



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



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ELECTRONIC REPORTING TRANSITION PLAN TRANSMITTAL LETTER AND INSTRUCTIONS

BACKGROUND

Assembly Bill AB 2286 (statutes 2008) went into effect January 1, 2009. It requires all local government agencies (Unified Program Agencies-UPAs) and business regulated under the Unified Program to report electronically by January 1, 2013. The new law specifies that all information gathered by the UPA and required to be reported by the businesses is subject to this requirement. UPA information includes:

- facility data regarding hazardous material regulatory actives,
- chemical inventories,
- underground and aboveground storage tanks,
- hazardous waste generation, and
- Unified Program Agency (UPA) data such as inspections and enforcement actions.

All regulated businesses and UPAs in the State of California must transition to the Cal/EPA system or to an internet/electronic based reporting system capable of exchanging data with the Cal/EPA system by January 1, 2013.

AB 2282 requires that, in addition to any other funding that becomes available, the Secretary, California Environmental Protection Agency shall increase the oversight surcharge by an amount necessary to establish the data system, but not to exceed \$25 each year for 3 years, to establish the statewide information management system and would provide that not less than 75% of that funding shall be provided to certified UPAs and participating agencies through grant funds for the purposes of the system. The bill would require the secretary to establish milestones to measure the implementation of the information management system and provide periodic status updates to interested parties. The California Constitution requires the state to reimburse local agencies for certain costs mandated by the state.

California Environmental Protection Agency, Office of the Secretary, Unified Program (Cal/EPA) has complied an Electronic Reporting Grant and Transition Plan package in order for local agencies to apply for grant funds available to the local agencies.

APPLICATION PACKAGE

The following list and descriptions outline the Electronic Reporting Grant and Transition Plan package.

- **Transition Plan Template** - Each Unified Program Agency (UPA) will develop an Electronic Reporting Transition Plan to address the local agency's plans for implementing the electronic reporting requirements of Assembly Bill 2286 (2008, Feuer). The transition Plan should be between 6-8 pages and may include any Participating Agency's information.
- **Sample Transition Plan** - Cal/EPA has provided a Sample Transition Plan for Unified Program Agencies to better understand the expectation of Cal/EPA.

- **Grant Application Form** – The grant application will identify the Unified Program Agency as well as outline the details of how the Grant funds will be used when awarded.
- **Sample CUPA Grant Application** - Cal/EPA has provided a Sample Grant Application for Certified Unified Program Agencies to better understand the expectation of Cal/EPA.
- **Sample PA Grant Application** - Cal/EPA has provided a Sample Grant Application for a Participating Agencies to better understand the expectation of Cal/EPA.
- **Sample Grant Agreement** – Cal/EPA has provided a sample Grant Agreement for the Unified Program Agencies to review.
- **Funding Attachment** – Cal/EPA has outlined the available funding for each CUPA in the attached document.

ELECTRONIC REPORTING TRANSITION PLAN GRANT PROCESS OVERVIEW

1. UPA complete and submit Electronic Reporting Transition Plan and Grant Application to Cal/EPA.
2. Cal/EPA reviews and accepts the Grant Application and Transition Plan or requests revisions within 45 days.
3. If accepted, Cal/EPA sends a Transition Plan acceptance letter, processes the grant agreement and forwards to UPA for signature.
4. UPA returns signed grant agreement to Cal/EPA.
5. Cal/EPA signs grant agreement and sends to applicant within 15 days.
6. Upon Executed Agreement, if requested Cal/EPA will request 25% advanced payment be sent to UPA.
7. If not accepted, Cal/EPA will contact the UPA representative for recommended revisions.

SUBMITTAL OF THE APPLICATION

Submit completed Transition Plan and Grant Application both electronically and in hardcopy format between May 15, 2010 and June 1, 2011 (extensions may be granted upon written request). Submit the electronic application (MS Word format) via e-mail to the Cal/EPA Unified Program e-mail address bdonnachie@calepa.ca.gov. Submit the grant application, transition plan, governing body resolutions (if applicable) and cover letter with original signature to Cal/EPA at the following address:

California Environmental Protection Agency
Unified Program Section
Attention: Brittani Donnachie
1001 "I" Street 2nd Floor
Sacramento, California 95814

REPORTING INFORMATION

The Grant Invoices and Transition Plan Status Report shall be submitted to Cal/EPA quarterly. A reporting schedule and template will be provided upon approval of the Grant Application and Transition Plan. The Transition Plan Status Report will be submitted quarterly for the duration of the Transition Plan to track the overall process of the UPA's transition to electronic reporting. Invoices will be submitting along with the Status Report until the Grant Funds have been expended.

CONTACT INFORMATION

More information can be obtained on the Cal/EPA Unified Program website or by contacting Brittani Donnachie at (916) 445-6800 or bdonnachie@calepa.ca.gov.

TRANSITION PLAN TEMPLATE

OVERVIEW

Each Unified Program Agency (UPA) will develop an Electronic Reporting Transition Plan to address the local agency's plans for implementing the electronic reporting requirements of Assembly Bill 2286 (2008, Feuer). This template is divided into sections that, while not mandatory, include the types of information Cal/EPA needs to make the contract and grant allocation decisions. UPAs that elect to use a commercial data management product may find that many of the considerations in this template will be addressed in whole or in part by that choice. Note also that some aspects of this plan may be addressed later in the transition process. This plan will help the local agency consider and address all aspects of the transition to electronic reporting.

Additional resources can be found at <http://www.calepa.ca.gov/CUPA/EReporting/>. The Bulletins, [CERS Implementation Guide \(PDF\)](#) and [Support and Help Guide Unified Program Agency Implementation of CERS \(PDF\)](#) will be especially helpful in developing your grant application and your agency's Transition Plan.

1. General Description of Transition Plan

- i. The general description should include a description of what level of automation currently exists and what the UPA plans to have in place by 2013.
- ii. If the UPA is a Participating Agency, it should generally describe the existing and planned automation interaction with the CUPA.
- iii. Your Plan should consider the following:
 - i. Initial data conversion
 - ii. Data validation
 1. Initial data conversion
 2. Ongoing data collection/submission
 - iii. Ongoing data entry
 1. Business related data
 2. Agency related data (this may be part of item 5 below)
 - iv. Business outreach

2. Needs Assessment

A needs assessment helps determine what additional capabilities and/or services should be developed. Some critical areas of assessment may include:

- i. Transferring the data from UPA hardcopy documents to CERS.
- ii. Getting "non-computer" businesses to report electronically.
- iii. Building or acquiring a data management system or upgrading and expanding an existing system so that it can upload/download or exchange UP information with CERS. (i.e., local interface; portal).
- iv. Data management system maintenance after initial implementation.
- v. Procedural changes for regulatory staff to manage electronic data..
- vi. UPA computer access for business community to local portal or CERS.
- vii. CERS and/or local system training for UPA staff.
- viii. CERS and/or local system training for the business community.
- ix. Support from the state.

3. Collecting, Submitting, and Storing Unified Program Related Information

The plan must have a section that addresses collecting, submitting, and storing Unified Program Information. For example:

- i. CERS can collect and store local UPA information specified in the Title 27 data dictionary.
- ii. CERS can collect locally required non-Title 27 related UPA information. Describe what system the UPA will use. Will the UPA exchange data with CERS, perform upload/download, or use CERS only?
- iii. Will the UPA use CERS or their own web portal?

- iv. Will the CUPA and its Participating Agencies (PAs) be using the same system to upload to CERS? Will the PAs upload through the CUPA or separately?
- v. CUPAs and PAs will need to indicate how they are coordinating their transition to electronic reporting.

4. Management of Data Changes/Updates

How will UPA Manage Business Information Change Process?

- i. Is the UPA planning for businesses to change their information in CERS?
- ii. If UPA plans to use CERS as a business interface, where are the business information changes approved, CERS or the local system?
- iii. Is the UPA planning to use the comparison tool in CERS which compares the latest HMBP information with previously submitted information?

5. Inspection/Enforcement

Describe the UPA's plan for collecting inspection and enforcement information.

- i. Will the UPA's inspection and enforcement information collection be office or field based (mobile tablet PCs)?
- ii. If the UPA uses a field based system, will it be able to access CERS through a wireless connection?
- iii. Will UPA staff use mobile tablets to access previous and current business information while out in the field?
- iv. Will UPA staff use mobile tablets to offer businesses on-the-spot assistance in entering regulatory information into CERS?
- v. Will UPA staff, in coordination with their businesses, make on-the-spot changes to regulatory information in CERS?
- vi. CERS will not provide any ability to schedule inspections.

6. Billing/Invoicing/Permitting

- i. CERS does not provide for billing, invoicing, or permitting of businesses. UPA will need to use a local system for these processes.
- ii. UPA may need to gather business information and documents from CERS for billing/invoicing or permitting purposes.

7. Training

- i. Staff Training: Identify expected training needs for UPA staff that includes management, inspection staff, and administrative personnel. The state will provide CERS training, but the UPA will need to provide training for their local interface and data management system.
- ii. Participating Business Training: Identify training needs and proposed outreach for businesses within their jurisdiction.

8. Help System

The first level of help for businesses will be the UPA. This section should explain how the UPA help system will function.

- i. Cal/EPA will provide Help Desk support for documentation and resolution of issues related to the use of CERS. Support by Cal/EPA includes support to regulated facilities and UPAs.
- ii. UPAs that will use a local web portal will need to provide instruction to businesses on its use and its relationship to CERS.
- iii. UPAs that will not be using a local web portal still need to furnish information about CERS to their businesses. UPAs' websites still need to be informative regarding CERS and contain links to State resources.

9. Service Contract and Grant (fiscal)

- i. This section should identify the contract and grant funds needed to implement the local program. It must identify how grant funds will be used. This section will normally include reference to the attached grant package.

- ii. Monies will be distributed to UPAs from grants for the initial implementation of e-reporting. These funds are temporary and are the means to support the initial stages of the implementation process. The funds are not meant to support the ongoing costs of maintaining UPAs' e-reporting systems (i.e. local portal, data system).
- iii. Decade Cost breakdown:
 - i. Upgrade to Envision Connect: \$13,440
 - ii. Additional Training including Decade Travel: Average of \$6,500
 - iii. Optional Data Assessment & Cleanup: \$14,700
- iv. Data Capture Cost Breakdown to be provided

10. Ongoing Support and Maintenance

UPAs must consider the ongoing support and maintenance costs of implementing e-reporting. These costs must be rolled into the normal UPA budgetary process.

11. Electronic Reporting Transition Plan Milestones

The following nine Cal/EPA milestones (dates) must be reported quarterly in order for Cal/EPA to monitor the overall transition to electronic reporting in California. CUPAs must update the status of their Electronic Reporting Transition Plan quarterly throughout the duration of the transition. A Reporting Template and Invoice will be provided. The UPA tracked milestones may be used for additional data outside of the Cal/EPA Milestones.

Milestones Reported to Cal/EPA		Date
1	Estimated/Actual Start date of the CUPA Electronic Reporting Transition Plan	
2	Date CUPA Select Preferred Data Exchange Methodology	
3	Date Electronic Reporting Transition Plan & Grant Application Submitted	
4	Date Cal/EPA Awards Grant	
5	Date Transfer of existing data from UPA system to CERS Complete	
6	Date Authorized Business Electronic Submission	
7	Date CERS Data Exchange operational: Business data	
8	Date CERS Data Exchange operational: Inspection & Enforcement Data	
9	Date CUPA Electronic Reporting Transition Process Complete (including PAs)	

Milestones Tracked by UPA		Date
1		
2		
3		
4		
5		
6		
7		

12. SB 2286 Grant Application Process

Cal/EPA encourages CUPAs with PAs to include the PA Electronic Reporting Transition Plan as part of their grant application. PAs applying for amounts over the base amount must do so through the CUPA's grant. Cal/EPA encourages PAs to submit their Electronic Reporting Transition Plan and grant application to their CUPA so that uniformity may be established. PAs may submit their Electronic Reporting Transition Plan directly to Cal/EPA only after a copy has been submitted to and reviewed by their CUPA.

SAMPLE TRANSITION PLAN

Unified Program Agency Name: Muir County Environmental

TRANSITION PLAN REPRESENTATIVE
Name of Project Director, Title: Max Lopez
Street Address: 1234 Muir Way
City, Zip: Muir, 91234
Phone: 123-432-1864
Fax: 123-654-3211
E-mail: mlopez@muirco.ca.gov

1. General Description of Transition Plan

Muir County Environmental Health (MCEH) Certified Unified Program Agency (CUPA) and its Participating Agency (PA), Muir City Fire Department (MCFD), will transition from their current paper-based reporting system to electronic reporting as mandated by Assembly Bill 2286. All regulated businesses will be required to submit Unified Program Consolidated Forms (UPCFs) information electronically by January 1, 2013. Currently, MCEH and MCFD collect all hazardous materials business plan, hazardous waste generator, and underground storage tank forms in paper/hardcopy format for 2141 Regulated Businesses. Businesses have typically submitted their UPCFs by mail, by email, by fax or directly to MCEH staff. Nonresponders are mailed courtesy reminders that are followed-up with phone calls.

MCEH and MCFD will use the California Environmental Report System (CERS) for all business-to-CUPA reporting transactions. Mailers will be sent to businesses to notify them about the transition process and about what business owners need to do to comply. In addition, state resource web links will be included in the mailers so that businesses have access to more information about CERS. MCEH and MCFD will employ a contractor to capture all current UPCF data for electronic transition and transfer to CERS. Transferred electronic data will be validated initially by inspection staff; however, businesses will be required to review their data online within 2 months after the transfer and update it if there are changes. MCEH and MCFD will notify businesses by a mailed courtesy letter of the completed transition and transfer of their data. MCEH staff will review ongoing electronic submissions to determine approval status. After data transition is completed for most businesses, paper UPCFs will be accepted, approved, and enter into CERS by MCEH for 3 months afterwards. After 3 months, businesses will need to enter their data through CERS directly. MCEH and MCFD inspection staff will assist businesses with general CERS operation onsite if possible. MCFD will not enter any UPCF information into CERS for businesses. CERS submittals will undergo an initial completeness review by MCEH and MCFD clerical staff that will set submittal status as either "received" or "in process". MCEH and MCFD inspection staff will perform more comprehensive reviews and make final approval decisions. Businesses may take advantage of basic CERS trainings that will be available at Muir Creek Public Library from May 2010 and December 2010 on Thursday and Friday from 4:00PM to 6:00PM.

2. Needs Assessment

MCEH and MCFD recognize that converting their business-to-CUPA reporting system from paper/hardcopy to electronic will require an assessment of the resources needed to implement the new system. There are some critical needs that the agencies must address in order to efficiently and effectively convert to and manage electronically reported data through CERS. The needs and the plan to address them are listed below:

- i. MCEH and MCFD will need to convert paper/hardcopy data to electronic data and then transfer the data to CERS. A contractor will be hired to capture and transfer the data.
- ii. Businesses that do not regularly use a computer will need assistance from MCEH and possibly the state to report data electronically. MCEH will offer periodic training for basic CERS functions at Muir Creek public library. Public library computers will be available for businesses that do not have computers or internet access. MCEH will make available one in-office computer for those who wish to enter data at the health department office. State resource links will be included in the electronic reporting notification letter.
- iii. MCEH will use CERS as its primary data management system for UPCF information. Currently, MCEH uses HazCaW 7.0 data management system to store inspection and enforcement information and some UPCF information for permitting and accounting purposes. The HazCaW system will need to be upgraded to HazCaW 8.1 Plus which will be able to download UPCF information from CERS.
- iv. MCEH already has an IT agreement with Pseudosoftware, the developer of HazCaW 7.0, for system maintenance and technical support. The agreement would need to be extended to cover the new HazCaW 8.1 Plus data management system.
- v. MCEH staff will need to change how field inspections are performed because UPCF data will be electronic. Staff will need to know how to access business data in CERS.
- vi. MCEH staff will need CERS training from the state.
- vii. The business community will need CERS training based on the state curriculum. MCEH will offer basic CERS guidance and support to the business community.
- viii. MCEH staff will need CERS technical support from the state.
- ix. MCEH will need grant funds from the state to fully implement electronic reporting. MCEH must pay for HazCaW upgrade, data capture contractor, and staff hours for training.
- x. MCEH will need to both increase Unified Program fees and redistribute current staff time to manage electronic data in CERS and to fund the more robust HazCaW 8.1 Plus data management system.

3. Collecting, Submitting, and Storing Unified Program Related Information

MCEH will use CERS for collecting, submitting, and storing Unified Program Information. CERS will collect and store local UPA information specified in the title 27 data dictionary. CERS will also collect locally required non-title 27 related UPA information. MCEH plans to complete the upgrade of its current HazCaW 7.0 data management system to HazCaW 8.1 Plus by November 2010. HazCaW 8.1 Plus will download some UPCF information from CERS for permitting and accounting purposes. Businesses will submit and update UPCF information into CERS directly.

Note: MCEH will electronically submit Inspection and Enforcement information to the state using CERS when the function is available.

4. Management of Data Changes/Updates

MCEH will manage UPCF changes through CERS. Businesses will submit UPCF information directly into CERS. MCEH staff will review submissions, compare the new submissions with previously submitted information using the CERS comparison tool, and will make a determination on the approval status. If a business data submission is not approved and/or is incomplete, MCEH staff will enter a notation in CERS specifying what is needed to complete the approval process. Businesses that receive an incomplete approval status from MCEH will receive an email notice of their status. Businesses will need to click on the email link to their UPCF information to review MCEH staff notations and make the required corrections.

5. Inspection/Enforcement

MCEH will continue to use paper-based inspection reports to collect inspection and enforcement information. Each MCEH inspector will be delegated businesses to inspect and they will be responsible for scheduling routine and follow-up inspections that is in accordance with state and local law. Inspectors will schedule inspections in HazCaW 8.1 Plus as CERS will not have this function. The inspection and enforcement information will be recorded into the HazCaW 8.1 Plus database upon the inspector's return to the MCEH office. Tablet PCs will not be used; however, MCEH staff can offer businesses basic CERS assistance during the inspection if there is a computer with internet access available.

Inspection and enforcement information needed to complete Summary Reports will be managed in HazCaW 8.1 Plus. MCEH will continue to submit paper versions of the Summary Reports to the state until Inspection and Enforcement information can be submitted into CERS. At which time, MCEH will either modify HazCaW 8.1 Plus to upload Inspection and Enforcement information into CERS or MCEH will manually enter the information into CERS.

6. Billing/Invoicing

MCEH will use HazCaW 8.1 Plus to generate invoices for the regulated community. HazCaW 8.1 Plus will download some UPCF information from CERS to calculate the level of fees businesses will be billed per permitted program element. CERS does not provide for invoicing of businesses.

There may be a 2 to 4 percent increase in local fees to cover the costs of managing electronic reporting such as the ongoing support and maintenance cost of HazCaW 8.1 Plus, staff and business community training, and workload increases. The fee increase proposal will be sent to the Muir County Board of Supervisors for approval in March 2011.

7. Training

MCEH and MCFD will offer their management, inspection, and administrative staff training in the new HazCaW 8.1 Plus data management system starting in November 2010. Pseudosoftware will administer the initial training and periodic refresher training as needed. New staff will be scheduled for the initial HazCaW 8.1 Plus training within 2 weeks after hire. CUPA management will administer data management system training for all new hires.

Muir County Electronic Reporting Transition Plan

In April 2010, MCEH will provide CERS training based on the state curriculum to all MCEH and MCFD management, inspection, and administrative staff. MCEH will utilize the many CERS resources offered by the state on its electronic reporting web site: <http://www.calepa.ca.gov/CUPA/EReporting/>. MCEH and MCFD will provide CERS training based on the state curriculum at Muir Creek Public Library from May 2010 and August 2010 on Thursday and Friday from 4:00PM to 6:00PM. The intent of this training is to guide businesses through the general operation of CERS. CERS technical issues must be addressed by the CERS administrator at cers@calepa.ca.gov. MCEH and MCFD will send a basic CERS guidance to businesses along with their invoices. Periodic CERS bulletins from the state and MCEH updates will be forwarded to businesses by mail and email as necessary.

8. Help System

MCEH will offer basic level of assistance for CERS to businesses. Businesses may call or email MCEH clerical staff for this assistance, but inspection staff may help as well. For more technical or complicated CERS issues and support, businesses and MCEH staff will contact the CERS administrator by email at cers@calepa.ca.gov or the help line at xxx-xxx-xxxx. MCEH's web site will contain guidance on the general operation of CERS, as well as, web links to state resources.

MCEH staff will call Pseudosoftware's customer support line at xxx-xxx-xxxx if technical issues arise from HazCaW 8.1 Plus data management system.

9. Service Contract and Grant (fiscal)

MCEH and MCFD will apply for electronic reporting grants using the state provided application. The funds will be used to cover the initial costs of implementing electronic reporting. The fund distribution MCEH and MCFD will request is as follows:

MCEH's allocation: **\$102,794**

MCFD's allocation: **\$20,000** (PA Base Allocation).

MCEH funds will be used as follows (figures are approximations as costs may fluctuate):

Grant Funds:

- Hardware (new computers, backup server) - \$30,000
- Software Vendor Contract (Pseudosoftware) - \$42,000
- Business Outreach – \$5,000
- Training (business, UPA staff) - \$10,794

Service Contract Funds:

- Data Capture (contractor costs to convert paper documents to CERS) - \$15,000

MCFD funds will be used as follows (figures are approximations as costs may fluctuate):

Grant Funds:

- Software Vendor Contract (Pseudosoftware) - \$10,000

Service Contract Funds:

- Data Capture (contractor costs to convert paper documents to CERS) - \$10,000

Muir County Electronic Reporting Transition Plan

Total Grant Funds: **\$97,794**

Total Service Contract Funds: **\$25,000**

10. Ongoing Support and Maintenance

The additional ongoing costs of implementing electronic reporting include the ongoing support and maintenance cost of HazCaW 8.1 Plus, staff and business community training, and workload increases. To cover these costs, MCEH and MCFD plan to redirect local resources as much as possible to offset some of the costs that would be added to business invoices and increase fees by 2 to 4 percent. A fee increase proposal will be sent to the Muir County Board of Supervisors for approval in March 2011. If approved, the fee increase will take effect in fiscal year 2011-2012.

11. Electronic Reporting Transition Plan Tracking

MCEH, in coordination with MCFD (PA), will submit their Electronic Reporting Transition Plan and grant application to Cal/EPA on or about June 15, 2010. Quarterly, as stated in the Grant Agreement, MCEH will submit a status report and invoice to Cal/EPA. The following tables denote the list of milestones that will be tracked and reported to Cal/EPA.

Milestones Reported to Cal/EPA		Date
1	Estimated/Actual Start date of the UPA Electronic Reporting Transition Plan	6/2010
2	Date UPA Select Preferred Data Exchange Methodology	8/2010
3	Date Electronic Reporting Transition Plan & Grant Application Submitted	9/2010
4	Date Cal/EPA Awards Grant	10/2010
5	Date Transfer of existing data from UPA system to CERS Complete	1/2011
6	Date Authorized Business Electronic Submission	6/2011
7	Date CERS Data Exchange operational: Business data	9/2011
8	Date CERS Data Exchange operational: Inspection & Enforcement Data	12/2011
9	Date CUPA Electronic Reporting Transition Process Complete (including PAs)	3/2012

Milestones Tracked by MCEH		Date
1	Upgrade HazCaW to version 8.1	11/2010
2	Train MCEH staff to use CERS	4/2010
3	Fee Increase	3/2011
4	Train MCEH and MCFD staff to use HazCaW version 8.1	12/2010
5	Purchase new computers	9/2010
6	Data capture for MCEH	12/2010
7	Load captured data into CERS	1/2011

12. SB 2286 Grant Application Process

MCEH will submit its Electronic Reporting Transition Plan along with its grant application to the state. Status reports on the use of grant funds will be submitted to Cal/EPA periodically before release of grant funds to MCEH. MCFD will submit their Grant Application separately, referencing the joint Transition Plan for MCEH and MCFD.

GRANT APPLICATION FORM

1. Entity Information:

Unified Program Agency Name: _____

GRANTEE	GRANT CONTACT (if different from Project Director)
Name of Project Director, Title:	Name:
Street Address:	Street Address:
City, Zip:	City, Zip:
Phone:	Phone:
Fax:	Fax:
e-mail:	e-mail:

2. Grant Amount: \$ _____

a. Advanced payment Requested: _____

(Up to 25% of the grant is authorized to be paid in advance on approval of the grant.)

3. Scope of Work

The Scope of Work should identify the grant funds needed to implement electronic reporting requirements of Assembly Bill 2286 (AB 2286) and how the grant funds will be used upon award of the grant funds. UPA's will explain in broad terms how the grant funds awarded by California Environmental Health, Office of the Secretary, Unified program (Cal/EPA) will be used in accordance with the implementation of AB 2286. The Scope of Work will briefly describe the UPA's implementation activities, tasks and timeline that represents critical and completion dates of the activities and tasks requiring funding from the Grant. The Scope of Work will be explained in more detail in the Work Plan. The Scope of Work and Work Plan are submitted as part of the grant application in addition to the separately attached Electronic Reporting Transition Plan. UPA's will incorporate Participating Agency's (PA's) information as part of their grant application if applicable.

4. Work Plan

The work plan states the period of performance and shall include a brief narrative summary for each task and measurable that clearly describes the task and depicts the steps that will be taken or the methods to be used for completion. The descriptions should include as much detail as necessary to depict the UPA's overall implementation efforts through the period of the grant. The work plan shall describe in further detail how the grant funds will be used upon award. Use the following format for the work plan:

Period of Performance: January 1, 2010 through _____ (no later than March 31, 2013)

- 1. Task
 - a. Measurable – description of measurable
 - b. Measurable – description of measurable

5. Projected Budget:

Program Costs	Fiscal Year 09/10	Fiscal Year 10/11	Fiscal Year 11/12	Fiscal Year 12/13
Personnel Services*	\$	\$	\$	\$
Operating Expenses	\$	\$	\$	\$
Travel Expenses	\$	\$	\$	\$
Supplies/Materials	\$	\$	\$	\$
Equipment/Software	\$	\$	\$	\$
Professional/Consultant Services	\$	\$	\$	\$
FISCAL YEAR TOTAL	\$	\$	\$	\$
TOTAL	\$			

*Indirect costs may not exceed 35% of grant allotment

CERTIFICATION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application on behalf of the applicant. I further understand that any false, incomplete, or incorrect statements may result in the disqualification of this application. By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant, to the extent provided in this program.

Applicant Signature

Date

Printed Name of Applicant

SAMPLE GRANT APPLICATION

1. Entity Information

Unified Program Agency Name: Muir County Environmental Health

GRANTEE	GRANT CONTACT (if different from Project Director)
Name of Project Director, Title: Jack Smith, Director	Name: Jane Jones
Street Address: 1234 Muir Way	Street Address: 1234 Muir Way
City, Zip: Muir, 91234	City, Zip: Muir, 91234
Phone: 123-456-7891	Phone: 123-987-6543
Fax: 987-654-3211	Fax: 123-555-4567
e-mail: jsmith@muirco.ca.gov	e-mail: jjones@muirco.ca.gov

2. Grant Amount: \$ 87,794.00

a. Advanced payment Requested: _____

(Up to 25% of the grant is authorized to be paid in advance on approval of the grant.)

3. Scope of Work

In order to become compliant with AB 2286 which requires the Unified Program related information exchange between the UPA and Cal/EPA, Muir County Environmental Health (MCEH) will need to upgrade to HazCaW8.1 Plus to file electronically to the state. In order for the regulated businesses to file electronically, MCEH will need to provide outreach and training to regulated businesses on the statewide system, called the California Environmental Reporting System (CERS). Awarded Grant funds will be used to upgrade the system, receive training from Psuedosoft, and to train regulated businesses on CERS.

4. Work Plan

Period of Performance: January 1, 2010 through March 31, 2013

1. New Hardware
 - a. Assess hardware needs for upgraded software
 - b. Determine staff needs for new hardware
 - c. Prepare hardware installation work plan
 - d. Prepare budget for Board Approval
 - e. Purchase hardware

2. Upgrade Software
 - a. Assess cost of new software and options
 - b. Prepare budget for Board Approval
 - c. Determine software license needs
 - d. Purchase software
 - e. Upgrade each computer
3. Business Outreach
 - a. Notify businesses of AB 2286
 - b. Send mailers for training dates
4. Training
 - a. UPA Staff on Software Upgrade
 - i. Determine staff training needs
 - ii. Select staff to be trained
 - iii. Prepare desk manuals specific to Muir County
 - b. Regulated Businesses on CERS
 - i. Determine class sizes, space needs
 - ii. Prepare or utilize state curriculum
 - iii. Print training information
 - iv. Provide training session

SAMPLE

5. Projected Budget:

Program Costs	Fiscal Year 09/10	Fiscal Year 10/11	Fiscal Year 11/12	Fiscal Year 12/13
Personnel Services*	\$	\$6,794.00	\$2,000.00	\$2,000.00
Operating Expenses				
Travel Expenses	\$	\$	\$	\$
Supplies/Materials	\$	\$3,000.00	\$1,000.00	\$1,000.00
Equipment/Software	\$	\$72,000.00	\$	\$
Professional/Consultant Services	\$	\$	\$	\$
FISCAL YEAR TOTAL	\$	\$81,794.00	\$3,000.00	\$3,000.00
TOTAL				\$87,794.00

*Indirect costs may not exceed 35% of grant allotment

CERTIFICATION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application on behalf of the applicant. I further understand that any false, incomplete, or incorrect statements may result in the disqualification of this application. By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant, to the extent provided in this program.

Applicant Signature

Date

Printed Name of Applicant

SAMPLE GRANT APPLICATION

1. Entity Information

Unified Program Agency Name: Muir City Fire Department

GRANTEE	GRANT CONTACT (if different from Project Director)
Name of Project Director, Title: Jen Morales, Director	Name: Same as Director
Street Address: 555 Main Street	Street Address:
City, Zip: Muir, 91246	City, Zip:
Phone: 123-456-7891	Phone:
Fax: 987-654-3211	Fax:
e-mail: jenm@muirci.ca.gov	e-mail:

2. Grant Amount: \$ 10,000.00

a. Advanced payment Requested: 0.00

(Up to 25% of the grant is authorized to be paid in advance on approval of the grant.)

3. Scope of Work

In order to become compliant with AB 2286 which requires the Unified Program related information exchange between the UPA and Cal/EPA, Muir City Fire Department (MCFD) will need to upgrade to HazCaW8.1 Plus to file electronically to the state. MCFD will work with the CUPA, Muir County Environmental Health to partner on training and outreach.

4. Work Plan

Period of Performance: January 1, 2010 through March 31, 2013

1. Upgrade Software
 - a. Assess cost of new software and options
 - b. Prepare budget for Board Approval
 - c. Determine software license needs
 - d. Purchase software
 - e. Upgrade each computer

5. Projected Budget:

Program Costs	Fiscal Year 09/10	Fiscal Year 10/11	Fiscal Year 11/12	Fiscal Year 12/13
Personnel Services*	\$	\$	\$	\$
Operating Expenses				
Travel Expenses	\$	\$	\$	\$
Supplies/Materials	\$	\$	\$	
Equipment/Software	\$	\$10,000.00	\$	\$
Professional/Consultant Services	\$	\$	\$	\$
FISCAL YEAR TOTAL	\$	\$	\$	\$
TOTAL				\$10,000.00

*Indirect costs may not exceed 35% of grant allotment

CERTIFICATION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application on behalf of the applicant. I further understand that any false, incomplete, or incorrect statements may result in the disqualification of this application. By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant, to the extent provided in this program.

Applicant Signature

Date

Printed Name of Applicant

CERTIFIED UNIFIED PROGRAM AGENCY ELECTRONIC REPORTING
GRANT AGREEMENT
BETWEEN THE
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
AND

CERTIFIED UNIFIED PROGRAM AGENCY

AGREEMENT NO. _____

State and Grantee hereby agree as follows:

1. PROVISIONS. The following statute authorizes the State to enter into this Grant Agreement:

A. California Health and Safety Code, division 20, chapter 6.11, section 25404

2. PURPOSE. The State shall provide a grant to and for the benefit of the Grantee for the purpose of allocating moneys from the regulated businesses oversight surcharge to the Certified Unified Program Agencies (CUPAs). Assembly Bill 2286 authorizes the Secretary to use funds from the oversight surcharge to provide certified unified program agencies and participating agencies assistance in implementing electronic Reporting requirements through grant funds for the purposes of the system. Up to 25% of the grant is authorized to be paid in advance on approval of the grant application.

3. GRANT AMOUNT. \$ _____

A. Advanced Payment Amount. \$ _____

4. TERM OF AGREEMENT. The term of the Agreement shall begin on the date signed by both parties, and end on the final date of the period of performance specified by the applicant, no later than March 31, 2013. **ABSOLUTELY NO INVOICES WILL BE ACCEPTED AFTER June 1, 2013.**

5. REPRESENTATIVES. Either party may change its Representative(s) upon written notice to the other party. The Representatives during the term of this Agreement will be:

California Environmental Protection Agency GRANT MANAGER
1001 "I" Street, 2nd Floor
Sacramento, California 95814
Phone (916)
Fax (916)
@calepa.ca.gov

_____ UPA GRANTEE	GRANT CONTACT (if different from Project Director)
Name of Project Director, Title:	Name:
Street Address:	Street Address:
City, Zip:	City, Zip:
Phone:	Phone:
Fax:	Fax:
e-mail:	e-mail:

6. STANDARD AND SPECIAL PROVISIONS. The following exhibits are attached and made a part of this Agreement by this reference:

- Exhibit A REPORTING AND INVOICING PROVISIONS
- Exhibit B SPECIAL AND GENERAL PROVISIONS
- Exhibit C GRANT APPLICATION
- Exhibit D TRANSITION PLAN

7. GRANTEE REPRESENTATIONS. The Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and commitments made by the Grantee in its application, accompanying documents, and communications filed in support of its request for grant funding.

8. DEFINITIONS. The following defined terms apply throughout this Agreement:

- "Cal/EPA" means the California Environmental Protection Agency;
- "CUPA" means the Certified Unified Program Agency;
- "Grantee" means the _____ UPA;
- "PA" means the Participating Agency;
- "Electronic Reporting" means the Electronic Reporting requirements of Assembly Bill 2286
- "Secretary" means the Secretary of the California Environmental Protection Agency; and
- "State" means the State of California, including Cal/EPA.

IN WITNESS THEREOF, the parties have executed this Agreement on the dates set forth below.

By:

By:

Grantee Signature (as authorized in the resolution)

Donald A. Johnson, Assistant Secretary
California Environmental Protection Agency

Grantee Name, Title (Typed/Printed)

Date

Date

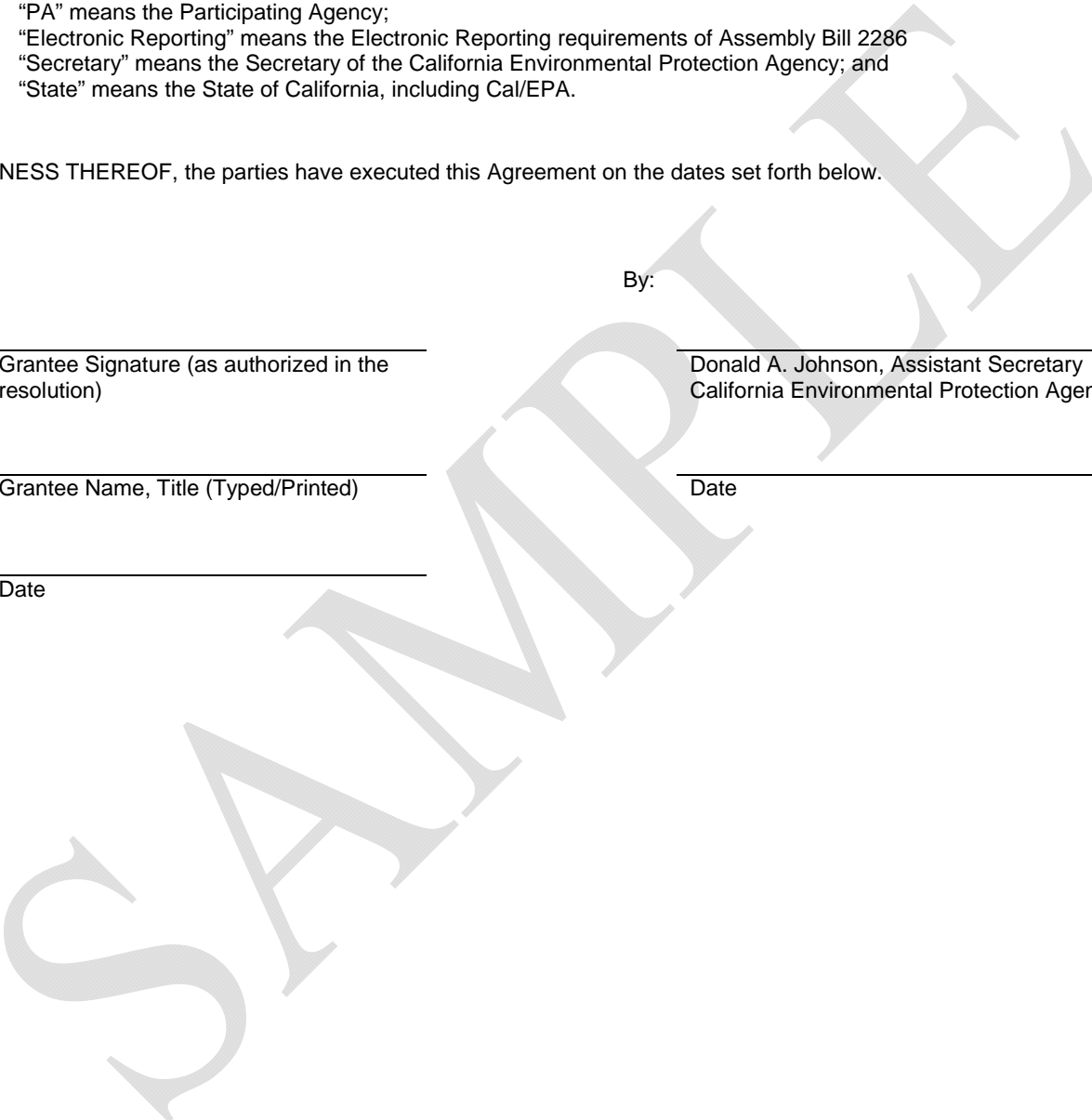


EXHIBIT A REPORTING AND INVOICING PROVISIONS

A. REPORTING PROVISIONS

1. The Grantee shall prepare and submit a Transition Plan Status Reports, including invoices for documentation of expenditures, to the Cal/EPA Grant Manager at the following address:

California Environmental Protection Agency
Unified Program Section
Attn: Brittani Donnachie
1001 "I" Street, 2nd Floor
Sacramento, California 95814

2. The Transition Plan Status Report and Invoice will be provided by Cal/EPA upon the approval of the Grant Application.
3. Each report shall have a cover letter certified by the Project Director or the Grant Contact.
4. For purposes of the Electronic Reporting Implementation Status Reports, the reporting period is as follows:

<u>Report</u>	<u>Reporting Period</u>	<u>Report Due Date</u>
Report 1	June 1, 2010, to September 30, 2010	November 1, 2010
Report 2	October 1, 2010, to December 31, 2010	February 1, 2011
Report 3	January 1, 2011, to March 31, 2011	May 1, 2011
Report 4	April 1, 2011, to June 30, 2011	August 1, 2011
Report 5	July 1, 2011, to September 30, 2011	November 1, 2011
Report 6	October 1, 2011, to December 31, 2011	February 1, 2012
Report 7	January 1, 2012, to March 31, 2012	May 1, 2012
Report 8	April 1, 2012, to June 30, 2012	August 1, 2012
Report 9	July 1, 2012, to September 30, 2012	November 1, 2012
Report 10	October 1, 2012, to December 31, 2012	February 1, 2013
Report 11	January 1, 2013, to March 31, 2013	May 1, 2013

B. INVOICING PROVISIONS

1. Invoices shall be used to depict the expenditures incurred by the Grantee in implementation of Electronic Reporting throughout the period of performance.
2. The invoice shall include all Electronic Reporting implementation expenditures incurred by the Grantee during the reporting period.
3. The invoice shall be submitted as an attachment to the Transition Status Report, in accordance with the submission schedule provided above.
4. The Grantee shall use the invoice template format provided by Cal/EPA.

EXHIBIT B SPECIAL AND GENERAL PROVISIONS

A. SPECIAL PROVISIONS

1. **AMENDMENTS:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
2. **WAIVERS:** Any term, provision, condition, or commitment of this Agreement maybe waived at the discretion of Cal/EPA. All waivers shall be documented in writing.
3. **DISPUTES:** The Grantee shall continue with the responsibilities under this Agreement during any dispute. Any dispute arising under this Agreement which is not otherwise disposed of by agreement shall be decided by the Cal/EPA Assistant Secretary for Local Programs or an authorized representative. The decision shall be in writing and a copy thereof furnished to the Representatives of this Agreement. The decision of the Assistant Secretary shall be final and conclusive unless, within thirty (30) calendar days after mailing of the decision to the Grantee, the Grantee furnishes a written appeal of the decision to the Secretary for Environmental Protection, with carbon copies furnished to the Cal/EPA Assistant Secretary for Local Programs and the Cal/EPA Grant Manager. The decision of the Secretary shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this clause, the Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Grantee shall continue to fulfill and comply with all the terms, provisions, commitments, and requirements of this Agreement. This clause does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the Cal/EPA Assistant Secretary for Local Programs or the Secretary, on any question of law.
4. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of state law or this Agreement. The Grantee further agrees that it will maintain financial accounts in accordance with generally accepted accounting principles. Without limitation of the requirement to maintain financial management systems and accounting standards in accordance with generally accepted fiscal and accounting principles, the Grantee agrees to:
 - a. Establish a financial account(s) and accounting system(s) that will adequately and accurately depict all Electronic Reporting Grant amounts received and expended during the term of this Agreement, including but not limited to:
 - i. All Electronic Reporting implementation expenditures; and
 - ii. Running balance of grant allocations and expenditures.
5. **RECORDS MANAGEMENT:** Maintain all documentation and financial records, as may be necessary, for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations. Establish an official file for the EPTF allocation that shall adequately document all significant activities and actions relative to the Implementation of the Electronic Reporting Implementation, including but not limited to:
 - a. Fiscal accounting;
 - b. Electronic Reporting Implementation Status Reports; and,
 - c. Invoicing and supporting documentation.
6. **TIMELINESS:** Time is of the essence in this Agreement. The Grantee shall proceed with Electronic Reporting implementation in an expeditious manner. The Grantee shall prepare and submit all required reports and invoices as stipulated in this Agreement.

7. WITHHOLDING OF GRANT DISBURSEMENTS: Cal/EPA may withhold all or any portion of the allocations provided for by this Agreement in the event the Grantee:
 - a. Materially violates, or threatens to materially violate, any term, provision, condition, or commitment of this Agreement; or
 - b. Fails to maintain reasonable progress toward Electronic Reporting implementation.
8. FUNDS CONTINGENCY: Cal/EPA's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.

B. GENERAL PROVISIONS

1. ASSIGNMENT: This grant is not assignable by the Grantee, either in whole or in part, without the consent of the State.
2. AUDIT: Grantee agrees that the Cal/EPA, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the expenditure of allocated EPTF moneys and performance of this Agreement. The Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after term of the Agreement, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract related to performance of this Agreement.
3. COMPUTER SOFTWARE: The Grantee certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
4. CONFLICT OF INTEREST: The Grantee certifies that it is in compliance with applicable state and/or federal conflict of interest laws.
5. GOVERNING LAW: This grant is governed by and shall be interpreted in accordance with the laws of the State of California.
6. INDEPENDENT ACTOR: The Grantee, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of the State.
7. NONDISCRIMINATION: During the performance of this Agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.
8. NO THIRD PARTY RIGHTS: The parties to this grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this grant Agreement, or of any duty, covenant, obligation or undertaking established herein.
9. TERMINATION: The State may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, the Grantee agrees, upon demand, to immediately return the remaining unused portion, if any, of the Grantee's allocation of the EPTF.
10. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement shall continue to have full force and effect and shall not be affected thereby.

**EXHIBIT C
GRANT APPLICATION**

SAMPLE



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



LINDA S. ADAMS
SECRETARY FOR
ENVIRONMENTAL PROTECTION

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • P.O. BOX 2815, SACRAMENTO, CALIFORNIA 95812-2815
(916) 323-2514 • (916) 324-0908 FAX • WWW.CALEPA.CA.GOV

ARNOLD SCHWARZENEGGER
GOVERNOR

DATE: April 15, 2010

SUBJECT: SECRETARY OF CAL/EPA APPROVAL OF ELECTRONIC REPORTING
IMPLEMENTATION FUND ALLOCATION

Section 25404(e)(3)(A)(i) of Chapter 6.11, Division 20 of the Health and Safety Code concerning the implementation of a statewide electronic reporting system requires the Secretary of the California Environmental Protection Agency to determine the amount of the surcharge fee charged to businesses to implement the statewide system. That electronic reporting surcharge increase was established at \$25 per business and became effective July 1, 2009.

Section 25404(e)(3)(A)(ii) of Chapter 6.11, Division 20 of the Health and Safety Code requires the Secretary of the California Environmental Protection Agency to determine the amount of funding from the surcharge revenue that will be available to each of the local Unified Program Agencies (UPAs) to implement the electronic reporting system locally. That formulation and the resulting allocations for each UPA are hereby approved and are included in the attached document.

I am directing the California Environmental Protection Agency's Unified Program Office to develop and administer the service contracts and grants to allow Unified Program Agencies to apply for funding to implement electronic reporting following the guidelines and allocations included in the attachments.

Linda S. Adams
Secretary for Environmental Protection

Attachment 1

Electronic Reporting Implementation
Surcharge Fund Distribution Formula

Background

Assembly Bill (AB) 2286 (Feuer) (stats.2008, ch.571.) went into effect January 1, 2009 and requires all regulated businesses and all regulated local government agencies, called Unified Program Agencies (UPAs), to file regulatory required information electronically. This includes facility data regarding hazardous material regulatory activities, chemical inventories, underground and aboveground storage tanks, and hazardous waste generation. It also includes UPA data such as inspection and enforcement actions. All regulated businesses and UPAs must file electronically by January 1, 2013.

Section 25404(e)(3)(A)(i) of Chapter 6.11, Division 20 of the Health and Safety Code concerning the implementation of a statewide electronic reporting system requires the Secretary of the California Environmental Protection Agency (Cal/EPA) to determine the amount of the surcharge fee increase to be charged to businesses to implement the statewide system. This increase in surcharge will be applied to the existing Unified Program Oversight Surcharge and can only be collected for three years. The surcharge increase to support electronic reporting was established at \$25 per business and became effective July 1, 2009. UPAs were required to begin collecting this increase in the Oversight Surcharge in their first billing on or after July 1, 2009. Each UPA will collect the increased surcharge for three years.

Section 25404(e)(3)(A)(ii) of Chapter 6.11, Division 20 of the Health and Safety Code requires Cal/EPA to determine the amount of funds from the increased surcharge revenue that is available to the UPAs to implement the electronic reporting system locally. Additionally, no less than seventy-five percent of the total revenue must go to the UPAs.

The Cal/EPA Unified Program staff in coordination with the Unified Program Administrative and Advisory Group, the Unified Program Data Steering Committee, and the Electronic Reporting Work Group worked for many months to determine the formulation to provide appropriate and fair funding to the UPAs and also support the businesses in each jurisdiction.

Fund Allocation Concept

The Electronic Reporting Surcharge will generate about \$10.5 million within the 2010 to 2012 timeframe, based on the number of regulated businesses reported by the UPAs. Seventy-five percent or about \$7.9 million, is available to UPAs through grants or services to implement electronic reporting. The allocation of these resources to UPAs is determined by:

1. A base amount of support for each UPA
2. The number of regulated businesses in a jurisdiction, and
3. Includes an allocation cap to ensure equitable distribution

Detail

A Transition Plan will be developed by each UPA, submitted to the state and approved by the Cal/EPA Unified Program prior to receiving grants or services. The Cal/EPA Unified Program and the Unified Program Data Management Steering Committee's Electronic Reporting Work Group developed the Transition Plan framework.

It includes standard development areas and is modeled after the published California Environmental Reporting System (CERS) Implementation Guidance Document. The Transition Plan includes a description of the services needed to process local documents into data and a grant application for funds to be expended to enhance or implement electronic systems locally. The total of service costs and grant costs can not exceed the defined allocation cap.

A base allocation, not dependent on the number of locally regulated businesses, will be set so that all UPAs get some significant support from the increased surcharge. The base allocation will significantly aid smaller UPAs with few regulated businesses. The base allocation will be higher for Certified Unified Program Agencies (CUPAs) than for a Participating Agency (PA). The rationale is that a CUPA is responsible for implementing all six program elements and for oversight of PAs. PAs are responsible for implementing one or more of the program elements. There are no PAs implementing more than three program elements.

In addition to the base allocation, CUPAs can receive funding up to the allocation cap that is based on the number of businesses regulated within the CUPA's jurisdiction. A PA will not receive this additional allocation. This is because a PA is legally part of a CUPA's program, must be fully integrated into a CUPA's electronic reporting program and is required to be consolidated, coordinated and consistent with the CUPA's program. PAs seeking additional funds above the PA base allocation will apply through the CUPA for these funds. This additional PA funding will be part of the CUPA's allocation cap.

Total Funding

143,988 businesses x \$25 per business x 3 years = \$10,799,100

75% of total funding is $0.75 \times \$10,799,100 = \$8,099,325$

Base Allocation

The base allocations for the UPAs are: CUPAs: \$30,000 PAs: \$20,000

CUPA Allocation and Cap

The CUPA allocation cap is determined by using the total number of regulated businesses reported in the required fiscal year 2008/09 Annual Summary Reports and a per business support value. The per business support value is the total surcharge revenue available to UPAs minus the total of the base allocations divided by the number of regulated businesses.

There are 83 CUPAs and 34 PAs. Using the base allocations already identified, the total base allocation is then: $(83 \times \$30,000) + (34 \times \$20,000) = \$3,170,000$. The per business support value is therefore:

$(\$8,099,325 - \$3,170,000) \div 143,988$ is \$34 rounded to lowest whole dollar.

CUPA Allocation Formula

The allocations contained in the chart below are based on the number of businesses reported in the 2008/09 Annual Summary Reports submitted by the CUPAs.

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CUPA Name	No. CUPA Businesses	Allocation w/o Base	Cap-Total Allocation
Alameda Co. Environmental Health	888	\$30,192	\$60,192
Alpine Co. Health Department	30	\$1,020	\$31,020
Amador Co. Health Department	208	\$7,072	\$37,072
Anaheim City Fire Department	1569	\$53,346	\$83,346
Bakersfield City Fire Department	1191	\$40,494	\$70,494
Berkeley City Toxics Mngmt Div.	486	\$16,524	\$46,524
Butte Co. Environmental Health	1144	\$38,896	\$68,896
Calaveras Co. Environmental Hlth.	216	\$7,344	\$37,344
Colusa Co. Environmental Health	335	\$11,390	\$41,390
Contra Costa Co. Hlth Svcs. Dept.	2625	\$89,250	\$119,250
Del Norte Co. Dept. of Health	84	\$2,856	\$32,856
El Dorado Co. Environmental Hlth	730	\$24,820	\$54,820
El Segundo City Fire Dept.	300	\$10,200	\$40,200
Fremont City Fire Department	1032	\$35,088	\$65,088
Fresno Co. Health Department	2191	\$74,494	\$104,494
Gilroy City Fire Department	197	\$6,698	\$36,698
Glendale City Fire Department	561	\$19,074	\$49,074
Glenn Co. Air Pollution Control Dis.	750	\$25,500	\$55,500
Hayward City Fire Department	780	\$26,520	\$56,520
Healdsburg & Sebastopol Cities	203	\$6,902	\$36,902
Humboldt Co. Environmental Hlth.	833	\$28,322	\$58,322
Imperial Co. Environmental Hlth.	823	\$27,982	\$57,982
Inyo Co. Environmental Hlth. Svcs.	163	\$5,542	\$35,542
Kern Co. Environmental Hlth.	3240	\$110,160	\$140,160
Kings Co. Environmental Hlth.	633	\$21,522	\$51,522
Lake Co. Environmental Hlth.	303	\$10,302	\$40,302
Lassen Co. Environmental Hlth.	195	\$6,630	\$36,630
Livermore-Pleasanton City Fire	668	\$22,712	\$52,712
Long Beach/Signal Hill JPA	1634	\$55,556	\$85,556
Los Angeles City Fire Dept.	9392	\$319,328	\$349,328
Los Angeles Co. Fire Dept.	16556	\$562,904	\$592,904
Madera Co. Environmental Hlth.	545	\$18,530	\$48,530
Marin Co. Office of Waste Mngmt.	730	\$24,820	\$54,820
Mariposa Co. Health Dept.	141	\$4,794	\$34,794
Mendocino Co. Environmental Hlth.	564	\$19,176	\$49,176
Merced Co. Environmental Hlth.	1140	\$38,760	\$68,760
Modoc Co. Environmental Hlth.	58	\$1,972	\$31,972
Mono Co. Health Dept.	141	\$4,794	\$34,794
Monterey Co. Health Dept.	2141	\$72,794	\$102,794
Napa Co. Environmental Hlth.	1298	\$44,132	\$74,132
Nevada Co. Environmental Hlth.	432	\$14,688	\$44,688
Oakland City Fire Department	1434	\$48,756	\$78,756
Orange Co. Health Care Agency	8706	\$296,004	\$326,004

CUPA NAME	No. CUPA Businesses	Allocation w/o Base	Cap-Total Allocation
Oxnard City	834	\$28,356	\$58,356
Petaluma City Fire Department	254	\$8,636	\$38,636
Placer Co. Environmental Health	849	\$28,866	\$58,866
Plumas Co. Environmental Hlth.	204	\$6,936	\$36,936
Riverside Co. Environmental Hlth.	7121	\$242,114	\$272,114
Roseville City Fire Department	335	\$11,390	\$41,390
Sacramento Co. Environ. Mngmt.	5177	\$176,018	\$206,018
San Benito Co. Hlth. Dept.	272	\$9,248	\$39,248
San Bernardino Co. Fire	6983	\$237,422	\$267,422
San Diego Co. Environ. Hlth. Dept.	13883	\$472,022	\$502,022
San Francisco City & Co. Public Hlth.	2338	\$79,492	\$109,492
San Joaquin Co. Environ. Hlth.	3465	\$117,810	\$147,810
San Leandro City	465	\$15,810	\$45,810
San Luis Obispo Co. Environ. Hlth.	1639	\$55,726	\$85,726
San Mateo Co. Environ. Hlth.	3102	\$105,468	\$135,468
Santa Barbara Co. Fire Dept.	1971	\$67,014	\$97,014
Santa Clara City Fire Dept.	1222	\$41,548	\$71,548
Santa Clara Co. Environ Hlth.	5345	\$181,730	\$211,730
Santa Cruz Co. Environ. Hlth.	783	\$26,622	\$56,622
Santa Fe Springs Fire Dept.	1140	\$38,760	\$68,760
Santa Monica City Environ. Programs	286	\$9,724	\$39,724
Santa Rosa City Fire Dept.	656	\$22,304	\$52,304
Shasta Co. Environ. Hlth.	779	\$26,486	\$56,486
Sierra Co. Environ. Hlth.	36	\$1,224	\$31,224
Siskiyou Co. Public Hlth.	471	\$16,014	\$46,014
Solano Co. Environ. Hlth.	1843	\$62,662	\$92,662
Sonoma Co. Emergency Services	1781	\$60,554	\$90,554
Stanislaus Co. Environ. Resources	3474	\$118,116	\$148,116
Sunnyvale City	651	\$22,134	\$52,134
Sutter Co. Environmental Hlth.	624	\$21,216	\$51,216
Tehama Co. Environmental Hlth.	303	\$10,302	\$40,302
Trinity Co. Health Department	144	\$4,896	\$34,896
Tulare Co. Environmental Hlth.	2186	\$74,324	\$104,324
Tuolumne Co. Environ. Hlth.	261	\$8,874	\$38,874
Union City	302	\$10,268	\$40,268
Ventura Co. Environmental Hlth.	2745	\$93,330	\$123,330
Vernon City Environmental Hlth.	458	\$15,572	\$45,572
Victorville City Fire Department	491	\$16,694	\$46,694
Yolo Co. Environmental Hlth.	1273	\$43,282	\$73,282
Yuba Co.	552	\$18,768	\$48,768
Totals:	143,988	\$4,895,592	\$7,385,592

		PA Allocation Total	\$680,000
Per business allocation	\$34	Allocation	\$8,065,592