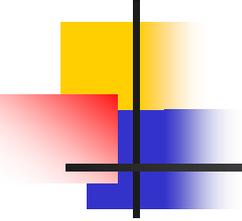




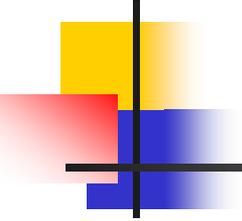
“As the Block Grant Turns” Long Beach – Queen Mary April 18, 2007





CIWMB Staff & Topics

- Don Peri – Introduction
- Steve Hernandez – Program Priorities
- Don Peri – New Application
- Don Peri and Roger Ikemoto – P&Rs
- Ashraf Batavia – Annual Report Changes

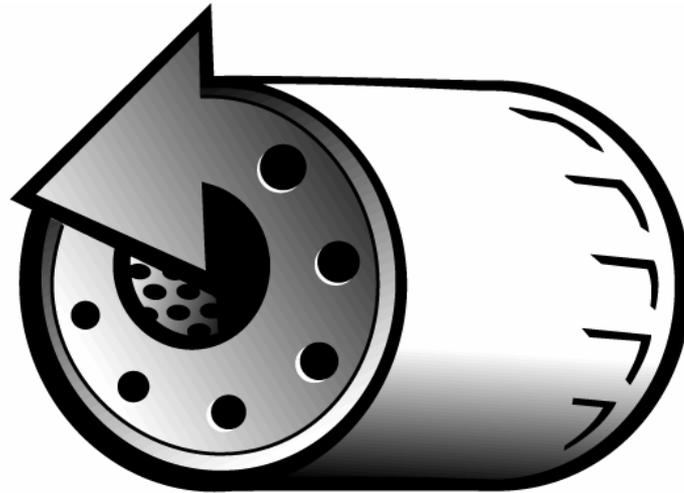


Program Priorities

- DIY Used Oil Filter Collection
- Extended Oil Change Interval (Outreach)

Priority: Year of the Filter

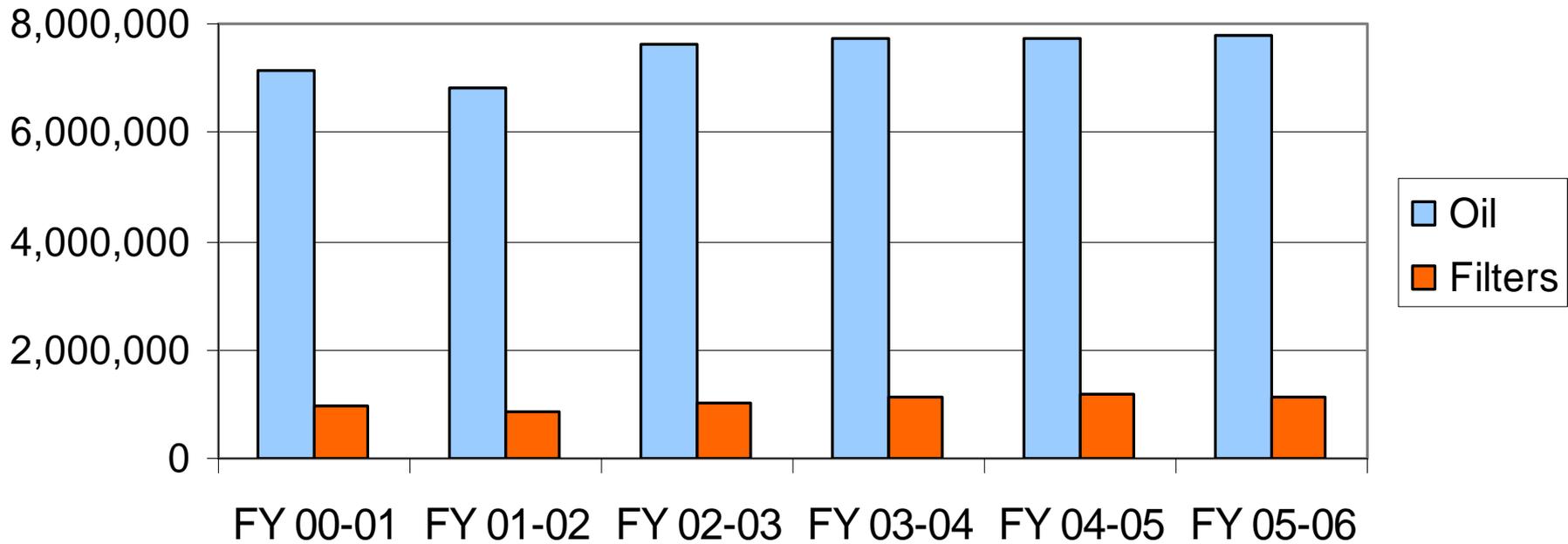
- All Grantees should Focus on Increasing Used Oil Filter Collection from DIYers



**RECYCLE
USED OIL FILTERS**

DIYer Used Oil vs Filter Collection

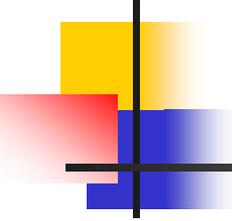
DIYer Used Oil Gallons Collected vs. Number of Filters Collected (should be 1:1 Collection Ratio)



DIYer Oil Filter Disposal

- Approximately 92% of DIYer Oil Filters are unaccounted for - 13 million/year
- Each oil filter contains an average of 7+ oz of trapped oil (even after draining)
- Approximately 1 million Gallons of Oil Disposed (filters alone)





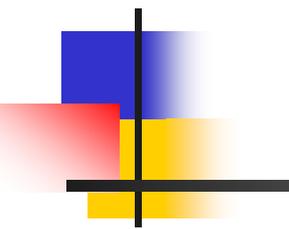
Add Filter Collection to CCCs

- Work with auto parts stores and other CCCs to accept filters
- Kragen, AutoZone, Pep Boys, others

Add Filters to Curbside Collection

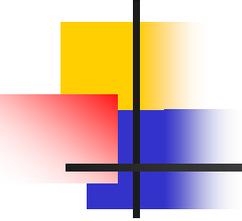
Oil and
Filters





Program Priority – Extended Oil Change Intervals

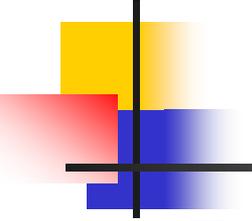
Statewide Campaign
Rollout Coming Soon



Application Due Dates

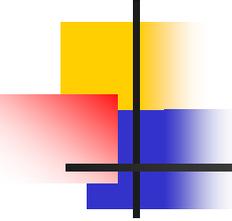
June 1: Application package due. Must be received by hand or postmarked on that date. If sent by mail or delivery service, you should have tracking numbers or send it certified in order to guarantee your eligibility.

June 30: Resolutions must be received by this date!!!



Application Package

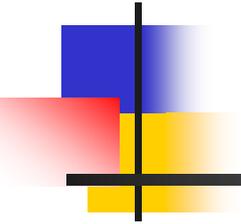
- Application: signed by Signature Authority or designee. If designee, you must submit a designee letter. Three places to sign.
- Estimated expenditures for grant cycle in both dollar amount and percentages.

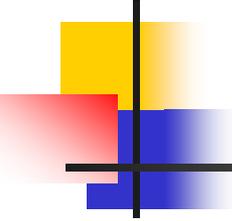


Resolutions

- Resolution: must be active at the time the grant becomes active (July 1). Preference for multi-year resolutions with a maximum of five years.
- If resolution only covers start of grant cycle, a new one will be needed to cover entire grant cycle.
- All in one preferred: Authority to apply and to execute all necessary documents
- Designate Signature Authority by title
- List participating jurisdictions on an attachment

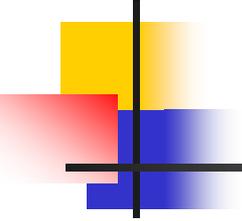
Procedures & Requirements (P&Rs)





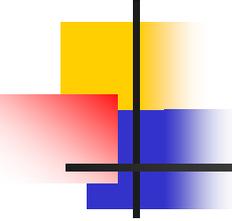
As the Block Grant Turns

- Block Grants keep evolving—not static
- Department of Finance directives
- CIWMB reorganization and anticipated changes that will affect administration of Used Oil Block Grants



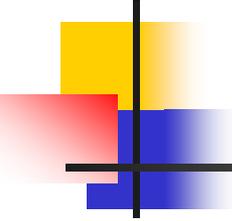
Changes/Enhancements for BG 13

- Eligibility
 - 1 CCC per 100,000 population or Curbside Program that includes collection of used oil
 - Permits
 - Application deadlines
 - Outstanding Invoices



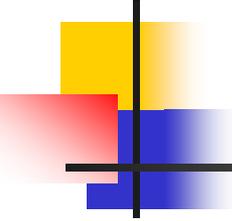
Re-refined Oil Purchases

- Expenditures Requiring Pre-Approval
 - Non-fleet promotion and distribution
- Pre-approved expenditures
 - Fleet promotion and purchases



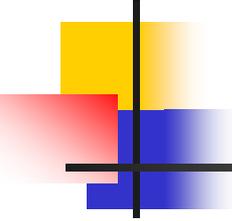
HAZWOPER Training

- Pre-approved expenditure
 - 8-hour refresher
- Ineligible expenditure
 - 24-hour and 40-hour training



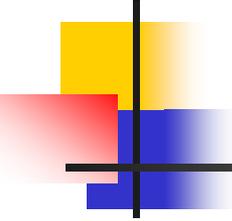
This and That

- Travel expenditures
- Translations
- Copyright Requirements



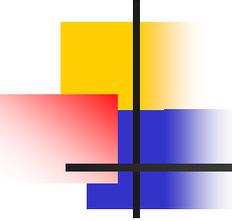
Fiscal Reporting

- Beginning with the August 15, 2007 Annual Report, an Expenditure Itemization Summary (EIS) document(s) is not required with the Annual Report documents. EIS can be submitted at any time up until December 31 of the year the grant cycle ends.



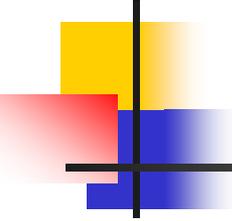
Reimbursement Payment Requests during Grant Cycle

- Required documents
 - Narrative explaining how the funds were spent
 - Grant Payment Request Form
 - EIS
 - Personnel Expenditure Itemization Summary



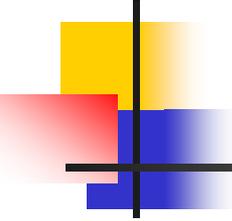
Personnel Expenditure Itemization Summary

- Must be submitted for grantee staff as well as for consultants and subcontractors.
- Must be signed by Signature Authority or by personnel or accounting—not be someone within the program that administers the grant



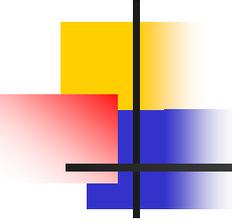
Invoices

- All expenditures made starting July 1, 2006 must be accompanied by documentation that
 - Describes the EIS categories for which the funds were spent
 - Who did the work or spent the funds
 - The invoice numbers associated with the expenditures
 - Copies of all relevant invoices for grant expenditures



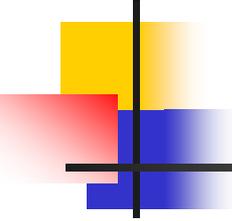
Invoices are part of Expanded Audit Program

- CIWMB will increase audit schedule, affecting about 30% of the Block Grants annually.
- Invoices are part of initial audit review, but auditors may pursue even further the tracking Block Grant fund expenditures.



Final Reports

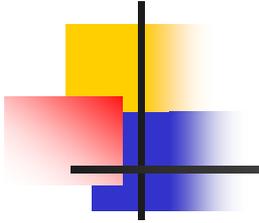
- May be submitted before the end of the cycle and off schedule from the Annual Report if the grant funds have been spent.
- Covers activities conducted between the previous Annual Report and the grant closure, **except for oil and filter data which is only collected on a fiscal-year basis.**

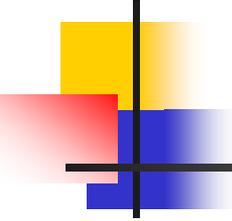


Final Report

- Annual Report form or summary of activities—whichever is appropriate.
- Site Visit forms for fiscal year if not already submitted.
- RCP form
- Electronic samples of premiums and outreach material

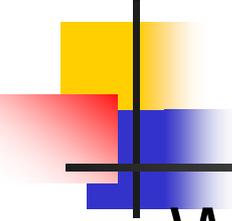
Used Oil Block Grant Annual Report





Reporting Requirements

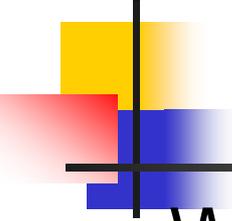
- Due August 15 each year - even if amount of grant funds spent was zero
- Annual Report is required for every open Block Grant
- Covers activities and spending for previous fiscal year (July 1-June 30)



Reporting Requirements

What is due August 15th?

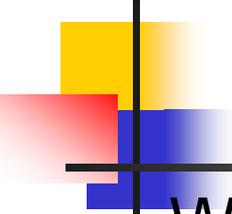
- Completed Annual Report Form (CIWMB 644)
- Certified Collection Center Site Visit Checklists (if not submitted earlier)



Reporting Requirements

What is due August 15th?

- Recycled Content Product Certification Form (RCP) for each item bought with grant funds (required at grant cycle closing)
- Publicity & Education Samples (i.e. photo or computer file copies of premiums, newsprint ads, flyers, brochures, scripts of video/radio ads). (required at grant cycle closing)

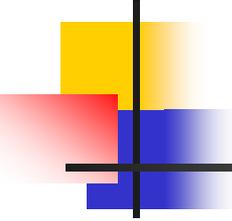


EIS Requirements

What is required with EIS?

Expenditure Itemization Summary (EIS) is no longer required to be submitted with Annual Report (AR). Submit EIS before December 31st to your grant manager

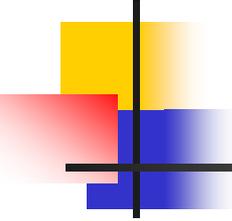
- Completed EIS form (CIWMB 667)
- Invoices for expenditures
- Payment Request Form (CIWMB 87)
- Travel Expense Claim form
- Personnel Expenditure Itemization Summary (CIWMB 165)



Reporting Forms

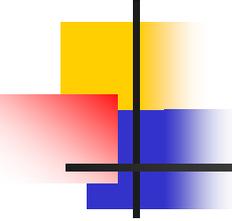
- All forms can be downloaded from the CIWMB website at:

www.ciwmb.ca.gov/HHW/Forms



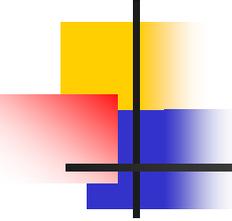
Annual Report Changes

- New this year – April Workshop
 - Streamlined design and format
 - Fewer and better questions
 - Invoices for expenditures (to be submitted with EIS)
 - Projected Expenses (to be submitted with application)



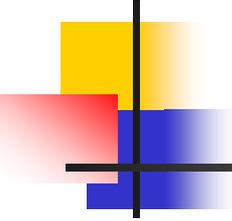
Top Annual Report/EIS Errors

How to stay out of AR trouble, and
keep your Grant Manager and
DOF State Auditor happy



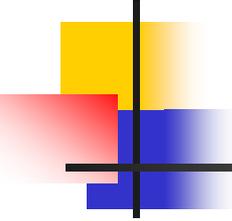
Top Annual Report/EIS Errors

- Incorrect or missing signatures
- Unclear or missing data on EIS form
- Bad \$ math or incorrect funding totals
- Other missing forms/documents
- Late Annual Report or corrections



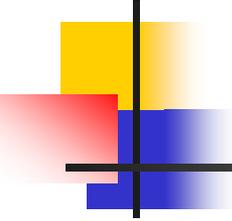
Block Grant AR Checklist

- Was the AR mailed in on time and complete?
- Have you included at least one CCC site visit report per 100,000 population (per FY)?
- If you are closing a grant cycle where you purchased products, have you included a signed Recycled Content Certification form?
- If you are closing a grant cycle, have you included photos of all outreach materials and premiums claimed as expenses?



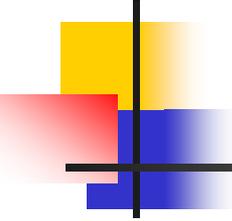
Block Grant EIS Checklist

- Did the Signature Authority sign an EIS for each open cycle? Is the Signature Authority the same person who signed the last Grant Agreement; if not, did you send in a Change of Authority letter?
- Is there a grant number listed on each EIS?
- Does each EIS expense include a clear and detailed description, and an invoice number?
- Did you include all the invoices?



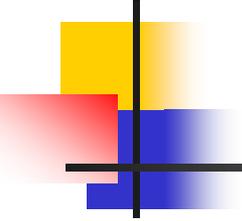
Block Grant EIS Checklist

- Did you over-spend or under-spend your cycle funds available? If so, can you move funds to another open cycle?
- If you are closing a grant cycle that used advance funding, have you included all the final interest? Does the interest rate make sense?



Block Grant EIS Checklist

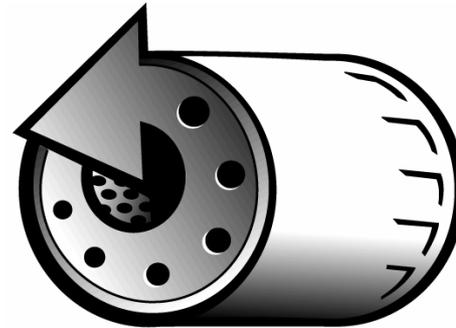
- If you expensed attendance at a Used Oil/HHW conference or workshop, have you submitted a Travel Expense Claim form?
- If you hired a contractor/consultant and you have your staff working on grant activities, have you submitted Personnel Expenditure Itemization Summary?



QUESTIONS?



RECYCLE
USED OIL



RECYCLE
USED OIL FILTERS