These materials were developed under the auspices of CalRecycle for specific technical training presentations and are posted as reference documents for the local government and CalRecycle staff who attended this technical training series. They are not intended to stand alone as informational or training materials.

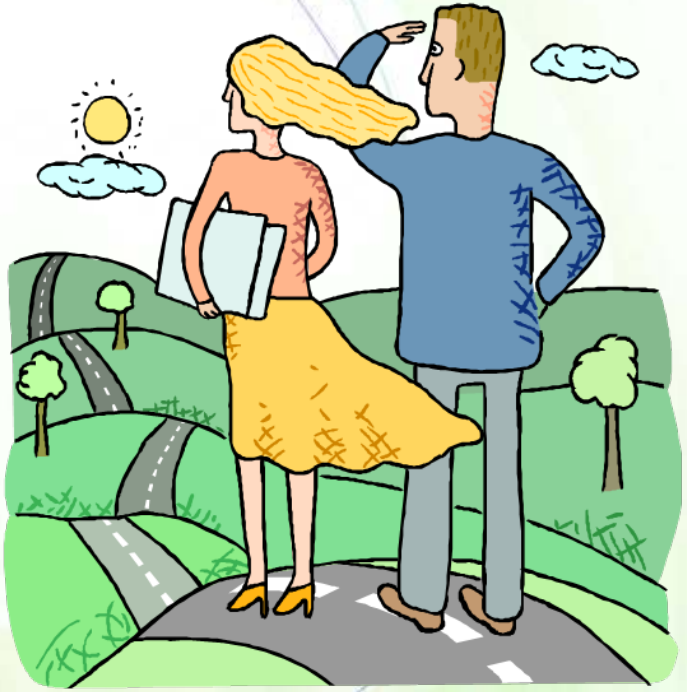
If you require assistance in obtaining access to the presentations, call the Public Affairs Office at (916) 341-6300 or Dennis Corcoran at (916) 341-6395.

Managing CIWMB Grants

A training session for Local Government Grant Managers

Session Overview

- PowerPoint Handout
- Before you apply
- When you apply
- Grant Agreements
- Before the Grant Term starts
- Manage the Grant
- Closeout



Before you apply…

- Why do you want the grant?
- Have you received this type of grant before?
  - How successful were you in meeting the CIWMB Grant Manager's expectations?… completing the work?… documenting the costs?… surviving an audit?
  - What didn't turn out like you wanted or planned?… and are you able to fix it?

Before you apply…

- Read the Application Instructions, Terms & Conditions, and Procedures & Requirements
  - Are you willing and able to comply with those items?

When you apply…

- **ACE** it. Make sure everything in your application is:
  - **A**ccurate
  - **C**omplete
  - **E**ligible

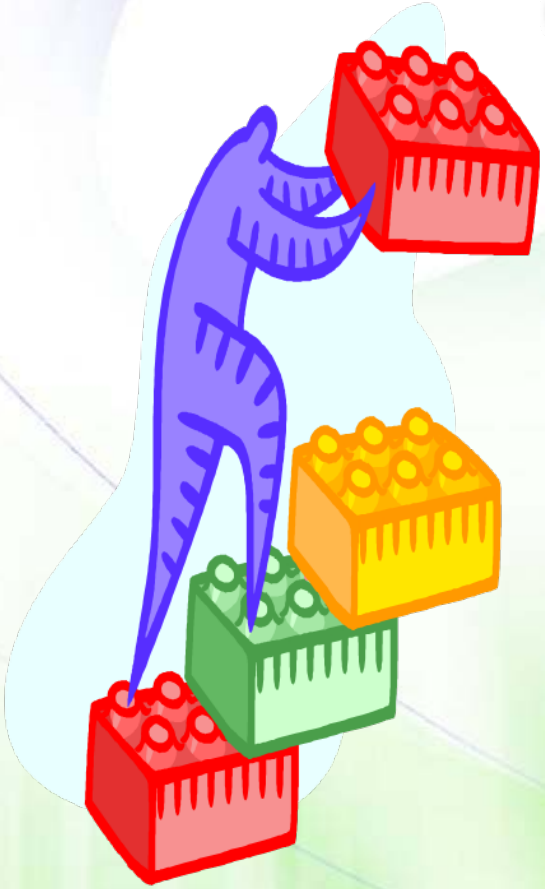
Grant Agreement… What it means to you

- The Grant Agreement contains all the information with which you will be expected to comply.

Before the Grant Term begins…

- Start with the end in mind… know how you will be required to:
  - report information
  - prove performance
  - make payment requests
  - prepare for an audit

Before the Grant Term begins…

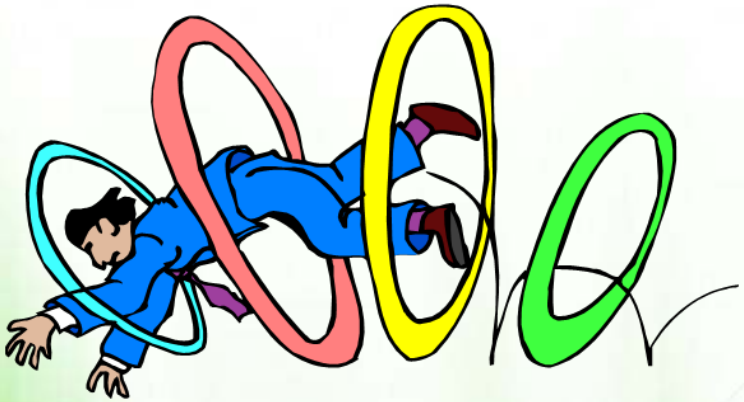


- Develop internal policies, processes, procedures, forms and reports to ensure you:
  - can comply with CIWMB instructions, expectations, requirements, Grant Agreement, laws & regulations
  - integrate fiscal accountability with program accomplishment

Manage the Grant… or…
Herding Cats

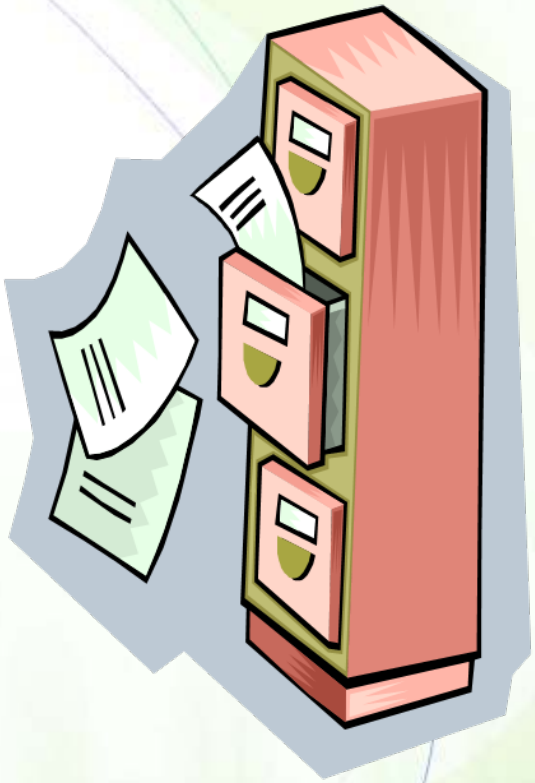
Manage the Grant

- Stay in contact with the CIWMB Grant Manager
- Coordinate within your organization
- Don’t be afraid to ask questions and ask for help



Manage the Grant

- Document and segregate grant activities and costs from non-grant activities and costs
- Accumulate and segregate costs by approved project and/or task
- Accumulate costs <u>AS THEY OCCUR</u>
- Beware of routine destruction cycles



Manage the Grant… Labor

- Employee time
  - Who (employee name)
  - What (grant, project, task)
  - When (date)
  - Where (if applicable)
  - How long (# of hours)

Manage the Grant… Labor

- Employee costs
  - salary/wages
  - benefits
  - overhead/indirect

---as allowed by the Grant

Manage the Grant… Vehicles

- Vehicle usage
  - who (driver)
  - what (grant, project, task)
  - when (date)

- actual miles at mileage rate

or

- actual costs of maintenance, insurance, etc.

---as allowed by the Grant

Manage the Grant… Equipment

- **Purchase, Lease, Rental**
  - Why (justify the need)
  - What (type of equipment)
  - Quantity (# of hrs, days, etc.)
  - Who (if item was assigned to a particular person)
  - Grant, project, task
  - Unit & Total Cost (invoice)

  ---as allowed by the Grant

Manage the Grant… Materials & Supplies

- Why (justify the need)
- What (type of material/supply)
- Quantity purchased
- Grant, project, task
- Unit & Total Cost (invoice)

---as allowed by the Grant

Manage the Grant… Contracts

- Must follow your own Procurement & Contracting requirements, as long as they meet the requirements of the Grant Agreement

Manage the Grant… Contracts

- Document:
  - method of procurement
  - advertising
  - bids received
  - awarding action
  - signed contract & change orders
  - Payment & Performance Bonds
  - Progress Payments & Invoices
  - Other items as needed

Manage the Grant… Contracts

- Require Contractor's progress payments to have details required by the Grant

Manage the Grant… Internal Coordination

- Make sure everyone is doing eligible activities and documenting their time and costs

Manage the Grant

- Revise budgets & work plans

  ... as allowed by the Grant

Manage the Grant

- Submit timely Reports and Payment Requests that document eligible costs and activities

Closeout

- Submit:
  - Final Report
  - Final Payment Request
  - Self-Assessment Checklist
  - Recycled Content form
  - Other required forms, reports, etc.

Closeout

- Make sure all activities & costs are adequately documented
- Make sure records are kept for required length of time
- Be prepared for an audit

THE
END