

File No. 170127

Committee Item No. 1
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date February 23, 2017

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
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| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date February 17, 2017
Completed by: Linda Wong Date _____

1 [Accept and Expend Grant - California Department of Resources Recycling and Recovery -
2 Used Motor Oil Recycling - \$233,379]

3 **Resolution authorizing the Department of the Environment to accept and expend a**
4 **grant in the amount of \$233,379 from the California Department of Resources**
5 **Recycling and Recovery, for the purpose of increasing used motor oil recycling and**
6 **household hazardous waste management, for the period of April 1, 2017, through June**
7 **30, 2018.**

8
9 WHEREAS, Public Resources Code (PRC), Section 48690, et seq. authorize the
10 California Department of Resources Recycling and Recovery (CalRecycle), formerly known
11 as the California Integrated Waste Management Board, to make grants to qualifying
12 jurisdictions for implementation of their used oil programs required by PRC Section 48690 et
13 seq.; and

14 WHEREAS, In furtherance of this authority CalRecycle is required to establish
15 procedures governing the administration of the Used Oil Payment Program; and

16 WHEREAS, CalRecycle's procedures for administering the Used Oil Payment
17 Program require, among other things, an applicant's governing body to declare by resolution
18 certain authorizations related to the administration of the Used Oil Payment Program; and

19 WHEREAS, The grant is available to the City and County of San Francisco from
20 CalRecycle; and

21 WHEREAS, Through a recurring grant cycle the City and County of San Francisco
22 has annually entered into agreement with the State of California for implementation of used
23 oil collection programs for the past twenty-three (23) years; and

24 WHEREAS, The grant includes provision for indirect costs of \$21,216; and
25

1 WHEREAS, The term of the grant is from April 1, 2017 through June 30, 2018; and
2 WHEREAS, This grant does not require an Annual Salary Ordinance amendment; and
3 WHEREAS, The payment was not included in the annual budget process of the
4 City and County of San Francisco but awarded by the State of California; now, therefore, be
5 it

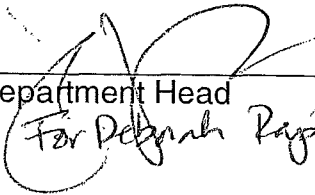
6 RESOLVED, That the Board of Supervisors hereby authorizes the Director of the
7 Department of the Environment, or a designee, to accept and expend \$233,379 from
8 CalRecycle to implement and administer the San Francisco used motor oil program; and, be
9 it

10 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Director
11 of the Department of Environment, or a designee, to execute in the name of the City and
12 County of San Francisco all documents, including but not limited to, applications, contracts,
13 payment requests, agreements, annual reports (including expenditure reports), and
14 amendments hereto for the purposes of securing used oil payment program funds and to
15 implement and carry out the purposes specified in the program application; and, be it

16 FURTHER RESOLVED, That, to meet CalRecycle's requirement that San
17 Francisco's governing body approve the submission of annual funding applications, the
18 Board of Supervisors authorizes the submittal of an annual used oil payment program
19 application to CalRecycle for all available payments under PRC, Section 48690 et seq.

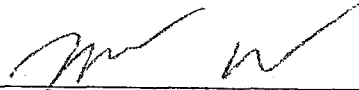
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RECOMMENDED:

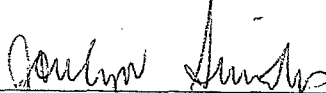


Department Head
For Deborah Rayford

APPROVED:



Office of the Mayor
for



Office of the Controller
for

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Used Motor Oil Recycling Payment Program OPP7
2. Department: Department of the Environment
3. Contact Person: Huy Le Telephone: 415-355-3760
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$233,379
- 6a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: California Department of Resources Recycling and Recovery (CalRecycle)
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: To implement used motor oil and oil filter recycling programs, including used oil/filter collection and public education, to promote safe and increased disposal of household hazardous waste as a City service.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: April 1, 2017 End-Date: June 30, 2018
- 10a. Amount budgeted for contractual services: \$91,744
b. Will contractual services be put out to bid? Yes, using standard City contracting processes.
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? Yes
d. Is this likely to be a one-time or ongoing request for contracting out? One-Time
- 11a. Does the budget include indirect costs? Yes No
b1. If yes, how much? \$21,216
b2. How was the amount calculated?
The amount allowed by the funding source is 10% of eligible expenditures.

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? N/A

12. Any other significant grant requirements or comments:

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

Date Reviewed: 12/16/16

C. Molina
(Signature Required) *RCB*

Department Head or Designee Approval of Grant Information Form:

Deborah O. Raphael, Director, Department of the Environment

Date Reviewed: 12/16/16

Deborah O. Raphael
(Signature Required) *Deborah O. Raphael*

Department of the Environment-City and County of San Francisco
California Department of Resources Recycling and Recovery (CalRecycle)

Used Oil Payment Program OPP7

Personnel			
5642 -Sr. Env. Specialist	.15 FTE	Program Supervision	
5640 Env. Specialist	.6 FTE	Program Management, including implementation, outreach and reporting	
9920 - Public Service Aide	.05 FTE	Collection Center Site Visits	
		Subtotal Personnel	\$ 93,429
Contractual			
Contractor - TBD		Implementation of outreach programs	\$ 91,744
		Subtotal Contractual	\$ 91,744
Other			
Department of Public Health	Work Order	Maintenance of two waterfront used motor oil/filter drop-off sites. Includes HMUPA permit for Marina site.	\$ 12,700
The Port of San Francisco	Work Order	Maintenance of one waterfront used motor oil/filter drop-site.	\$ 7,500
	Travel, Training, Misc.	Expenses for conference registration, travel, and training.	\$ 6,790
		Subtotal Other	\$ 26,990
TOTAL DIRECT COSTS			\$ 212,163
Indirect Costs		Departmental overhead - 10% maximum allowable by CalRecycle	\$ 21,216
TOTAL PROJECT (Direct + Indirect)			\$ 233,379

From: Dickinson, Linda@CalRecycle [mailto:Linda.Dickinson@CalRecycle.ca.gov]

Sent: Tuesday, November 15, 2016 2:14 PM

To: Le, Huy (ENV) <huy.le@sfgov.org>

Subject: FW: Used Oil Payment (OPP7) Awards and Payments Notice

Huy,

The Congratulations email was sent out on October 10th. See the email below and check the link.

Thank you,

Linda Dickinson

HHW and Oil Grant Programs

1001 I Street MS#9A

P.O. Box 4025, Sacramento, CA 95812-4025

work (916) 341-6437 fax (916) 319-7268

Linda.Dickinson@CalRecycle.ca.gov



From: Grants

Sent: Monday, October 10, 2016 12:30 PM

Cc: Batavia, Ashraf@CalRecycle <Ashraf.Batavia@CalRecycle.ca.gov>; Samra, Harnak@CalRecycle <Harnak.Samra@CalRecycle.ca.gov>; Farrall, Annabel@CalRecycle <Annabel.Farrall@CalRecycle.ca.gov>; Dickinson, Linda@CalRecycle <Linda.Dickinson@CalRecycle.ca.gov>; Baker, Barbara@CalRecycle <Barbara.Baker@CalRecycle.ca.gov>; Hayashida, Jill@CalRecycle <Jill.Hayashida@calrecycle.ca.gov>; Kikumoto, Laurie@CalRecycle <Laurie.Kikumoto@CalRecycle.ca.gov>; Lin, Jeffrey@CalRecycle <Jeffrey.Lin@CalRecycle.ca.gov>; Biring, Baljot@CalRecycle <Baljot.Biring@CalRecycle.ca.gov>; Cota, Marissa@CalRecycle <Marissa.Cota@CalRecycle.ca.gov>; Martin, Michelle@CalRecycle <Michelle.Martin@CalRecycle.ca.gov>; Wang, Emily@CalRecycle <Emily.Wang@CalRecycle.ca.gov>; Her, Danny@CalRecycle <Danny.Her@calrecycle.ca.gov>; Abila, Danielle@CalRecycle <Danielle.Abila@CalRecycle.ca.gov>; Fong, Matthew@CalRecycle <Matthew.Fong@CalRecycle.ca.gov>

Subject: Used Oil Payment (OPP7) Awards and Payments Notice

Congratulations on being approved for the award and distribution of payments for the Fiscal Year (FY) 2016/17 Used Oil Payment Program (OPP7). Via web link are the award listings for OPP7. The OPP7 list also identifies whether recipients are scheduled to receive their OPP7 payments (if applicable) in October 2016 or April 2017. For those recipients eligible for October payments, our Fiscal Services Branch is in the process of sending payments to the State Controller's Office. The April recipients should receive their checks in April 2017. Please notify your appropriate staff who will be receiving the checks about the payment schedule and information. In addition, a Remittance Advice (Warrant Payment) form specifying "OPP7" and the invoice amount will be enclosed with each check; an example is attached.

Please retain a copy of this email and the list as part of your OPP7 file. Please remember to fully expend your OPP6 funds before expending OPP7 monies.

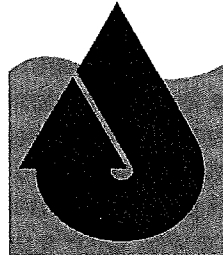
Questions concerning the above information should be directed to your Program Advisor.

Thank you,
Used Oil Team



Revised June 2016
 Department of Resources Recycling and Recovery

**USED OIL PAYMENT PROGRAM
 Guidelines for Cycle 7 (OPP7)
 Fiscal Year 2016–17**



**RECYCLE
 USED OIL**

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Submittal of a Used Oil Payment Program (OPP) Application constitutes acceptance of these Guidelines as the controlling requirements for receiving, spending, and accounting for OPP funds and for annual reporting. The application and these Guidelines shall constitute the OPP Agreement.

OVERVIEW AND STATUTORY AUTHORITY

The California Public Resources Code (PRC) section 48600 et seq. describes the California Oil Recycling Enhancement Act (Act), which, among other things, provides up to \$11 million annually in payments to local governments for implementation of local used oil and filter collection programs. The Department of Resources Recycling and Recovery (CalRecycle) is responsible for administering the OPP. These Guidelines describe the application and administrative processes to implement the OPP Cycle 7. Payment Recipients (recipients) are responsible and accountable for ensuring that expenditures are appropriate and that proper internal supporting documentation is maintained. To ensure full compliance with OPP’s processes and requirements, OPP applicants/recipients must adhere to these Guidelines and the program provisions set out in the Act, notably PRC sections 48674, 48690, and 48691.

OPP applications are submitted online through the Local Government Oil Payment Program (LoGOPP) system. A WebPass is required to obtain access to LoGOPP. If you already have a WebPass from applying for previous CalRecycle grant or payment cycles, use the same WebPass for LoGOPP.

Timeline and Cycle Activity

Dates	Activity
June 30, 2016	Application Due Date <ul style="list-style-type: none"> • Applications must be submitted in LoGOPP by 11:59 p.m. on this date. • Customer service will be available until 4:00 p.m.
July 28, 2016	Documents Due Date <ul style="list-style-type: none"> • Approved Resolution must be uploaded in LoGOPP by this date. • <u>If applicable, Letters of Authorization must be uploaded in LoGOPP by this date.</u>
April 2017	Payments Awarded <ul style="list-style-type: none"> • Unless an October 2016 payment is requested by the applicant and subsequently approved by CalRecycle.
July 1, 2016 – June 30, 2018	Cycle Term Dates
August 15, 2017 and August 15, 2018	Annual Report Due Dates <ul style="list-style-type: none"> • Due no later than August 15th of each year during performance period.

CHARTER CITIES

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for their project, the award will be terminated and any disbursed OPP funds shall be returned to CalRecycle.

ELIGIBILITY

Applicants are limited to local governments, which are defined in statute as "any chartered or general law city, chartered or general law county, or any city and county." CalRecycle may make a payment to another entity that will implement the program on behalf of a local government (in lieu of making a payment to that local government) with the agreement of that local government.

Applicants that comply with PRC sections 48690 and 48691 are eligible to apply for and, if approved, receive payment through the OPP. Applicants must have a used oil collection program which provides either of the following or a combination of the two:

- Ensures there is at least one certified used oil collection center (CCC) for every 100,000 residents not served by curbside collection.
- Provides used oil curbside collection at least once a month.

In addition to meeting at least one of the requirements above, applicants must have a public education component that informs the public of locally available used oil recycling opportunities.

Regional Application Requirements

Local governments may join together in a regional application, in which two or more eligible jurisdictions join together for the purpose of project implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant who will be responsible for the performance of the OPP and all required documentation. CalRecycle will direct all official correspondence and payments to the Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

APPLICATION PROCESS

The application process requires that applicants must:

1. Submit a completed online application to CalRecycle by the application due date and upload an electronic (scanned) version of the signed application certification page in the online system.
2. Retain in its OPP file the original hard copy of the application certification page signed by applicant's signature authority.
3. Submit the authorizing documents by the documents due date (see the Timeline and Cycle Activity table for due date).

An important application approval requirement includes the submittal of the following:

1. Submit a completed annual report on LoGOPP (see **Timeline and Cycle Activity** for due date) for all active OPP cycles.
2. Have no outstanding debt(s) owed to CalRecycle.

3. Return any unspent funds to CalRecycle by August 15 (see **Unspent Funds** section).

If you have any questions regarding the application process, please call (916) 324-8867 or send an e-mail to: GrantAssistance@CalRecycle.ca.gov. Technical assistance will be provided until 4:00 p.m. on the application due date.

AUTHORIZING DOCUMENTATION

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see CalRecycle's [Resolution and Letter Examples](#) web page.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes payment program-related matters. A copy of the authorizing Resolution is a required document that must be uploaded no later than the document due date. Resolution requirements vary for individual and regional applications.

Resolution for individual applicants:

Use the Payment Program Individual Jurisdiction Resolution template.

- It must authorize the submittal of the payment program application.
- It must identify the job title or his/her designee authorized as Signature Authority to execute all documents necessary to implement and secure payment.
- The Resolution can be effective until rescinded or specify an end date.

Resolution for Regional applicants:

Use the Payment Program Regional Lead Participant Resolution template.

- The Regional Lead Participant (Lead) must submit an approved Resolution that authorizes it to act as a lead for a regional program.
- It must include a list of participants.
- It must identify the job title or his/her designee authorized as Signature Authority to execute all documents necessary to implement and secure payment.
- The Resolution can be effective until rescinded or specify an end date.

Note: Existing approved multi-year OPP Resolutions will still be accepted. However, if a new resolution is required at this time we are encouraging the use of general payment program language, as shown in our [Resolution and Letter Examples](#) web page.

Letter of Authorization

Regional participants must provide a Letter of Authorization (LOA) to the Lead, authorizing the Lead to act on its behalf. LOAs must be on the participant's letterhead and may be valid for as long as the Lead's Resolution, up to and including until rescinded. If no effective dates are identified, the LOA will be accepted for one year from the date on the Letter. LOAs must be uploaded with the application by the Document due date.

Letter of Commitment

Applicants not subject to a governing body must upload a Letter of Commitment that authorizes payment program-related matters.

- It must be prepared on the Applicant's official letterhead.
- It must authorize the submittal of payment program applications

- It must identify the job title or his/her designee authorized as Signature Authority to execute all documents necessary to implement and secure payment.
- It must state that it is effective until rescinded or specify an end date.
- It must be signed by a person with authority to contractually bind the applicant.

Note: The choice of the Signature Authority is very important because the individual who holds the designated job title is responsible for signing all OPP documents for as long as the Resolution is valid

Letter of Designation

When authorized by Resolution or Letter of Commitment, the Signature Authority may designate another person the authority to sign and submit required documents, such as the applications, annual reports, or extension requests. This delegation may be done either at the time of application or later; however, it must be uploaded into the LoGOPP system and accepted by CalRecycle staff prior to the designee's exercise of his/her authority. If applicable to your application, use the Letter of Designation template and include the information below.

- It must be prepared on the applicants official letterhead
- It must identify the job title of the designee and identify the scope of the designee's authority.
- It must contain one of the following (not to exceed the timeframe of the Resolution): a specific end date; valid until rescinded or valid concurrent with the Resolution.
- It must be signed by the Signature Authority.

NOTICE OF AWARD

Upon approval of annual reports and applications, recipients will be notified by email that an OPP award has been awarded and that they are authorized to incur costs and expend funds in furtherance of their programs. Expenditures incurred prior to the award notice, but after the cycle term start date, are subject to the Guidelines of OPP7, and are incurred at the recipient's own risk. A listing of the award amounts for all recipients will be posted on the [OPP web page](#).

APPLICATION REVISIONS

Once approved, the recipient/regional lead is contractually bound to carry out the used oil program in accordance with the OPP Guidelines. The recipient and/or any regional participant that submitted a Letter of Authorization cannot withdraw or amend their application.

DENIAL OF APPLICATION

CalRecycle will notify an applicant and provide the reasons for denial of an application. In such cases, potential applicants are encouraged to contact and work with CalRecycle to ensure that its jurisdiction meets the necessary requirements prior to the next application cycle.

TERM AND PAYMENTS

The term of the OPP cycle is 24 months (refer to the Timeline and Cycle Activity table for the cycle term dates) and funds must be expended or returned to CalRecycle as described in the Unspent Funds section.

Payments must be placed into an interest bearing account. Tracking and reporting of interest earned (if any) on the payment is not required. All interest accrued and

received from the OPP funds shall be used only for eligible expenses related to the performance of this Agreement.

As part of the application process, an applicant may request receipt of its annual payment in October. For CalRecycle to approve this request, all funds from any previous OPP cycles must be spent.

EXPENDITURES

Used oil and used oil filter collection and recycling activities, educational activities, and mitigation of used oil in stormwater runoff are statutory components of local used oil collection programs (PRC § 48691). Accordingly, these activities should be the focus of OPP expenditures.

The recipient must expend all of the available funds from the oldest OPP cycle prior to spending any funds from more recent OPP cycle. It is acceptable to split an invoice across two separate OPP cycles in order to "zero out" all funds in the oldest OPP cycle before using funds from a more recent OPP cycle. Expenditures that are split need to be clearly identified and retained in both cycle files to facilitate review and retention (See the Audits, Accounting, and Records Retention section).

ELIGIBLE COSTS

All expenditures must be for the purposes of establishing and maintaining a used oil program as set forth in PRC § 48690 and 48691. Eligible costs must be incurred and/or accrued during the term for which they are reported. Preapprovals are required in writing by a Program Advisor for any expenditures not specified.

Expenditures Requiring Approval

Expenditures associated with the tasks or products listed below must be approved in writing by the Program Advisor prior to purchase or production. Please retain all approvals for audit purposes. Items not pre-approved may not be an eligible expenditure.

Allow at least five working days for approval of the following items:

- Functional items if the cost exceeds \$25 per person.
- All television, video, and radio scripts.
- Developing, purchasing and/or distributing useful educational materials informing the public about used oil and used oil filter collection and recycling. Examples include, but are not limited to, newspaper advertisements, brochures, flyers, and utility inserts.
- School presentations (submit script and presentation purpose).
- Purchase of equipment over \$500.
- Construction activities.
- Used oil stormwater mitigation activities pursuant to PRC § 48691 (Refer to Stormwater Mitigation section).

Pre-approved expenditures include, but are not limited to:

- Maintaining a used oil and filter program.
- Developing, purchasing and/or distributing the following Used Oil Program materials that have a functional purpose associated with an environmental benefit: marine absorbent bilge pads, oil funnels, oil drain containers, oil change rags, new oil filters for exchanges, Ziploc-type filter bags, cardboard creepers,

filter wrenches, dirty filter recycling containers, maps of collection centers, and tide charts. OPP funding can be for oil change kits, but each kit cannot exceed \$25 (excluding sales tax) and each item, whether it is included in the kit or distributed separately, cannot exceed \$12 (excluding sales tax). Program Advisor approval is required for items not on this pre-approved list.

- Tablet electronic devices (typically seven inches or more in diameter measured diagonally) with a maximum price of \$500, used primarily for the purposes of public education or outreach. Additional costs can be spent on accessories for charging, item protection, and security at events.
- Certified Unified Program Agency (CUPA) or other agency inspection fees directly related to establishing and maintaining an effective oil and oil filter collection and recycling program.
- All lab fees related to testing oil samples for contamination in used oil tanks.
- Test kits and other equipment related to monitoring the contaminants in oil tanks.
- HAZWOPER 8-hour refresher course.
- Indirect/overhead costs up to 10 percent of the OPP eligible expenditures. (Note: This limitation applies to recipients and consultants/contractors who administer and/or implement a program.)
- Purchase or rental of storage containers or portable sheds dedicated to oil-related activities and supplies.
- Cost of Installation of storage containers or sheds solely for protection of oil related equipment and/or supplies.

INELIGIBLE COSTS

Any expenditure that does not directly support used oil and/or used oil filter collection, recycling and/or educational activities, mitigation of used oil in stormwater, or expenses not directly related to recipient's (or consultant's/contractor's) administration of the OPP are ineligible for funding.

Ineligible costs include, but are not limited to:

- Costs incurred before July 1, 2016 or after June 30, 2018.
- Developing, purchasing, or distributing strictly promotional give-away items. Examples include, but are not limited to; key chains, letter openers, squeegee toys, coffee mugs, water bottles, Frisbees, hats, t-shirts, chip clips, pens, pencils, beanie babies, screwdrivers, coloring books, small recycling containers for pencils, dried sponges, flash drives, and reusable bags.
- Purchase or lease of land or buildings.
- Costs currently covered by or incurred under any other loan, grant, or contract.
- Remediation activities (any cleanup or restoration of polluted areas).
- Purchase of data plans.
- Costs related to computer applications or software.
- HAZWOPER 40-hour and 24-hour courses.
- Enforcement activities.
- Preparation of Household Hazardous Waste (HHW) elements.
- Construction and development of any HHW facility that does not have a used oil or used oil filter collection component.
- Construction and development of any HHW permanent facility on non-local government-owned property.
- Transportation and disposal of non-oil HHW from any facility or event.

- Maintaining equipment, materials, or supplies at HHW facilities or ABOP (antifreeze, battery, oil, and paint) facilities not directly related to the collection of used oil and used oil filters.
- Fines or penalties due to violation of federal, State or local laws, ordinances, or regulations, including CUPA fines or penalties.
- Employee time off (vacation or sick leave).
- Food or beverages (e.g., as part of meetings, workshops, or events).
- Cell phones.
- Out-of-state travel.
-
-
- Re-refined oil expenses.
- Any costs not consistent with local, state, or federal laws, guidelines, and regulations.
- Costs deemed unreasonable or not related to the project by the Program Advisor.

PUBLICITY, EDUCATION, AND OUTREACH

Used oil publicity, education, and outreach material must directly relate to the collection and recycling of used oil and/or used oil filters, proper oil disposal practices and/or the mitigation of used oil in stormwater activities. The materials must be functional, as discussed in Eligible Costs, encourage behavioral change, or provide an educational opportunity for the public.

- To be eligible for 100 percent reimbursement the publicity, education, and outreach materials must be exclusively devoted to used oil or used oil filter collection and recycling, and/or the mitigation of used oil in stormwater activities.
- To be eligible for 50 percent reimbursement the materials must have at least half of the text or images relate to used oil or used oil filter collection and recycling and/or mitigation of used oil in stormwater activities and can have substantial coverage of other programs or subjects.
- To be eligible for 25 percent reimbursement the materials can have less than half of the text or images relate to used oil or used oil filter collection and recycling and/or mitigation of used oil in stormwater activities and can have substantial coverage of coverage of other programs or subjects.
- Materials where used oil and used oil filter collection and recycling is not a primary focus, where used oil and used oil filter collection and recycling is only incidentally mentioned, or that do not meet the other requirements are not eligible for any reimbursement.

Acknowledgement

Recipients are required to acknowledge CalRecycle's support when activities or projects funded, in whole or in part are publicized in any news media, brochures, articles, seminars or other type of promotional material. Public education and outreach materials must provide:

- The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used.
- The "Used Oil Drop" logo with the words "Recycle Used Oil" or "Recycle Used Oil and Used Oil Filters" as appropriate. On any material produced in four or more colors, use the state colors (blue oil drop on yellow background) for this logo.

(The color designation for professional printing is Yale Blue-Pantone 286C; Golden Yellow-Pantone 123C.)

- Information on used oil and used oil filter collection and recycling/disposal.
- A list of used oil collection centers within the targeted community or a local telephone number or web site to obtain further information on local collection centers. (Use the 1-800-CLEANUP number or [Earth911](#) website if your jurisdiction does not maintain its own 24-hour hotline.)

The Program Advisor may approve a deviation from the prescribed language on a case-by-case basis.

GRAPHICS

Graphics are available on our [Used Oil and Household Hazardous Waste Graphics web page](#). A CalRecycle sticker (bumper sticker size) that displays the statement: "Equipment funded by CalRecycle" is required to be affixed to all large pieces of equipment purchased with OPP funds. Contact your [Program Advisor](#) for CalRecycle and oil program related graphics.

CERTIFIED COLLECTION CENTER (CCC) SITE VISIT REQUIREMENTS

For recipients who administer their used oil program in coordination with a CCC, it is a program requirement that a site visit be made annually to a minimum of one CCC site per 100,000 residents being served by the used oil program. When a site visit is conducted, the jurisdiction needs to complete a Certified Center Site Visit Checklist form (CalRecycle 664). This form may be found under "Used Oil Recycling" on the [Grant Forms web page](#). The completed form is to be retained in the cycle file and jurisdictions will report the total number of site visits made by the jurisdiction in the online Annual Report.

STORMWATER MITIGATION

Since the passage of stormwater related legislation in January 2002, some stormwater mitigation expenditures are considered eligible expenses through the OPP. To be considered eligible, each jurisdiction must certify that it has a stormwater mitigation program that was approved by its local Regional Water Quality Control Board.

Stormwater mitigation is defined in PRC section 48618.4 to include "...the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property."

Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing stormwater pollution. Mitigation does not include the cleanup or restoration of polluted areas.

Please contact your Program Advisor for pre-approval of any stormwater mitigation activities.

ANNUAL REPORTING

Annual reporting is a statutory requirement for ongoing eligibility for all OPP. Recipients must meet CalRecycle's online reporting requirements. The annual reports for this cycle must be submitted no later than **August 15th** of each calendar year. When a due date falls on a Saturday or Sunday, the online report must be submitted by the following

Monday. Failure to meet this reporting due date may result in the denial of future funding.

Upon completion of the online annual report (including the expenditures portion of the report), the report certification page is to be printed out and given to the signature authority for approval and signature. The signed annual report certification page is to be uploaded to the online system (by the recipient) and the original signed hard copy is to be retained in the recipient's cycle file. If the recipient is unable to upload the signed annual report certification page, they should scan and email or fax it to their Program Advisor for uploading. Program Advisors will review and approve the submitted reports.

EXPENDITURE REPORTING

All expenditures shall be reported through the LoGOPP system. Expenditures must be tracked through the Used Oil Payment Program Expenditure Worksheet form (CalRecycle 732) and uploaded in the documents tab of the annual report. This form may be found under "Used Oil Recycling" on the [Grant Forms web page](#). The original hard copy of CalRecycle 732 is to be retained in the recipient's cycle file. Definitions for the OPP expenditure categories can be found on the [Definitions for the OPP Fiscal Expenditure Categories page](#).

UNSPENT FUNDS

Funds that are unspent at the end of the OPP term must be reimbursed by check to CalRecycle by **August 15th**. Checks must contain the OPP number (i.e., OPP7-14-xxxx), specify "OPP Unspent Funds," and be mailed to:

CalRecycle, Accounting
OPP Unspent Funds
P.O. Box 4025
Sacramento, CA 95812-4025

Unspent funds due to CalRecycle but left unpaid may result in a recipient not being eligible for future OPP funding. If there are questions or other issues related to expenditures, work with your Program Advisor to resolve these issues.

AUDIT, ACCOUNTING, AND RECORDS RETENTION

Recipients are responsible and accountable for ensuring that expenditures are appropriate and that proper internal supporting documentation is maintained to provide clear separate tracking of OPP funds and related transactions for fiscal program management and audit purposes. To ensure full compliance with OPP's processes and requirements, OPP applicants/recipients must adhere to these Guidelines and the program provisions set out in the Act, notably PRC sections 48674, 48690, and 48691.

Recipients must account for all OPP funds in a manner that provides for clear tracking of expenditures in accordance with generally accepted accounting principles. Proper business procedures dictate that OPP supporting documentation (including, but not limited to, the original signed application certification and annual report summary pages, invoices, payroll registers/logs, travel expense claim forms, proof of pre-approval, etc.) be retained in a single file to facilitate review and retention, as well as maintenance of a clear paper/audit trail. Recipients must follow their jurisdiction's purchasing and/or contracting policies/requirements and ensure the proper and exclusive use of items purchased with OPP funds.

OPP funds are subject to audit. CalRecycle, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of OPP funds and shall have the right to interview staff relevant to the audit. Recipient shall include this provision in all contracts and subcontracts funded in whole or in part from OPP funds.

Examples of documentation subject to audit include, but are not limited to, expenditure ledgers, payroll register entries, time sheets, travel logs, paid warrants, contracts and change orders, samples/pictures of items and materials developed with OPP funds, invoices, receipts, proof of pre-approval, and canceled checks. All such records shall be maintained for possible audit for a minimum of three years after the OPP term end date, or until completion of any action and resolution of all issues, which may arise as a result of any litigation, dispute, or audit, whichever is later.

Audit findings against recipients can result in the need for reimbursement of OPP funds, and/or ineligibility for future OPP funds.

DISCRETIONARY TERMINATION

The Director of CalRecycle or his/her designee shall have the right to terminate this Agreement at his/her sole discretion at any time upon thirty (30) days written notice to the Recipient. Within forty-five (45) days of receipt of written notice, the recipient is required to:

1. Submit a final written report to the appropriate Program Advisor describing all work performed by the recipient and provide an accounting of all funds expended up to and including the date of termination; and,
2. Reimburse CalRecycle any unspent funds.

TERMINATION FOR CAUSE

In the event the recipient fails to comply with the requirements of these Guidelines at the time and in the manner herein provided, CalRecycle may terminate the OPP Agreement.

Recipients are encouraged to discuss any problems they may have in complying with these Guidelines with their Program Advisor to determine if CalRecycle can be of assistance.

INDEMNITY

Recipient agrees to indemnify, defend and save harmless the state and CalRecycle, and their officers, agents, and employees from any and all claims and/or losses accruing or resulting from the performance of OPP.

COMPLIANCE

Recipient shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits.

DEFINITIONS

For purposes of the OPP, the following definitions apply:

Consultant. A professional who advises on or manages the OPP on behalf of an OPP recipient.

Contractor. An individual, business, or company with which the recipient enters into an agreement to perform program-related services or activities including providing materials or supplies for oil and oil filter collection/recycling projects. (Note: Also refer to the subcontractor definition).

Indirect/Overhead Costs. These costs are expenditures not capable of being assigned or not readily available to a particular project or activity but considered necessary for the operation of the recipient's business and the performance of the OPP. Examples include costs of operating and maintaining facilities, accounting services, and administrative salaries.

Letter of Authorization. A letter submitted by a regional participant to authorize another jurisdiction (regional lead) to apply for and to act on its behalf in the implementation and administration of the OPP.

Letter of Commitment. A letter from an applicant, not subject to a governing body, that authorizes submittal of OPP applications.

Letter of Designation. A letter submitted by an applicant's signature authority that delegates his/her authority to another individual (identified by job title not name) as authorized in the resolution or letter of authorization. The person to whom this authority is delegated is the "authorized designee" **OPP**. The acronym means the Used Oil Payment Program (see Used Oil Payment Program definition below).

Program Advisor. The CalRecycle staff person responsible for monitoring the OPP and related program activities for a particular jurisdiction.

Payment Recipient or Recipient. The recipient of funds pursuant to PRC § 48690 et seq. The recipient may be a local government (which includes any chartered or general law city, chartered or general law county, or any city and county) and/or a public agency/entity or special district that has been given the authorization to act on behalf of a local government.

Signature Authority. The title of the person authorized by an adopted Resolution, letter of commitment, or letter of designation to sign all grant-related documents on behalf of the authorizing entity.

Subcontractor. An individual, business or company with which the recipient's contractor enters into an agreement to perform program-related services or activities, or provide materials or supplies for oil and oil filter recycling/collection-related projects, services or activities.

Used Oil Payment Program (OPP). The used oil program established pursuant to PRC § 48690 et seq., that provides payments/funding to eligible participants for establishing and maintaining an effective local used oil and used oil filter collection/recycling program. Contact your assigned used oil program advisor if you have questions about the application process or other questions during the payment term.

REQUEST FOR APPROVAL

To: Howard Levenson
Deputy Director, Materials Management and Local Assistance Division

From: Michelle Martin
Branch Chief, Financial Resources Management Branch

Request Date: October 5, 2016

Decision Subject: Awards and Distribution of Payments for the Used Oil Payment Program
(Used Oil Recycling Fund, Fiscal Year 2016–17)

Action By: October 18, 2016

Summary of Request:

Staff requests approval of payments for the Used Oil Payment Program (OPP) Cycle 7 for fiscal year (FY) 2016–17. CalRecycle received 215 eligible applications. The total amount of funding available in FY 2016–17 is \$11,000,000.

Recommendation:

Staff recommends approval of payments to qualifying OPP Cycle 7 applicants as identified in Table 1 (disbursement in October 2016) and Table 2 (disbursement in April 2017). Table 1 lists 10 recommended recipients totaling \$365,917 for disbursement in October 2016. Table 2 lists 205 recommended recipients totaling \$10,634,083 for disbursement in April 2017.

Table 1. Recommended Awards (October 2016)

Applicant (Lead) Name	Participant Name	Total Award
City of Camarillo		\$ 18,660
City of Colfax		5,000
City of Covina		13,621
City of Palm Desert		14,221
City of Vernon		5,000
Marin County Hazardous and Solid Waste Management		80,648
	City of Belvedere	
	City of Larkspur	
	City of Mill Valley	
	City of San Rafael	
	City of Sausalito	
	Marin County	
	Town of Corte Madera	
	Town of Fairfax	
	Town of Ross	
	Town of San Anselmo	
	Town of Tiburon	

Applicant (Lead) Name	Participant Name	Total Award
Riverside County		101,960
San Luis Obispo County Integrated Waste Management		82,965
	City of Arroyo Grande	
	City of Atascadero	
	City of El Paso De Robles (Paso Robles)	
	City of Grover Beach	
	City of Morro Bay	
	City of Pismo Beach	
	City of San Luis Obispo	
	San Luis Obispo County	
Shasta County		28,842
	City of Anderson	
	City of Shasta Lake	
Sierra County		15,000
	City of Loyalton	
	OCTOBER 2016 TOTAL	\$365,917

Table 2. Recommended Awards (April 2017)

Applicant (Lead) Name	Participant Name	Total Award
Amador County		\$ 35,000
	City of Amador City	
	City of Lone	
	City of Jackson	
	City of Plymouth	
	City of Sutter Creek	
Butte County		38,378
	City of Biggs	
	City of Gridley	
	City of Oroville	
Calaveras County		16,836
	City of Angels Camp	
Castro Valley Sanitary District		40,759
	Alameda County	
	Oro Loma Sanitary District	
City and County of San Francisco		233,379
City of Agoura Hills		5,873
City of Alameda		21,274
City of Anaheim		97,018
City of Antioch		30,000
City of Arcadia		16,070
City of Arcata		5,083

Note:
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for
approval

Applicant (Lead) Name	Participant Name	Total Award
City of Avalon		5,000
City of Azusa		13,773
City of Bakersfield		101,999
City of Baldwin Park		21,386
City of Bell Gardens		11,967
City of Bellflower		21,678
City of Benicia		7,781
City of Berkeley		32,890
City of Brentwood		15,721
City of Buena Park		22,963
City of Burbank		29,390
City of Calabasas		11,823
	City of Hidden Hills	
City of Carlsbad		30,649
City of Carpinteria		5,000
City of Carson		25,824
City of Ceres		13,101
City of Cerritos		13,922
City of Chico		24,856
City of Chino		23,431
City of Chino Hills		21,538
City of Chula Vista		169,426
	City of Coronado	
	City of El Cajon	
	City of Imperial Beach	
	City of La Mesa	
	City of Lemon Grove	
	City of National City	
	City of Santee	
City of Citrus Heights		23,619
City of Claremont		10,150
City of Compton		27,301
City of Concord		34,899
City of Corona		44,330
City of Davis		18,550
City of Diamond Bar		15,769
City of Downey		31,544
City of Duarte		6,169
City of Dublin		15,542
City of El Monte		32,061
City of Elk Grove		45,050
City of Encinitas		27,106
	City of Del Mar	
	City of Solana Beach	

Applicant (Lead) Name	Participant Name	Total Award
City of Escondido		40,749
City of Fairfield		39,103
	City of Suisun City	
City of Folsom		20,797
City of Fontana		56,465
City of Fortuna		5,000
City of Fremont		62,595
City of Fresno		143,525
City of Galt		6,932
City of Garden Grove		48,324
City of Gardena		16,802
City of Glendale		55,051
City of Glendora		14,334
City of Hawaiian Gardens		5,000
City of Hawthorne		24,311
City of Hayward		42,291
City of Hermosa Beach		5,599
City of Huntington Beach		54,833
City of Huntington Park		16,498
City of Indio		23,358
City of Inglewood		31,113
City of Irwindale		5,000
City of La Mirada		13,799
City of La Verne		9,257
City of Laguna Beach		6,587
City of Laguna Woods		5,000
City of Lakewood		22,642
City of Lancaster		44,467
City of Lawndale		9,356
City of Livermore		23,851
City of Lompoc		12,134
City of Long Beach		130,465
City of Los Angeles		1,090,857
City of Lynwood		19,825
City of Madera		17,779
City of Martinez		10,454
City of Modesto		57,809
City of Monrovia		20,460
	City of Bradbury	
	City of Sierra Madre	
City of Montclair		10,750
City of Monterey Park		17,256
City of Moorpark		9,997
City of Moreno Valley		55,462

Applicant (Lead) Name	Participant Name	Total Award
City of Napa		21,917
City of Newark		12,334
City of Norwalk		29,688
City of Novato		14,917
City of Oakland		128,594
	City of Albany	
	City of Emeryville	
	City of Piedmont	
City of Oakley		10,841
City of Oceanside		47,471
City of Ontario		46,671
City of Orange		38,765
City of Oxnard		56,971
City of Palmdale		43,427
City of Paramount		15,393
City of Pasadena		39,155
City of Pittsburg		18,790
City of Placentia		14,600
City of Pleasant Hill		9,566
City of Pleasanton		20,781
City of Pomona		42,162
City of Poway		13,667
City of Rancho Cordova		19,199
City of Rancho Cucamonga		48,128
City of Rancho Palos Verdes		11,882
City of Redding		25,263
City of Redondo Beach		18,919
City of Rialto		28,290
City of Riverside		87,611
City of Rolling Hills Estates		5,000
City of Rosemead		15,314
City of Roseville		35,536
City of Sacramento		132,484
City of San Bernardino		59,117
City of San Buenaventura (Ventura)		30,287
City of San Diego		377,239
City of San Dimas		9,718
City of San Gabriel		11,317
City of San Leandro		24,527
City of San Marcos		25,185
City of San Marino		5,000
City of Santa Ana		92,561
City of Santa Barbara		25,257
City of Santa Clarita		58,924

Applicant (Lead) Name	Participant Name	Total Award
City of Santa Fe Springs		5,008
City of Santa Maria		28,288
City of Santa Monica		25,862
City of Santa Paula		8,572
City of Seal Beach		6,953
City of Signal Hill		5,000
City of Simi Valley		35,013
City of South El Monte		5,894
City of South Gate		26,761
City of South Pasadena		7,364
City of Temple City		10,148
City of Thousand Oaks		35,803
City of Torrance		41,061
City of Union City		20,200
City of Upland		21,039
City of Vacaville		26,253
City of Vallejo		33,138
City of Victorville		33,548
City of Vista		26,724
City of Walnut		8,489
City of Watsonville		14,506
City of West Covina		30,029
City of West Hollywood		30,887
	City of Beverly Hills	
	City of Culver City	
City of West Sacramento		14,282
City of Westlake Village		5,000
City of Whittier		24,115
City of Woodland		16,005
City of Yucaipa		14,742
Coachella Valley Association of Governments		74,418
	City of Blythe	
	City of Cathedral City	
	City of Coachella	
	City of Desert Hot Springs	
	City of Indian Wells	
	City of La Quinta	
	City of Palm Springs	
	City of Rancho Mirage	
Contra Costa Clean Water Program		74,939
	City of Clayton	
	City of Lafayette	
	City of Orinda	
	City of San Ramon	

Applicant (Lead) Name	Participant Name	Total Award
	City of Walnut Creek	
	Town of Danville	
	Town of Moraga	
Contra Costa County		46,695
Del Norte Solid Waste Management Authority		15,000
	City of Crescent City	
	Del Norte County	
El Dorado County		53,476
	City of Placerville	
	City of South Lake Tahoe	
Fresno County		147,184
	City of Clovis	
	City of Coalinga	
	City of Firebaugh	
	City of Fowler	
	City of Huron	
	City of Kerman	
	City of Kingsburg	
	City of Mendota	
	City of Orange Cove	
	City of Parlier	
	City of Reedley	
	City of San Joaquin	
	City of Sanger	
	City of Selma	
Glenn County		20,000
	City of Orland	
	City of Willows	
Humboldt Waste Management Authority		47,490
	City of Blue Lake	
	City of Eureka	
	City of Ferndale	
	City of Rio Dell	
	City of Trinidad	
	Humboldt County	
Imperial Valley Resource Management Agency		62,076
	City of Brawley	
	City of Calexico	
	City of Calipatria	
	City of El Centro	
	City of Holtville	
	City of Imperial	
	City of Westmorland	
	Imperial County	

Applicant (Lead) Name	Participant Name	Total Award
Inyo County		15,000
	City of Bishop	
Kern County		135,467
	City of California City	
	City of Delano	
	City of McFarland	
	City of Ridgecrest	
	City of Shafter	
	City of Taft	
	City of Wasco	
Lake County		22,769
	City of Clearlake	
	City of Lakeport	
Lassen Regional Solid Waste Management Authority		15,000
	City of Susanville	
	Lassen County	
Los Angeles County		331,707
	City of Alhambra	
	City of Commerce	
	City of La Cañada Flintridge	
	City of San Fernando	
Madera County		25,784
	City of Chowchilla	
Mendocino Solid Waste Management Authority		36,863
	City of Fort Bragg	
	City of Point Arena	
	City of Ukiah	
	City of Willits	
	Mendocino County	
Merced County Regional Waste Management Authority		82,384
	City of Atwater	
	City of Dos Palos	
	City of Gustine	
	City of Livingston	
	City of Los Banos	
	City of Merced	
	Merced County	
Modoc County		15,000
	City of Alturas	
Mono County		10,000
Monterey County		136,821

Applicant (Lead) Name	Participant Name	Total Award
	City of Carmel-by-the-Sea	
	City of Del Rey Oaks	
	City of Gonzales	
	City of Greenfield	
	City of King City	
	City of Marina	
	City of Monterey	
	City of Pacific Grove	
	City of Salinas	
	City of Sand City	
	City of Seaside	
	City of Soledad	
Napa County		30,703
	City of American Canyon	
	City of Calistoga	
	City of St. Helena	
	Town of Yountville	
Orange County		490,908
	City of Aliso Viejo	
	City of Brea	
	City of Costa Mesa	
	City of Cypress	
	City of Dana Point	
	City of Fountain Valley	
	City of Fullerton	
	City of Irvine	
	City of La Habra	
	City of La Palma	
	City of Laguna Hills	
	City of Laguna Niguel	
	City of Lake Forest	
	City of Los Alamitos	
	City of Mission Viejo	
	City of Newport Beach	
	City of Rancho Santa Margarita	
	City of San Clemente	
	City of San Juan Capistrano	
	City of Stanton	
	City of Tustin	
	City of Villa Park	

Applicant (Lead) Name	Participant Name	Total Award
	City of Westminster	
	City of Yorba Linda	
Plumas County		10,000
Regional Waste Management Authority		59,889
	City of Live Oak	
	City of Marysville	
	City of Wheatland	
	City of Yuba City	
	Sutter County	
	Yuba County	
Rural Counties ESJPA		40,000
	Alpine County	
	City of Colusa	
	City of Williams	
	Colusa County	
	Mariposa County	
Sacramento County		158,326
San Benito County		25,432
	City of Hollister	
	City of San Juan Bautista	
San Bernardino County		202,119
	City of Adelanto	
	City of Big Bear Lake	
	City of Colton	
	City of Grand Terrace	
	City of Hesperia	
	City of Highland	
	City of Loma Linda	
	City of Needles	
	City of Redlands	
	City of Twentynine Palms	
	Town of Yucca Valley	
San Diego County		139,311
San Joaquin County		182,726
	City of Escalon	
	City of Lathrop	
	City of Lodi	
	City of Ripon	
	City of Stockton	

Applicant (Lead) Name	Participant Name	Total Award
	City of Tracy	
San Mateo County		232,015
	City of Belmont	
	City of Brisbane	
	City of Burlingame	
	City of Daly City	
	City of East Palo Alto	
	City of Foster City	
	City of Half Moon Bay	
	City of Menlo Park	
	City of Millbrae	
	City of Pacifica	
	City of Redwood City	
	City of San Bruno	
	City of San Carlos	
	City of San Mateo	
	City of South San Francisco	
	Town of Atherton	
	Town of Colma	
	Town of Hillsborough	
	Town of Portola Valley	
	Town of Woodside	
Santa Barbara County		57,256
	City of Buellton	
	City of Goleta	
	City of Solvang	
Santa Clara County		529,844
	City of Campbell	
	City of Cupertino	
	City of Gilroy	
	City of Los Altos	
	City of Milpitas	
	City of Monte Sereno	
	City of Morgan Hill	
	City of Mountain View	
	City of Palo Alto	
	City of San Jose	
	City of Santa Clara	
	City of Saratoga	
	City of Sunnyvale	
	Town of Los Altos Hills	
	Town of Los Gatos	
Santa Cruz County		64,908
	City of Capitola	

Applicant (Lead) Name	Participant Name	Total Award
	City of Santa Cruz	
	City of Scotts Valley	
Siskiyou County		55,000
	City of Dorris	
	City of Dunsmuir	
	City of Etna	
	City of Fort Jones	
	City of Montague	
	City of Mount Shasta	
	City of Tulelake	
	City of Weed	
	City of Yreka	
Solano County		15,000
	City of Rio Vista	
Sonoma County Waste Management Agency		149,953
	City of Cloverdale	
	City of Cotati	
	City of Healdsburg	
	City of Petaluma	
	City of Rohnert Park	
	City of Santa Rosa	
	City of Sebastopol	
	City of Sonoma	
	Sonoma County	
	Town of Windsor	
Stanislaus County		84,658
	City of Hughson	
	City of Newman	
	City of Oakdale	
	City of Patterson	
	City of Riverbank	
	City of Turlock	
	City of Waterford	
Tehama County Solid Waste Management Agency		26,877
	City of Corning	
	City of Red Bluff	
	City of Tehama	
	Tehama County	
Town of Apple Valley		19,829
Town of Paradise		7,381

Applicant (Lead) Name	Participant Name	Total Award
Town of Truckee		5,000
Trinity County		10,000
Tulare County		136,755
	City of Dinuba	
	City of Exeter	
	City of Farmersville	
	City of Lindsay	
	City of Porterville	
	City of Tulare	
	City of Visalia	
	City of Woodlake	
Tuolumne County		18,931
	City of Sonora	
Ventura County		27,173
West Contra Costa Integrated Waste Management Authority		57,276
	City of El Cerrito	
	City of Hercules	
	City of Pinole	
	City of Richmond	
	City of San Pablo	
Western Placer Waste Management Authority		70,862
	City of Auburn	
	City of Lincoln	
	City of Rocklin	
	Placer County	
	Town of Loomis	
Western Riverside Council of Governments		207,961
	City of Banning	
	City of Calimesa	
	City of Canyon Lake	
	City of Eastvale	
	City of Hemet	
	City of Lake Elsinore	
	City of Menifee	
	City of Murrieta	
	City of Norco	
	City of Perris	
	City of San Jacinto	
	City of Temecula	

Applicant (Lead) Name	Participant Name	Total Award
	City of Wildomar	
Yolo County		15,000
	City of Winters	
	APRIL 2017 TOTAL	\$ 10,634,083

Funding:

The FY 2016–17 Budget Act allocates \$11,000,000 to the Used Oil Recycling Fund for the Used Oil Payment Program for this fiscal year.

Table 3. Funding

Fund Source	Amount Available	Amount to Fund Item	Amount Remaining	Line Item
Used Oil Recycling Fund (FY 2016–17)	\$11,000,000	\$11,000,000	\$0	Local Assistance/Grants
Total	\$11,000,000	\$11,000,000	\$0	

Deputy Director Action:

On the basis of the information and analysis in this Request for Approval and the findings set out herein, I hereby conditionally approve payments to qualifying OPP7 Cycle applicants listed in Tables 1 and 2. These payments are subject to funding availability. Additionally, I direct staff to provide any other documentation that is necessary and appropriate to facilitate the issuance of payments. The conditions of approval are that applicants must:

1. Comply with the OPP Cycle 7 Guidelines.
2. Provide full repayment of any outstanding/unspent OPP funds owed by the Applicant/Recipient (or Participating Jurisdiction, if applicable) to CalRecycle within 60 (sixty) calendar days of the date of this conditional approval.

Dated: 1/3/16

Howard Levenson
Howard Levenson
Deputy Director

Background and Findings:

Statutory Authority

Public Resources Code (PRC) 48600 et seq. describes the California Oil Recycling Enhancement Act which authorizes CalRecycle to develop and administer an oil collection and recycling program for local jurisdictions. Senate Bill 546 (Lowenthal, Chapter 353, Statutes of 2009) established the Used Oil Payment Program to replace the Used Oil Block Grant Program beginning with FY 2010–11.

PRC Section 48653(a)(3)(A) describes the payment calculation and establishes the annual funding amount of \$11,000,000. Payment amounts are determined by multiplying the total annual funding amount by the fraction equal to the population of cities and counties that are eligible for payments pursuant to Section 48690, divided by the population of the state using the most recent population estimates provided by the Department of Finance.

Program Background

The Used Oil Payment Program provides, among other things, funding to assist local governments in developing and maintaining an on-going used oil and used oil filter collection/recycling program for their communities. CalRecycle developed Guidelines which further describe eligibility, payment process and other aspects of program administration.

Criteria and Process

The Notice of Funds Available for FY 2016–17 was placed on the CalRecycle website on May 26, 2016, with an appropriate notice sent to stakeholders. Online applications were due June 30, 2016, with a secondary due date of July 28, 2016, for Resolution submission. CalRecycle received 215 applications and CalRecycle staff is recommending all 215 applications for funding. A total of 520 jurisdictions, including individual applicants and participants in regional applications, will receive funding.

Tables 1 and 2 identify the recommended applicants for OPP7 Cycle payments. Payments are calculated per capita using the Department of Finance's population statistics. Each city is eligible to receive a minimum of \$5,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater. Each county is eligible to receive a minimum of \$10,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater.

The FY 2016–17 allocated funds will be encumbered immediately and distributed to recipients in either October 2016 or April 2017. Applicants who requested an early October payment must meet the established criteria to be eligible. All funds shall be available for expenditure until June 30, 2018, and are subject to the annual reporting requirement starting in August 2017.



Used Oil Payment Program Application Certification

City and County of San Francisco

Fiscal Year: 2016-17 Cycle: OPP7

Program Requirements Summary

1) Public Resources Code 48691(a)(1)(2)

Provides a combination of used oil curbside collection and Ensuring Certified Used Oil collection center are available.

2) Public Resources Code 48691(b)

Our program has a public education component that informs the public of locally available used oil recycling opportunities.

3) Are you currently participating in mediation mandated by AB506, have attempted to initiate such mediation or have you declared a fiscal emergency within the last 12 months?

No

Acceptance of Used Oil Payment Program Provisions

Applicant acknowledges that submittal of this application constitutes acceptance of all provisions as contained in the Used Oil Payment Program Guidelines. The Guidelines document is available at:

<http://www.calrecycle.ca.gov/UsedOil/LGPayments/>

Payment Information

Payment Option: April Payment Requested: Standard payment request

Payment Address: San Francisco Department of the Environment , 1455 Market St, Suite 1200, San Francisco , CA 94103

Contact Type	Name	Title
Primary	Huy Le	HHW/Used Oil Program Coordinator
Secondary	Maggie Johnson	Senior Toxics Reduction Coordinator
Signatory Authority	Deborah O. Raphael	Director

Document Type	Date*	Title
Resolution	6/7/2016	Updated Resolution
Application Certification		Pending Upload
Letter of Designation (LOD)	6/7/2016	Letter of Designation

* Document Due Date: 07/28/2016

Participant Jurisdiction	Document Type	Date
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Penalty of Perjury Statement:

"I certify under penalty of perjury, under the laws of the State of California that I am authorized to sign this application on behalf of Applicant, that I have read the Used Oil Payment Guidelines and that to the best of my knowledge and belief that information provided in this Application is true and correct."

X' Deborah Raphael 6/7/16
 Signature of Signature Authority (as authorized in Resolution) or Date
 Authorized Designee (as authorized in Letter of Designation)

DEBORAH RAPHAEL EXECUTIVE DIRECTOR
 Print Name Print Title

IMPORTANT! Applicant must print out this page, obtain Signature of Signature Authority, upload signed document to the LoGOPP system, and retain the original document in Applicant's cycle file.

From: Dickinson, Linda@CalRecycle [mailto:Linda.Dickinson@CalRecycle.ca.gov]

Sent: Tuesday, November 15, 2016 2:14 PM

To: Le, Huy (ENV) <huy.le@sfgov.org>

Subject: FW: Used Oil Payment (OPP7) Awards and Payments Notice

Huy,

The Congratulations email was sent out on October 10th. See the email below and check the link.

Thank you,

Linda Dickinson

HHW and Oil Grant Programs

1001 I Street MS#9A

P.O. Box 4025, Sacramento, CA 95812-4025

work (916) 341-6437 fax (916) 319-7268

Linda.Dickinson@CalRecycle.ca.gov



From: Grants

Sent: Monday, October 10, 2016 12:30 PM

Cc: Batavia, Ashraf@CalRecycle <Ashraf.Batavia@CalRecycle.ca.gov>; Samra, Harnak@CalRecycle <Harnak.Samra@CalRecycle.ca.gov>; Farrall, Annabel@CalRecycle <Annabel.Farrall@CalRecycle.ca.gov>; Dickinson, Linda@CalRecycle <Linda.Dickinson@CalRecycle.ca.gov>; Baker, Barbara@CalRecycle <Barbara.Baker@CalRecycle.ca.gov>; Hayashida, Jill@CalRecycle <Jill.Hayashida@calrecycle.ca.gov>; Kikumoto, Laurie@CalRecycle <Laurie.Kikumoto@CalRecycle.ca.gov>; Lin, Jeffrey@CalRecycle <Jeffrey.Lin@CalRecycle.ca.gov>; Biring, Baljot@CalRecycle <Baljot.Biring@CalRecycle.ca.gov>; Cota, Marissa@CalRecycle <Marissa.Cota@CalRecycle.ca.gov>; Martin, Michelle@CalRecycle <Michelle.Martin@CalRecycle.ca.gov>; Wang, Emily@CalRecycle <Emily.Wang@CalRecycle.ca.gov>; Her, Danny@CalRecycle <Danny.Her@calrecycle.ca.gov>; Abila, Danielle@CalRecycle <Danielle.Abila@CalRecycle.ca.gov>; Fong, Matthew@CalRecycle <Matthew.Fong@CalRecycle.ca.gov>

Subject: Used Oil Payment (OPP7) Awards and Payments Notice

Congratulations on being approved for the award and distribution of payments for the Fiscal Year (FY) 2016/17 Used Oil Payment Program (OPP7). Via web link are the award listings for OPP7. The OPP7 list also identifies whether recipients are scheduled to receive their OPP7 payments (if applicable) in October 2016 or April 2017. For those recipients eligible for October payments, our Fiscal Services Branch is in the process of sending payments to the State Controller's Office. The April recipients should receive their checks in April 2017. Please notify your appropriate staff who will be receiving the checks about the payment schedule and information. In addition, a Remittance Advice (Warrant Payment) form specifying "OPP7" and the invoice amount will be enclosed with each check; an example is attached.

Please retain a copy of this email and the list as part of your OPP7 file. Please remember to fully expend your OPP6 funds before expending OPP7 monies.

Questions concerning the above information should be directed to your Program Advisor.

Thank you,
Used Oil Team

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: The Department of the Environment
DATE: December 16, 2016
SUBJECT: Accept and Expend Resolution State Grant
GRANT TITLE: Used Motor Oil Payment Program OPP7

Attached please find the original and 3 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Huy Le

Phone: 415-355-3760

Interoffice Mail Address:

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *ELS* Mayor Edwin M. Lee *[Signature]*
RE: Accept and Expend Grant – California Department of Resources
Recycling and Recovery – Used Motor Oil Recycling - \$233,379
DATE: January 31, 2017

Attached for introduction to the Board of Supervisors is a resolution authorizing the Department of the Environment to accept and expend a grant in the amount of \$233,379 from the California Department of Resources Recycling and Recovery for the purpose of increasing used motor oil recycling and household hazardous waste management for the period of April 1, 2017, through June 30, 2018.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

BY EL
2017 JAN 31 PM 2:00
SAN FRANCISCO, CA 94102

