



# UBG (USED OIL BLOCK GRANT) REFRESHER

# UBG OPEN CYCLES

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- ✘ Cycle 14 (July 1, 2008 – June 30, 2011  
FY2008/09)
- ✘ Cycle 15 (July 1, 2009 – June 30, 2012  
FY2009/10)

# MAKING OF A GOOD ANNUAL/FINAL REPORT

- ✘ Annual Report = On-Line Report + submission of required documents:
  - + EIS (Expenditure Itemization Summary)
  - + PES (Personnel Expenditure Summary)
  - + Travel Log (if applicable)
  - + RCP (Recycle-Content Product)
  - + CCC (Certified Collection Center) site visits
  - + NEW Grant Payment Request
- ✘ Grant Self-Assessment – No Longer Required, **YEAH!!!!!!!!!!!!**

# MID YEAR FINAL REPORT

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- ✘ What if all my UBG funds are spent after the August 15<sup>th</sup>?
  - + You can close it out early
  
- ✘ How can I do that?
  - + Summary/Narrative of all activities
  - + Support documents (EIS, PES, RCP, Travel Log, CCC, and Payment Request)

# RESOURCES

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- ✘ Where are the Used Oil Forms?
  - + <http://www.calrecycle.ca.gov/Grants/Forms/>
- ✘ Procedures and Requirements for each cycle:
  - + <http://www.calrecycle.ca.gov/UsedOil/Grants/Block/default.htm>
- ✘ New Grant Payment Request form.
  - + <http://www.calrecycle.ca.gov/Grants/Forms/>

# NEW GRANT PAYMENT REQUEST

STATE OF CALIFORNIA

DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CalRecycle)

## GRANT PAYMENT REQUEST

CalRecycle 87 (Rev. 02/11)

**+ Complete the information requested.**

1. GRANTEE NAME (AS APPEARS ON GRANT AGREEMENT)		2. GRANT NUMBER (ASSIGNED BY CALRECYCLE)	
[REDACTED]		[REDACTED]	
3. GRANTEE INVOICE NUMBER (OPTIONAL)	4. PAYMENT REQUEST NUMBER	5. EXPENDITURE PERIOD	
[REDACTED]	[REDACTED]	[REDACTED]	
6. TYPE OF PAYMENT REQUEST (ATTACH SUPPORTING DOCUMENTATION)		7. AMOUNT REQUESTED	
<input type="checkbox"/> Advance <input type="checkbox"/> Reimbursement <input type="checkbox"/> Final		\$ [REDACTED]	
<b>8. Send warrant to:</b>			
GRANTEE NAME ( e.g. , ORGANIZATION/BUSINESS NAME)			
[REDACTED]			
CONTACT NAME			
[REDACTED]			
ADDRESS			
[REDACTED]			
CITY	STATE	ZIP CODE	
[REDACTED]	[REDACTED]	[REDACTED]	

# TOP ANNUAL REPORT ISSUES

- ✘ Not completing the report on time
- ✘ Unclear or missing signatures/data on documents
- ✘ Missing documents
- ✘ Incomplete report
- ✘ Not “submitting” your on-line Report (**drop down menu on the Summary page by “Annual Report Status”**)

# USED OIL PAYMENT PROGRAM (OPP) UPDATES

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- × OPP Guidelines

- + LOA's (Letter of Authorization)
- + CCC site visits

- × OPP Expenditure Worksheet

- + <http://www.calrecycle.ca.gov/Grants/Forms/>
- + Personnel (staff) costs

**USED OIL PAYMENT PROGRAM (OPP) EXPENDITURE WORKSHEET (Optional)**

**Instructions:** This form may be used by OPP Payment Recipients to assist in totaling their fiscal expenditures by appropriate online Annual Reporting categories.

**Jurisdiction Name:**

**Reporting Period:**

**COLLECTION**

**Permanent**

Vendor & Description	Invoice Date	Invoice No.	Quantity	Dollar Amount
				\$0.00
				\$0.00
				\$0.00
SUBTOTAL				\$0.00

**Temporary/Mobile**

Vendor & Description	Invoice Date	Invoice No.	Quantity	Dollar Amount
				\$0.00
				\$0.00
				\$0.00
SUBTOTAL				\$0.00

**Residential/Curbside**

Vendor & Description	Invoice Date	Invoice No.	Quantity	Dollar Amount
				\$0.00
				\$0.00
				\$0.00
SUBTOTAL				\$0.00

**COMPLIANCE/INSPECTION/VISIT/ENFORCEMENT (CCC site visits)**

**Certified Center Compliance (includes Site Visits, Load Check & related Personnel**

Vendor & Description	Invoice Date	Invoice No.	Quantity	Dollar Amount
				\$0.00
				\$0.00
SUBTOTAL				\$0.00

**EDUCATION**

**Events (CCC and Non-CCC Community)**

Vendor & Description	Invoice Date	Invoice No.	Quantity	Dollar Amount
				\$0.00
				\$0.00

# QUESTIONS

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(916) 341-6453



# USED OIL PAYMENT PROGRAM ONLINE APPLICATION

# APPLICATION PROCESS

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- ✘ Obtain a CalRecycle WebPass
  - + Send an e-mail to CalRecycle:
    - ✘ [GrantAssistance@calrecycle.ca.gov](mailto:GrantAssistance@calrecycle.ca.gov)
  
- ✘ Sign in with WebPass user name and password
  
- ✘ Don't remember your WebPass password?
  - + Click on WebPass link on the OPP database sign-in screen

# APPLICATION PROCESS, CON'T

✘ Click on Application

The screenshot shows the user interface of the Oil Payment Program Online (OPPO). At the top, a dark blue header contains the text "Oil Payment Program Online v3.1" on the left, "Authorized Use Only" in the center, and "Home | Reports | Help | Sign Out" on the right. Below the header is a light gray sidebar on the left with a vertical list of navigation links: "Home", "Applications" (highlighted with a red rectangular box), "Annual Reports", "Documents", and "My Participants". The main content area on the right is white and contains the following text: "Home" (a smaller link), "Oil Payment Program Online (OPPO)" in a large, bold font, "Welcome [Baljot Biring](#)", "You last signed in on Monday, February 28, 2011 at 2:52 PM PST.", a horizontal line, "Oil Payment Program Online <https://secure.calrecycle.ca.gov/LoGOPP/>", "Application Contact: [Grant Assistance](#) (916) 341-6671", and "Annual Report Contact: [Baljot Biring](#) (916) 341-6431".

# APPLICATION PROCESS, CON'T

- ✘ Click “Add Application” button

**Oil Payment Program Online v3.1** Authorized Use Only Home | Reports | Help | Sign Out

[Home](#) > Application

## Oil Payment Application

**Applicant:**

Include Approved Application

NAME	FISCAL YEAR	APPLICATION STATUS
██████, City of	<a href="#">2010-2011</a>	Awarded

Page 1 of 1 Export To Excel Count: 1

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Oil Payment Program Online <https://secure.calrecycle.ca.gov/LoGOPP/>  
Application Contact: [Grant Assistance](#) (916) 341-6671  
Annual Report Contact: [Baljot Biring](#) (916) 341-6431

# APPLICATION PROCESS, CON'T

- ✘ Use the tabs to complete online application

[Home](#) > [Application](#) > Program Requirements

## Program Requirements: City of [REDACTED] (2011-2012)

Program Requirements | Contacts | Addresses | Participating Jurisdictions | Documents

# APPLICATION PROCESS, CON'T

- ✘ Application Checklist on the Program Requirements page

Application Checklist	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Select Program Requirements and Provisions *
<input type="checkbox"/>	<input checked="" type="checkbox"/> Enter/Validate Primary Contact Information *
<input type="checkbox"/>	Enter/Validate Secondary Contact Information
<input type="checkbox"/>	<input checked="" type="checkbox"/> Enter/Validate Signatory Authority Information *
<input type="checkbox"/>	Enter/Validate Consultant Information
<input type="checkbox"/>	<input checked="" type="checkbox"/> Enter/Validate Physical Address *
<input type="checkbox"/>	<input checked="" type="checkbox"/> Enter/Validate Payment Address *
<input type="checkbox"/>	<input checked="" type="checkbox"/> Upload Resolution Document **
<input type="checkbox"/>	<input checked="" type="checkbox"/> Enter Participating Jurisdictions
<input type="checkbox"/>	<input checked="" type="checkbox"/> Upload Letter of Authorization (LOA) for each Participating Jurisdiction **
<input type="checkbox"/>	<input checked="" type="checkbox"/> Print, Sign and Upload Application Certification *
<input type="checkbox"/>	Upload Letter of Designation (LOD)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Submit Application *

(\* required to submit application, \*\* required by document due date)

# APPLICATION PROCESS, CON'T

## Application Checklist

- Select Program Requirements and Provisions \*
- Enter/Validate Primary Contact Information \*
- Enter/Validate Secondary Contact Information
- Enter/Validate Signatory Authority Information \*
- Enter/Validate Consultant Information
- Enter/Validate Physical Address \*
- Enter/Validate Payment Address \*
- Upload Resolution Document \*\*
- Enter Participating Jurisdictions
- Upload Letter of Authorization (LOA) for each Participating Jurisdiction \*\*
- Print, Sign and Upload Application Certification \*
- Upload Letter of Designation (LOD)
- Submit Application \*

(\* required to submit application, \*\* required by document due date)

# APPLICATION PROCESS, CON'T

- ✘ “Print Application Completion” button
  - + After completion of all items for submittal of application

**Payment Options**

April Payment Redusted: Standard payment request

October Payment Requested: Special Payment-Applicant certifies that no other CalRecycle funds are available for programmatic activities as of June 30 of this year.

Back | Edit | Delete

**Instructions**

To electronically submit your application, click the "Submit Application" button below. We will review it and contact you if there are any questions. If you have any changes to the Application, contact CalRecycle staff using the contact information listed below.

**Print Application Certification**

Created by: Ashraf Batavia 6/6/2010 11:10 PM  
Last Updated by: Ashraf Batavia 6/7/2010 9:11 AM



# APPLICATION PROCESS, CON'T

- ✘ Upload Application Certification page under the Documents tab

Save Cancel

\*  **Document Title:** Application Certification

\*  **Document Type:** Application Certification ▼

\* **Document Date:** 6/15/2010 

\*  **Document Upload:** [OPP Application Executed \[REDACTED\].pdf](#) (Document Size: 81 KB)

**Document Notes:**

**Person Signing:**  Signatory Authority  Authorized Designee

Document Reviewed



# APPLICATION PROCESS, CON'T

- ✘ “Submit Application” button
  - + After completion of signed certification page uploaded

October Payment Requested: Special Payment-Applicant certifies that no other CalRecycle funds are available for programmatic activities as of June 30 of this year.

[Back](#) | [Edit](#) | [Delete](#)

## Instructions

To electronically submit your application, click the “Submit Application” button below. review it and contact you if there are any questions. If you have any changes to the CalRecycle staff using the contact information listed below.

[Print Application Certification](#)

[Submit Application](#)

Created by: Ashraf Batavia 6/6/2010 11:10 PM  
Last Updated by: Ashraf Batavia 6/7/2010 9:11 AM



# APPLICATION PROCESS, CON'T

- ✘ After submittal Application Checklist should look similar to this one

## Application Checklist

- Select Program Requirements and Provisions \*
- Enter/Validate Primary Contact Information \*
- Enter/Validate Secondary Contact Information
- Enter/Validate Signatory Authority Information \*
- Enter/Validate Consultant Information
- Enter/Validate Physical Address \*
- Enter/Validate Payment Address \*
- Upload Resolution Document \*\*
- Enter Participating Jurisdictions
- Upload Letter of Authorization (LOA) for each Participating Jurisdiction \*\*
- Print, Sign and Upload Application Certification \*
- Upload Letter of Designation (LOD)
- Submit Application \*

(\* required to submit application, \*\* required by document due date)

# APPLICATION PROCESS, CON'T

Confused?

Webinar Link:

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

# THINGS TO REMEMBER

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- ✘ Participant Jurisdictions tab is only for regional applicants
- ✘ Certification page located on Program Requirement tab
- ✘ Resolutions still available through OPP1 application
- ✘ Upload Resolutions under LOA for participants

# THINGS TO REMEMBER, CON'T

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- ✘ OPP program needs an independent resolution
- ✘ Upload all documents for OPP2
- ✘ Applicant completed this application in less than 5 minutes
- ✘ Application due date will be June 30, 2011

# PAYMENT OPTION

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## ✘ October vs April Payment

### + Eligibility of October Payment

- ✘ Expended all Used Oil Funds (UBG & OPP)

### + Eligibility for April Payment

- ✘ Awarded for OPP cycle

# REMINDER/UPDATES

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- ✘ OPP 1 & OPP 1A April Payments
- ✘ UBG 2010/2011 on-line Annual Report
- ✘ Training-Webinar vs Small Groups

# QUESTIONS

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Baljot Biring

[Baljot.Biring@CalRecycle.ca.gov](mailto:Baljot.Biring@CalRecycle.ca.gov)

(916) 341-6431

# CalRecycle Oil Payment Program: Grant Manager Assignments by County

