnel Reimbursement
- Education
- Tire Program Identification (TPID) Threshold
- Field Patrolling & Small Tire Clean-up
- Electronic Reporting
- Performance Evaluation

Personnel Reimbursement

- Personnel costs will be charged based on an employee's salary plus applicable fringe benefits.
- Board of Supervisor and City Council Rates are no longer eligible.

Education

- 10% Cap
- Educational materials (brochures)
 - New grantee brochures no longer eligible
 - Use previously approved materials until CalRecycle flyers become available.

TPID Threshold

- Counties must have 50 or more active TPIDs
- Cities must have 100 or more active TPIDs

Field Patrolling and Small Tire Pile Cleanup

- 15% CAP
- Reduce illegal hauling and dumping
- Small tire cleanup
 - 35 or less tires on public lands
 - Disposal fees are reimbursable

Electronic Reporting

- Mandatory starting with TEA23
- Training was provided by Liaisons
- Equipment Options
 - Laptops
 - Tablets

Performance Evaluation

The grantee will be evaluated on its effectiveness in fulfilling the procedures and requirements outlined in this document.

The evaluations will look at the quality and efficiency as well as eligible activities in all categories, but particularly in Inspections, Enforcement, Education, and Field Patrolling.

Grant Documents

- Procedures and Requirements
- Terms and Conditions

Milestones

MILESTONES

Notice to Proceed (NTP) Date	Grant Term and Grant Performance Period Begins on date indicated on the NTP
February 28, 2017	Mid-Year Progress Report Due
NTP Date – June 29, 2017	Grant Performance Period
June 30, 2017 – September 30, 2017	Report Preparation Period
September 30, 2017	Final Progress Report and final Payment Request Due
September 30, 2017	Grant Term End

Budget Categories

Eligible Activities

- ▶ Administrative Costs
 - ▶ Direct Administrative Costs
 - ▶ Indirect Costs
- ▶ Education
- ▶ Enforcement & Surveillance
- ▶ Field Patrolling & Small Clean-up
- ▶ Equipment
- ▶ Inspections
- ▶ Training
- ▶ Transportation

Administrative Costs

- ▶ Direct Administrative Costs
- ▶ Indirect Costs

Direct Administrative Costs

- ▶ 15% CAP
- ▶ Preparing and submitting progress reports and payment requests.
- ▶ Grant related communications with CalRecycle Grant Manager, Evaluation staff, Enforcement staff & state auditors.
- ▶ Developing & maintaining system to capture and report staff time, activities & costs
- ▶ Internal Meetings related to TEA (all budget categories)

Indirect Costs

- ▶ 20% CAP
- ▶ Grantees may charge actual indirect cost rates not to exceed 20 percent of approved direct costs.
- ▶ 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.

Education

- ▶ 10% CAP
- ▶ Identifying new TPIDs, which may include:
 - Obtaining Waste Tire Management System (WTMS) reports of newly issued Tire Program Identification (TPID) numbers, or
 - Canvassing business areas to determine if new or established businesses perform waste tire activities.
- ▶ Printing and distributing CalRecycle flyers when conducting educational visits for TPIDs.
- ▶ Informing businesses, and business owners/operators about applicable waste tire laws and regulations and available compliance resources.
- ▶ Providing tire related education to Local Conservation Corps.

Enforcement

Steps taken beyond normal inspections

- Conducting and reporting on investigations, researching, identifying and documenting
- Coordinating and working with CalRecycle, California Highway Patrol, local DA, task forces, TEAs, and other local law enforcement

Enforcement

- Assisting CalRecycle with investigations and referrals
- Coordinating with other agencies to remediate environmental damage due to illegal dumping and storage of waste tires
- Reporting enforcement activities to CalRecycle Inspector Liaison

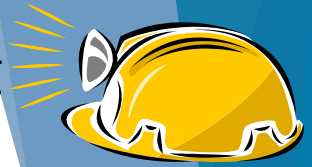
Field Patrolling

- ▶ Must be documented on CalRecycle Field Patrolling form (CalRecycle 229)
- ▶ The Field Patrolling forms shall be submitted electronically to WasteTire@CalRecycle.ca.gov to the attention of their CalRecycle Inspector Liaison.
- ▶ Eligible field patrolling activities include:
 - Preparation and planning of field patrol,
 - Follow-up on illegal dumping complaints and referrals,
 - Cleanup of small tire piles with 35 or less tires on public land including disposal fees.

Equipment

The grantee may claim only the cost of an item that is proportionate to its use.

- 10% CAP
- Personal Protective Equipment: including boots, reflective vests or other logo/identifying windbreaker, hard hat/sun hat, gloves, binoculars, face masks, safety glasses.
- Field equipment: including measuring devices, GPS, camera and accessories.
- Cell phones, mobile WiFi hotspots and cell service.
- Computers or tablets and related standard accessories.



Inspections

- Completing Inspection Priority Work Plan
- Planning, preparing, traveling & conducting Inspections
- Reported electronically in WTMS
- Inspection related communications with CalRecycle
- Activities related to referrals

Training

- ▶ Mandatory Training
 - ▶ Roundtable
 - ▶ Technical Training Series
 - ▶ New Inspector Training
- ▶ Non-Mandatory training (needs approval from grant manager)
 - ▶ CalEPA Sponsored Enforcement Symposium
 - ▶ Basic Inspector Academy
 - ▶ Conducting Effective Interviews
 - ▶ Environmental Enforcement Training
 - ▶ Health & Safety
- ▶ Internal Meetings (charged to specific categories)



Transportation

- ▶ 10% CAP
- ▶ Use of Grantee-owned or personal vehicle
 - Mileage
 - ▶ State rate or Grantee's own rate, which ever one is less

Budget Limitations Review

- ▶ Administrative Costs - 15%
- ▶ Indirect Costs - 20%
- ▶ Field Patrolling & Small Cleanup - 15%
- ▶ Education - 10%
- ▶ Equipment - 10%
- ▶ Transportation - 10%



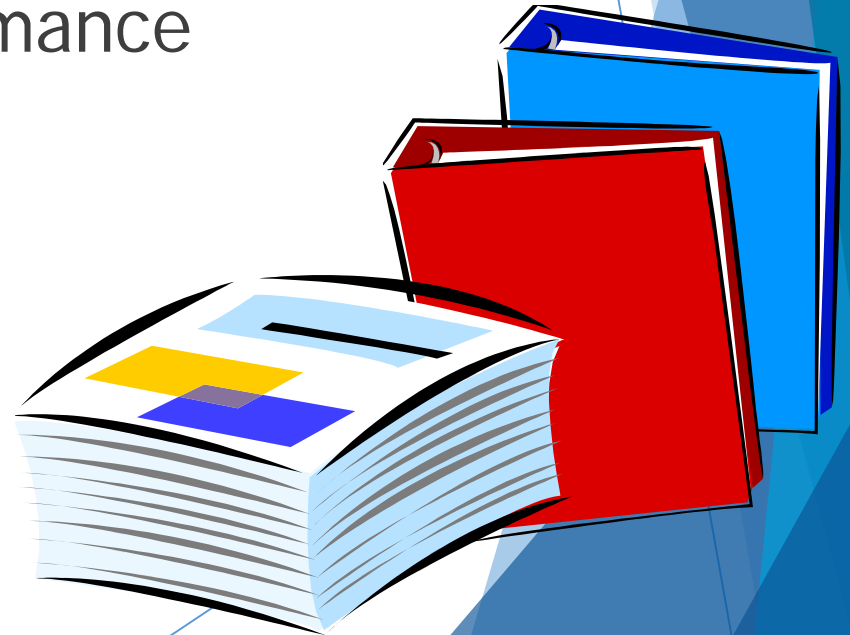
Grant Management System (GMS) Reimbursement, Reporting & Forms

- Progress Report (CalRecycle 737)
 - Reports tab
- Payment Request (CalRecycle 87)
 - Payment Request tab
- Minimum of one midyear and one final
 - Midyear: June 30 - Dec 31
 - Final: Jan 1 - June 29

Progress Reports

CalRecycle 737

- ▶ Grantee activities
- ▶ Accomplishments/Challenges
- ▶ Supports Payment Request
- ▶ Evaluate Grantee performance



Progress Report

CalRecycle 737

State of California
CalRecycle 737-PR-TEA (Rev. 10/16)

Department of Resources Recycling and Recovery (CalRecycle)

Progress Report Local Government Waste Tire Enforcement (TEA) Grant

Grantee Name: [REDACTED]
Grant Number: TEA [REDACTED]-[REDACTED]-[REDACTED]

Notice to Proceed Date: [REDACTED]

Reporting Period

- Mid-Year Report: June 30 – December 31
 Final Report: January 1 – June 29
 Other Reporting Period: [REDACTED]

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

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

Signature of Signature Authority / Authorized Designee
(as authorized in Resolution or Letter of Delegation-LOD)

Date

Printed Name and Title

Contact Person Printed Name and Title

Area Code - Phone Number

E-Mail Address

State of California
CalRecycle 737-PR-TEA (Rev. 10/16)

Department of Resources Recycling and Recovery (CalRecycle)

Local Government Waste Tire Enforcement (TEA) Grant

Progress Report Summary

	Date: [REDACTED]	Date: [REDACTED]	Total
Percentage of this grant cycle's Inspection Priority Work Plan you have completed.	[REDACTED]	[REDACTED]	N/A
Number of outstanding NOV's that have not been re-inspected within 15 days following the compliance deadline date.	[REDACTED]	[REDACTED]	N/A
Number of sites that were brought into compliance after NOV's were issued.	[REDACTED]	[REDACTED]	[REDACTED]
Number of Hauler Observation Reports (Form 775) submitted.	[REDACTED]	[REDACTED]	[REDACTED]
Number of sites referred to CalRecycle for enforcement action for which a CalRecycle Referral (Form 228) has been submitted.	[REDACTED]	[REDACTED]	[REDACTED]

Number of illegal tire piles (≥500 tires) identified.	[REDACTED]	[REDACTED]	[REDACTED]
Number of illegal tire piles (<500 tires) identified.	[REDACTED]	[REDACTED]	[REDACTED]
Quantity of illegally dumped tires found.	[REDACTED]	[REDACTED]	[REDACTED]
Number of illegal tire piles referred to CalRecycle.	[REDACTED]	[REDACTED]	[REDACTED]
Number of illegal tire piles remediated:	[REDACTED]	[REDACTED]	[REDACTED]
by TEA grantee	[REDACTED]	[REDACTED]	[REDACTED]
by Owner/Operator/Responsible Party	[REDACTED]	[REDACTED]	[REDACTED]
by other CalRecycle Grants	[REDACTED]	[REDACTED]	[REDACTED]
By Local Conservation Corps (LCC) or other Public Agency	[REDACTED]	[REDACTED]	[REDACTED]

1. Indicate which, if any, of the following CalRecycle Cleanup Grant Programs your department or another department within your local jurisdiction participates in?
 Local Government Waste Tire Cleanup Grant Program.
 Local Government Waste Tire Amnesty Grant Program.
 Farm and Ranch Solid Waste Cleanup and Abatement Grant Program.

If your jurisdiction has applied for any of the above grant programs, please provide any feedback on your experiences either during the application process or while implementing any of the above grant programs.

2. Describe your experiences, if any, collaborating with the Local Conservation Corps (LCC) for the clean-up and abatement of illegal waste tire piles in your jurisdiction.
[Redacted]
3. Describe any challenges you've encountered implementing the TEA Grant program during this reporting period.
[Redacted]
4. Describe any areas of training that you would like CalRecycle to offer for tire inspectors within your jurisdiction.
[Redacted]
5. Describe any areas where additional policy direction, guidance, or clarification is needed from CalRecycle to more effectively fulfill your TEA Grant responsibilities.
[Redacted]

Payment Requests

CalRecycle 87



- Original copies
 - Keep originals in your files
 - Scan & upload to GMS



GRANT PAYMENT REQUEST

CalRecycle 87 (Rev. 03/11)

Complete the information requested.

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 (ATTACH SUPPORTING DOCUMENTATION)		7. AMOUNT REQUESTED	
<input type="checkbox"/> Advance <input type="checkbox"/> Reimbursement <input type="checkbox"/> Final		\$	
8. Send warrant to:			
GRANTEE NAME (E.g., ORGANIZATION/BUSINESS NAME)			
CONTACT NAME			
ADDRESS			
CITY		STATE	ZIP CODE
9. 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 Department of Resources Recycling and Recovery Grant Agreement.			
Signature of Signature Authority / Authorized Designee (as authorized in Resolution or Letter of Designation, LOD)		Date	
Print Name		Title	
CalRecycle Staff Use Only			
10. REQUESTED AMOUNT		\$	
11. ADDITIONS OR DEDUCTIONS SUBJECT TO WITHHOLD		\$	
12. SUBTOTAL		\$	
13. LESS WITHHOLD (IF APPLICABLE AND AUTHORIZED IN GRANT AGREEMENT)		\$	
14. ADDITIONS OR DEDUCTIONS NOT SUBJECT TO WITHHOLD		\$	
15. APPROVED AMOUNT FOR PAYMENT		\$	
16. COMMENTS		17. DATE RECEIVED	
Approval Signature of CalRecycle Grant Manager		Print Name	Date Approved
Approval Signature of CalRecycle Program Manager		Print Name	Date Approved

Payment Requests



▶ Supporting Documentation

- Forms
- Other Documents



Supporting Documents

Forms

- ▶ TEA Personnel Expenditure Summary (PES)
(CalRecycle 767)
- ▶ TEA Inspection PES form (CalRecycle 767B)
(new!)
- ▶ Expenditure Itemization Summary (EIS)
(CalRecycle 736)
- ▶ CalRecycle Inspection Priority Work Plan
- ▶ Hourly Rate Document

TEA Inspection Personnel Expenditure Summary

CalRecycle 767B

INSPECTION PERSONNEL EXPENDITURE SUMMARY

TEA23-15-0000	XYZ County	INSPECTIONS	Jane Smith
GRANT NUMBER	GRANTEE	BUDGET CATEGORY	EMPLOYEE

#	Name	Date	No. of Inspections	Preparation & Reporting Hours	Travel & Inspection Hours	Hourly Rate	Activity/TPID(s) Inspected
1	Jane Smith	07/03/16	3	1.00	2.00	\$ 100.00	TPID 12345, 23456, 34567
2	Jane Smith	07/04/16	1	0.50	1.00	\$ 100.00	TPID 54321
3	Jane Smith	07/05/16	2	1.00	2.00	\$ 100.00	TPID 65432, 76543
4							

Supporting Documents

Other Documents

- Travel Expense Log
- Certification of Completion (Training)
- Field Patrolling forms (Calrecycle229)
- Invoices, receipts and/or other proof of payment \$500 or more
- Mileage Logs (Transportation)

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light to dark, creating a modern and professional aesthetic. The shapes are primarily located on the right side of the slide, with some extending towards the center.

Supporting Documents Training Sample

Expenditure Itemization Summary - TEA23
Grant Number: TEA23-15-0000
Expenditure period: 6/30/16- 12/31/16

Inspections

Position Title and Duties	Hours	Hourly Rate	Staff n
Inspector	54.00	\$100.00	John
Inspector	10.00	\$100.00	Jane
<i>See attached sheet for detail of personnel hours claimed for TPIDs with 500+ fire count</i>			
Subtotal	54.00	varies	

Enforcement

Position Title and Duties	Hours	Hourly Rate	Staff n
Inspector	30.00	\$100.00	Jane
Subtotal	30.00	\$ 100.00	

Education

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
Inspector	3.00	\$100.00	Jane Smith	\$ 300.00
Subtotal	3.00	\$ 100.00		\$ 300.00

Grantee Training

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
Inspector	24.00	\$100.00	Jane Smith	\$ 2,400.00
Inspector	32.00	\$100.00	John Smith	\$ 3,200.00
	Lodging, meals			\$ 1,617.00
Subtotal	56.00	varies		\$ 7,217.00

Administrative Cost

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
Accounting Clerk	8.00	\$50.00	Cindy Johnson	\$ 400.00
Subtotal	8.00	varies		\$ 400.00

Grantee Training

Position Title and Duties	Hours	Hourly Rate
Inspector	24.00	\$100.00
Inspector	32.00	\$100.00
	Lodging, meals	
Subtotal	56.00	varies

TEA PERSONNEL EXPENDITURE SUMMARY

TEA23-15-0000
GRANT NUMBER

XYZ County
GRANTEE

Training
BUDGET CATEGORY

Various
EMPLOYEE

#	Name/Classification	Date	Hours	Rate	Total (Hours x Rate)	Activity/Description
1	John Smith/Inspector	08/30/13	8	\$ 100.00	\$ 800.00	TEA Round Table
2	John Smith/Inspector	09/10/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
3	John Smith/Inspector	09/11/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
4	John Smith/Inspector	09/12/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
5			32		\$ 3,200.00	
6						
7	Jane Smith/Inspector	09/10/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
8	Jane Smith/Inspector	09/11/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
9	Jane Smith/Inspector	09/12/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
10			24		\$ 2,400.00	
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
26						
27						
Totals			56		\$ 5,600.00	<i>Change formulas</i>

Supervisor Signature: _____

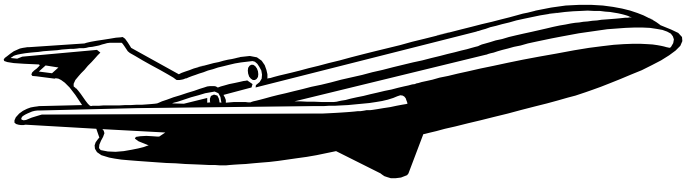
TEA Personnel Expenditure Summary

TEA23-15-0000 GRANT NUMBER		XYZ County GRANTEE		Training BUDGET CATEGORY		Various EMPLOYEE
#	Name/Classification	Date	Hours	Rate	Total (Hours x Rate)	Activity/Description
1	John Smith/Inspector	08/30/13	8	\$ 100.00	\$ 800.00	TEA Round Table
2	John Smith/Inspector	09/10/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
3	John Smith/Inspector	09/11/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
4	John Smith/Inspector	09/12/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
5			32		\$ 3,200.00	
6						
7	Jane Smith/Inspector	09/10/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
8	Jane Smith/Inspector	09/11/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
9	Jane Smith/Inspector	09/12/13	8	\$ 100.00	\$ 800.00	Basic Inspector Academy
10			24		\$ 2,400.00	
11						

Expenditure Itemization Summary

Grantee Training

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
Inspector	24.00	\$100.00	Jane Smith	\$ 2,400.00
Inspector	32.00	\$100.00	John Smith	\$ 3,200.00
	Lodging, meals			\$ 1,617.00
Subtotal	56.00	varies		\$ 7,217.00



Travel Reimbursement

California Department of Human Resources

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

- ❖ Lodging
- ❖ Mileage
- ❖ Per Diem



TRAVEL EXPENSE LOG FORM

Name: John Smith	Grant Number: TEA23-15-0000	Budget Category: Training	Jurisdiction/Employer: XYZ County
-------------------------	------------------------------------	----------------------------------	--

Purpose of Trip(s): Technical Training Series & Roundtable

Date/Time		Place of Departure and Destination	Per Diem				Transportation					Total Daily Expenses	
Depart	Return		Lodging	Breakfast	Lunch	Dinner	Mileage		Rental	Air	Parking		Other Expenses
							Miles	Amount					
8/30/2016		Sacramento to Fresno					180	\$ 99.00					\$ 99.00
	8/30/2016	Fresno to Sacramento					180	\$ 99.00					\$ 99.00
													\$ -
9/12/2016		Sacramento to Los Angeles	\$ 120.00	\$ 7.00	provided	\$ 23.00				\$ 200.00	\$ 15.00		\$ 365.00
9/13/2016			\$ 120.00	provided	provided	\$ 23.00					\$ 15.00		\$ 158.00
9/14/2016			\$ 120.00	provided	provided	\$ 23.00					\$ 15.00		\$ 158.00
	9/15/2016	Los Angeles to Sacramento	\$ -	provided	provided	\$ 23.00				\$ 200.00	\$ 15.00		\$ 238.00
													\$ -
		Registration Fee										\$ 500.00	\$ 500.00
													\$ -
													\$ -
TOTAL			\$ 360.00	\$ 7.00	\$ -	\$ 92.00		\$ 198.00	\$ -	\$ 400.00	\$ 60.00	\$ 500.00	\$ 1,617.00

 SUPERVISOR'S SIGNATURE

 GRANTEE SIGNATURE (IF CONTRACTOR USED)

Only travel expenses directly related to the implementation of the grant can be claimed. Please provide documentation/receipts for all expenses except meals. This includes car rental, airline tickets, and lodging. Please see guidelines as noted in the example. Lodging in most counties is \$84 per night plus tax. The rate for Los Angeles and San Diego Counties is \$110 per night with Alameda, San Francisco, San Mateo, and Santa Clara counties up to \$140 per night. Other expenses may include toll fees, gas, or other miscellaneous items.

For travel taking place January 1, 2009 or later, the mileage rate is \$0.50 per mile.

TEA PERSONNEL EXPENDITURE SUMMARY

TEA23-15-0000
GRANT NUMBER

XYZ County
GRANTEE

Training
BUDGET CATEGORY

Various
EMPLOYEE

#	Name/Classification	Date	Hours	Rate	Total (Hours x Rate)	Activity/Description
1	John Smith/Inspector	08/30/16	8	\$ 100.00	\$ 800.00	TEA Round Table
2	John Smith/Inspector	09/12/16	8	\$ 100.00	\$ 800.00	Technical Training Series
3	John Smith/Inspector	09/13/16	8	\$ 100.00	\$ 800.00	Technical Training Series
4	John Smith/Inspector	09/14/16	8	\$ 100.00	\$ 800.00	Technical Training Series
5			32		\$ 3,200.00	
6						
7	Jane Smith/Inspector	09/12/16	8	\$ 100.00	\$ 800.00	Technical Training Series
8	Jane Smith/Inspector	09/13/16	8	\$ 100.00	\$ 800.00	Technical Training Series
9	Jane Smith/Inspector	09/14/16	8	\$ 100.00	\$ 800.00	Technical Training Series
10			24		\$ 2,400.00	

Expenditure Itemization Summary

Grantee Training

Position Title and Duties	Hours	Hourly Rate	Staff names	Dollar amount
Inspector	24.00	\$100.00	Jane Smith	\$ 2,400.00
Inspector	32.00	\$100.00	John Smith	\$ 3,200.00
	Lodging, meals			\$ 1,817.00
Subtotal	56.00	varies		\$ 7,217.00

Helpful Hints

- ▶ When in doubt, ask.
- ▶ Track activities & personnel time often
- ▶ Monitor Budget
 - ▶ Request revisions promptly

Technical Assistance and Support

- ▶ Grant Managers

- ▶ Budget

- ▶ Grant related

- ▶ Reimbursement

- ▶ CalRecycle Liaisons

- www.calrecycle.ca.gov/tires/Enforcement/Contacts.htm

- ▶ Inspections

- ▶ Enforcement

Questions

- ▶ CalRecycle Liaisons

www.calrecycle.ca.gov/tires/Enforcement/Contacts.htm

- ▶ Inspections

- ▶ Enforcement

- ▶ Grant Managers

- ▶ Budget

- ▶ Grant related

- ▶ Reimbursement

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:
www.calrecycle.ca.gov/Grants/Forms/
- ▶ Surveillance/CalRecycle Referral
www.calrecycle.ca.gov/Tires/Enforcement/Inspections/Forms.htm
- ▶ Grant Management System (GMS)
<https://secure.calrecycle.ca.gov/Grants/SignIn>

Contact Information

Phanessa Fong

TEA Grant Manager

(916) 341-6689

Phanessa.Fong@CalRecycle.ca.gov

Derek Link

LCC/TEA Grant Manager

(916) 322-4028

Derek.Link@CalRecycle.ca.gov

