

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

REUSE ASSISTANCE GRANT

COMPUTER APPRENTICESHIP TRAINING (CAT) PROGRAM

May 15, 20XX through December 1, 20XX

Progress Report including

Payment Request Itemization

Personnel Expenditure Summary

Grant Payment Request Form: CIWMB 87

Recycled Content Certification Form

General Checklist of Business Permits, Licenses & Filings

for

RUX-XX-XX

SUBMITTED BY:

XX

XX

December 1, 20XX

IN PARTNERSHIP WITH:

XXXX

As indicated on our Work Statement, there are a total of five main tasks, and related sub-tasks, to complete this project. The progress of each of these tasks is described in detail below.

Task 1: Develop, configure and operate the computer re-use drop-off center

Task 1.1: Coordinate grant project kick-off meeting, and follow-up meetings with Authority Staff, Street XX, XX Inc. Staff, other relevant parties including an invite to the CIWMB Grant Manager (Matching Services)

6/17/XX Initial meeting with Authority and XX staff to discuss program implementation of Computer Apprenticeship Training (CAT) program.

6/30/XX Meeting with Authority, XX, XX to discuss setting up the reuse shed at the XX County Household Hazardous Waste Facility.

11/3/XX Meeting with Authority and XX to discuss program progress, work plan and budget and quarterly report.

Task 1.1 is 25-100% complete, ongoing meetings scheduled as needed.

Task 1.1: Coordinate relocation of a spare, already insulated and hardwired, 40 foot shipping containers for reuse as receiving station for reusable computers (Matching Services)

A 20 foot shipping container located adjacent to the HHW is insulated and hardwired and set-up for accepting and testing computer systems.



A 40 foot shipping container located at the IRRF is insulated and being used to store reusable computer systems & monitors.



Task 1.1 is 100% complete.

Task 1.1.1: Utilize Container (Matching Services)

Both containers are being utilized.

Central Processing Units are being accepted and stored in the 20' container for testing, including 120 systems from Chevron/Texaco in XX and 5 systems from the National Cristina Foundation.

Computer monitors are being accepted and stored in the 40' container, including 20 monitors from Chevron/Texaco in XX.

Task 1.1.1 is 100% complete.

Task 1.2: Utilizing recycled paint generated onsite from the HHW program, paint and connect electricity to container (Matching Services)

Both containers being used to accept computers are painted. Both are hardwired for electricity, however, the 20' container has electric access and at this time the 40' container does not and is being used for storage.

Task 1.2 is 100% complete.

Task 1.3: Procure and install multiple 5 foot, computer shelving racks and signage for computer receiving (Reimbursable Services changed to Matching Services)

Initially this item was a reimbursable expense, however, the computer shelving racks were donated to the program and the Authority is requesting that this item now be shown to be a matching expense, freeing up funds for other expenses incurred during the grant term.

The shelves are set-up and being used in the 20' container.

Task 1.3 is 100% complete.

Task 1.4: Operate the computer drop-off refurbishment center in concert with ongoing HHW and recyclables buyback operations – utilizing a Scale house Operator for an estimated 2 hours per week for the 2-year grant (Matching Services)

HHW operations are set-up to accept computer monitors, CPUs and peripherals on Thursdays, Fridays and the first Saturday of each month from 9-4pm (closed 12-12:30 for lunch). The HHW Technicians have been notified of the CAT program and provided with information on what computers to accept for donation for reuse. The HHW Technicians have been furnished with a flyer notifying them what computers are being accepted for the program and providing residents with alternatives for disposal if their units do not meet the minimum criteria. A copy of the flier is included as **Attachment A**.

Task 1.4 is 25% complete.

Task 1.5: XX's Technical Intern will inspect and transport select computers from the North XX Computer Drop-off site to XX's XX facility (about 5 miles round trip) for refurbishment and reuse (Reimbursable Services)

XX's Technical Intern has worked to pick-up donations of computer monitors, CPUs and peripherals from local businesses, including Chevron/Texaco and the National Cristina Foundation. He inspects shipments selecting units that can be refurbished for reuse and delivers them to the North XX Drop-off site for further testing. He also delivers units for refurbishing to XX for use in the classroom.

125 central processing units and 20 monitors were donated during this report period. 47 computers were donated during this grant cycle, including 22 refurbished computers kept onsite for classroom use. **A copy of the Donation Log and the amount of tons diverted is included as Attachment B.**



CAT students & staff donated 6 refurbished computers to the Calvary Assembly of God after school program

Task 1.5 is 25% complete.

Task 2: Promote the center

Task 2.1: Coordinate placement of promotional text on garbage bills (Matching Services)
With the infrastructure for the CAT program in place, the Authority will work on promotions, including coordinating placement of promotional text on garbage bills. Staff will work to first get detailed information inserted into the bills and follow up the insert with text on the bills.

Task 2.1 is 0% complete. This task is anticipated to start July/August 20XX and is anticipated to be completed by September 20XX.

Task 2.2: Coordinate bill inserts (Matching Services)
With the infrastructure for the CAT program in place, the Authority will work on promotions, including coordinating bill inserts. Staff will work to promote the CAT program in conjunction with free e-waste collection events in June and October 20XX educating the public on proper disposal options and outlining the types of computer systems the CAT program is accepting for reuse.

Task 2.2 is 0% complete. This task is anticipated to start March/April 20XX and is anticipated to be completed by June 20XX.

Task 2.3: Coordinate addition of computer reuse onto HHW direct mail and newspaper (Matching Services)

With the infrastructure for the CAT program in place, the Authority will work on promotions, including coordinating addition of computer reuse onto HHW direct mail and newspaper advertising.

Task 2.3 is 0% complete. This task is anticipated to start March/April 20XX and is anticipated to be completed by June 20XX.

Task 2.4: Contact largest local business to solicit computer donations (Reimbursable Services)
XX staff has solicited computer donations from the largest local businesses by mailing Computer Donation Proposals to PG&E, Wells Fargo, Charles Schwab, Chevron/Texaco, Berlex, Kaiser Hospital, Bio-Rad, Microsoft, Hal Kinion and Manpower. **Attachment C** is a copy of the letter sent to PG&E.

Task 2.4 is 25% complete.

Task 3: Develop refurbishment lab, train community students, and refurbish computer for reuse in the local community

Task 3.1: Procure repair kits, tools, supplies necessary for computer refurbishment and training (Reimbursable Services)

XX purchased PC-Doctor Computer Diagnostic Software during this grant reporting period, software used for computer refurbishment.

Task 3.1 is 25% complete.

Task 3.1.1: Use of advanced PC Repair Toolkits (Matching Services)

XX is furnished with advanced PC Repair Toolkits allowing staff to run diagnostic tests on desktop computers for troubleshooting purposes.

Task 3.1.1 is 100% complete.

Task 3.1.2: Use of Symantec Ghost Corporate Edition (Matching Services)

XX is furnished with Symantec Ghost Corporate Edition allowing staff the capability of cloning computers. Symantec takes a snapshot of a computer's operating system configurations and can deploy that information to several other computers.

Task 3.1.2 is 100% complete.

Task 3.2: Telecommunications for refurbishment lab and for internet use/testing of refurbished computers (Matching Services)

XX is completely set-up with telecommunications for the refurbishment lab, internet use/testing for refurbished computers and a telephone line dedicated to the CAT program.

Task 3.2 is 100% complete.

Task 3.3: Procure used pickup truck for transporting computers from HHW center to XX refurbishment/classroom facility (Reimbursable Services)

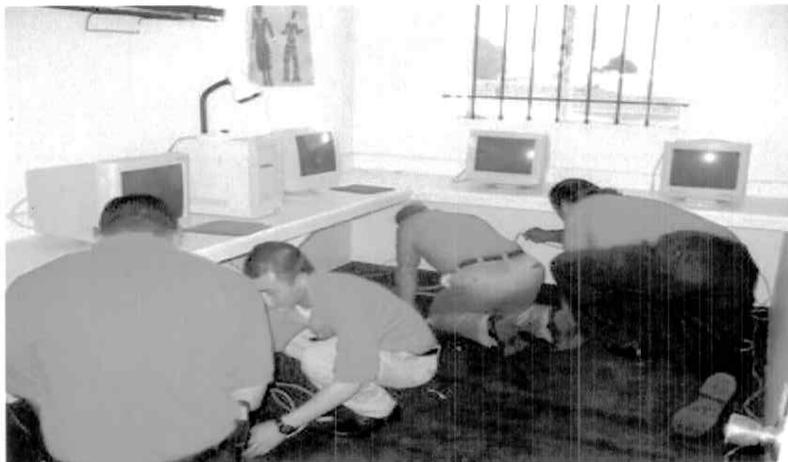


XX purchased a 19XX Chevy Astro Van, 85,000 miles to transport computers from the HHW facility to the XX refurbishment/classroom facility. A Car Fax Vehicle History Report was purchased showing that this vehicle has had no severe accidents, no odometer problems, no Manufacturer Buyback (LEMON) reported, and has had only one owner.

Registration and vehicle insurance fees for the duration of the grant term will be billed to the grant. Initial maintenance will be billed to the grant i.e. purchasing new tires, vehicle service and routine maintenance will be paid for by XX. Not to exceed budgeted \$6,500.

Task 3.3 is 80% complete.

Task 3.4: Computer lab benches for refurbishment work (Matching Services)
The XX computer lab is set up with benches for refurbishment work.



CAT students setting up the lab for work

Task 3.4 is 100% complete.

Task 3.5: Computer education books & training manuals (Reimbursable & Matching Services)
To supplement the CAT program and manuals in stock, XX purchased 17 A+ Jumpstart: PC Hardware & Operating System Manuals for students to use as part of the refurbishing process.

Task 3.5 is 25% complete.

Task 3.5: XX's Technical Program Manager will oversee development, operations and success of the computer refurbishment project (Reimbursable & Matching Services)
The Technical Program Manager has developed the technical curriculum for the program. Student training includes recycling program information, including outlining the toxic components found in computers, the hazards associated with dumping and safe work practices. The importance of the CAT program closing the loop and giving back to the community refurbished computers is also covered.

The Technical Program Manager reviews the curriculum and training procedures with staff who in turn train the students. Technicians are trained on how to wipe out a computer hard drive, triage, perform diagnostic tests, note system specs, install share ware applications and document their procedures with a check-off system. This process is involved and requires staff to go through stations to complete the various tasks.

XX buys Microsoft Licenses at a discount for refurbished computers. The Technical Program Manager, using the Microsoft Authorized Refurbishing Database, must report all licenses purchased and installed on each refurbished computer.

Task 3.5 is 25% complete.



CAT student configuring the computer for the after school program

Task 3.6: XX College Community Instructor (Matching Services)

XX is the Computer Apprenticeship Training Technical Instructor for XX via Contra Costa Community College. This teaching position is funded by Contra Costa College through a separate grant to XX. The CAT Class Schedule is Monday – Thursday, 12:30-4:30pm.

Mr. XX has been in the education and training field for over 7 years and worked in the technology sector for over 20 years. He is a professional engineer and supervisor with extensive experience in training and customer support committed to achieving reliable technology program results. He has proven effective at leading diverse teams and is fluent in Spanish. Some of the organizations he has worked for include XX College, Hewlett Packard, Cisco Systems and Caminos Pathways. His passion is to empower people to understand technology in order to make their jobs and lives easier.

Task 3.6 is 25% complete.

Task 3.6: XX's Technical Intern will assist in the development, operation and success of the computer refurbishment project (Reimbursable Services)

XX's Technical Intern provides technical support to the Technical Program Manager to ensure the success of the CAT program. The Technical Intern assists with staff training and researches information to continue to expand and develop the program.

Task 3.6 is 25% complete.

Task 4: Promote the “full circle” of the refurbished computers being used in the community

Task 4.1: Create press release and contact local press (Matching Services)

June 13, 2003 – Press release submitted by the Authority introducing the program ran in the XX County Times. A copy of the article is submitted as **Attachment D**.

Task 4.1 is 25% complete.

Task 4.2: Seed articles for use in City newsletters (Matching Services)

Now that the infrastructure for the CAT program is in place, the Authority will work on promotions, including drafting and submitting seed articles for use in City newsletters.

Task 4.2 is 0% complete.

Task 4.3: Develop article and pictures promoting the success of the program on the Authority's www.recyclenore.com website (Matching Services)

Now that the infrastructure for the CAT program is in place, the Authority will work on promotions, including developing articles and pictures promoting the CAT program on the Authority's www.recyclenore.com website.

XX's www.streettech.org website is being redeveloped to include a subdirectory linking users to information about XX's Recycling CAT program.

Task 4.3 is 0% complete.

Task 4.4: XX's Technical Program Manager will promote this innovative program to their students, potential clients, and community and business partners (Reimbursable Services)
XX's Technical Program Manager promotes the CAT program to XX students, potential clients, and community and business partners.

XX staff attended and promoted the computer reuse program at the Council of Industries monthly meeting on Wednesday, September 10, 20XX. The Council of Industries is a group of local large manufacturing companies who meet monthly and discuss Best Business Practices.

On October 10 and 11, XX staff participated in a Computer Reuse and Recycling Event at Stanford University to assist Dell computers in accepting a mass of computers. The CAT program was promoted at this event.

XX is the regional contact and local partner and representative for the National Cristina Foundation, cristina.org. This status allow for XX to have first stab at all corporate donations.

The Casey foundation received a large donation from Community Technology Foundation of XX. XX accepted 350 monitor for reuse from this donation, warehoused in XX.

Task 4.4 is 25% complete.

Task 4.4.1: Miscellaneous marketing materials, office supplies, mailing costs, etc. supporting XX's computer refurbishment program (Matching Services)

All miscellaneous marketing materials, office supplies and mailing costs are included during this grant term as matching contributions by both the Authority and XX in support of the CAT program.

Task 4.4.1 is 25% complete.

Task 5: Reporting

Task 5.1: Submit quarterly reports to CIWMB (Matching Services)

- December 1, 20XX – Submitted progress report
- June 1, 20XX
- December 1, 20XX

Task 5.1 is 33% complete.

Task 5.2: Submit final report to CIWMB (Matching Services)

- July 1, 20XX

Task 5.2 is 0% complete.

Next Reporting Period

With the infrastructure for the CAT program set-up, the Authority will work to promote the CAT program to the general public. This will present some challenges, namely promoting the program in a way that limits the amount of “junk” computer units received.

Large business donations will continue to be a primary target for this grant as the CAT program is looking to train a classroom of students refurbishing similar systems. XX staff will continue to promote the computer refurbishment program to large businesses in XX County and will work to solicit large computer donations. XX will also continue to develop the program, train staff and students and refurbish and donate computers. The CAT program is looking to accept computers for reuse that will be of value when refurbished and donated.

The Authority was recently awarded a CIWMB HHW 12th Cycle Grant to fund 4 temporary e-waste collection events, 2 in 20XX and 2 in 20XX. XX staff will be onsite at those collection events to set aside computer components that would be reusable as part of their job training and education program.

A copy of the Donation Log, including the amount of tons diverted, is included as Attachment B.