

# GRANT APPLICATION FORM

## 1. Entity Information:

Unified Program Agency Name: El Dorado County Environmental Management Dept

GRANTEE	GRANT CONTACT
Name of Project Director, Title: Gerri Silva EDC EMD Director	Name: Dave Johnston
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## 2. Grant Amount: \$ 54,820

a. Advanced payment Requested: \$13,705.00

## 3. Scope of Work

Beginning January 1, 2013, all regulated businesses will be required to submit hazardous materials information electronically via the online California Environmental Reporting System (CERS). In order to submit and receive data from CERS, El Dorado County Environmental Management Department (EDCEMD) will need to transition from the Envision database to the latest version of Envision-Connect. In order to electronically collect required inspection and enforcement data during inspections, EDCEMD will need to purchase inspection equipment and implement an electronic field inspection procedure using the Envision-Connect field inspection system.

A detailed description of activities associated with meeting the electronic data sharing requirements is included in the Electronic Reporting Transition Plan and Work Plan sections of this application. In summary, grant funds will be used to offset costs associated with migrating data from Envision to Envision-Connect, purchasing needed computer equipment to implement an electronic field inspection program, and providing outreach and training to the business community to assist them in meeting the requirements. We expect to complete all required activities under this grant by the end of fiscal year 2011-12. General implementation activities and anticipated timelines are as follows:

EDC EMD Targeted Milestones		Date
1	Upgrade to current version of Envision-Connect	5/2011
2	Train CUPA staff to use CERS and Envision-Connect	7/2011
3	Train EDCEMD staff on use of Envision-Connect field inspection system	7/2011
4	Purchase PCs and equipment for business kiosks	9/2011
5	Data remediation complete	11/2011
6	Implement Envisions-Connect based electronic field inspection system	11/2012
7	Business outreach and training complete	11/2012

#### 4. Work Plan:

The work plan states the performance periods and includes a brief narrative summary for each task. The summary depicts the steps to be taken for task completion. The work plan describes how grant funds will be expended to facilitate tasks.

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

1. Draft Grant Application and Transition Plan
  - a. Conduct staff meetings to determine needs
  - b. Attend CalEPA online workshops
  - c. Consult with Decade regarding data transition needs and costs
  - d. Consult with County Library staff to determine kiosk equipment needs and locations
  - e. Determine equipment needs and obtain quotes
  - f. Draft application and transition plan
2. Secure Board of Supervisors Resolution to Apply for Grant
  - a. Draft Board letter and Resolution
  - b. Schedule item for Board meeting
  - c. Present draft grant application to Board
  - d. If approved, obtain signed Resolution
3. Submit Grant Application and Transition Plan
  - a. Finalize grant application and transition plan
  - b. Submit application and plan to Cal/EPA for review and approval
4. Secure Envision-Connect Upgrade Contract
  - a. Draft contract
  - b. Obtain required contractor (Decade) documentation
  - c. Solicit contract review by County Counsel and Risk Management
  - d. Revise contract as necessary
  - e. Submit draft contract to BOS for approval utilizing steps in section 1 above
5. Upgrade to Envision-Connect
  - a. Meet with Decade staff to discuss process
  - b. Complete configuration wizard
  - c. Complete data assessment
  - d. Implement data remediation
  - e. Run Envision-Connect in test environment
  - f. Complete data transfer of existing data from Envision-Connect system to CERS system
6. Procure Equipment
  - a. Solicit current bids from vendors
  - b. Purchase equipment through EDC Procurement Department
  - c. Work with County library staff to set up kiosks
  - d. Test equipment
7. Train Staff
  - a. Modify existing inspection forms in Crystal Reports
  - b. Conduct Envision Connect training for office and inspection staff
  - c. Conduct filed information system training for inspection staff
8. Conduct Business Outreach
  - a. Draft CERS notification letter to all regulated businesses with billing statements
  - b. Distribute letter with billing statements
  - c. Schedule workshops
  - d. Conduct workshops.
  - e. Train and provide assistance to facility operators during field inspections
  - f. Draft information and instructions to be used by operators at kiosks

9. Implement Reporting System
  - a. Review information submitted by operators
  - b. Contact operators and provide assistance with any needed corrections
  - c. Upload inspection and enforcement data
10. Grant Reporting
  - a. Track grant implementation time and expenditures
  - b. Prepare and submit progress reports and invoices

## 5. Budget

Program Costs	Fiscal Year 09/10	Fiscal Year 10/11	Fiscal Year 11/12	Fiscal Year 12/13
Personnel Services*	\$	\$3380.00	\$	\$
Operating Expenses	\$	\$	\$	\$
Travel Expenses	\$	\$	\$	\$
Supplies/Materials	\$	\$	\$	\$
Equipment/Software	\$	\$16,690.00	\$	\$
Professional/Consultant Services	\$	\$34,750.00	\$	\$
<b>FISCAL YEAR TOTAL</b>	\$	\$54,820.00	\$	\$
<b>TOTAL</b>	<b>\$54,820.00</b>			

\*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

**Gerri Silva, Director MS REHS**

Printed Name of Applicant