CalRecycle

Department of Resources Recycling and Recovery

USED OIL PAYMENT PROGRAM GUIDELINES
9th Cycle (OPP9) - Fiscal Year 2018-19
Revised September 2018

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Submittal of a Used Oil Payment Program (OPP) Application constitutes acceptance of these Guidelines as the controlling requirements for receiving, spending, and accounting for OPP funds and for annual reporting. The application and these Guidelines shall constitute the OPP Agreement.

OVERVIEW AND STATUTORY AUTHORITY

The California Public Resources Code (PRC) section 48600 et seq. describes the California Oil Recycling Enhancement Act (Act), which, among other things, provides up to $11 million annually in payments to local governments for implementation of local used oil and filter collection programs. The Department of Resources Recycling and Recovery (CalRecycle) is responsible for administering the OPP. These Guidelines describe the application and administrative processes to implement the OPP Cycle 9. Payment Recipients (recipients) are responsible and accountable for ensuring that expenditures are appropriate and that proper internal supporting documentation is maintained. To ensure full compliance with OPP's processes and requirements, OPP applicants/recipients must adhere to these Guidelines and the program provisions set out in the Act, notably PRC sections 48674, 48690, and 48691.

This resource document provides applicants with instructions to access and complete the application online and information about the administration of the Used Oil Payment Program. The web-based application is in CalRecycle's Local Government Oil Payment Program (LoGOPP) (https://secure.calrecycle.ca.gov/LoGOPP/SignIn.aspx). You will need to sign into LoGOPP to complete and submit an application.

Timeline and Cycle Activity

Dates	Activity
June 28, 2018	**Application Due Date** • Applications must be submitted in LoGOPP by 11:59 p.m. on this date. • Customer service will be available until 4:00 p.m.
July 26, 2018	**Documents Due Date** • Approved Resolution must be uploaded in LoGOPP by this date. • If applicable, Letters of Authorization must be uploaded in LoGOPP by this date.
Spring 2019	**Payments Awarded** • Unless a Fall 2018 payment is requested by the applicant and subsequently approved by CalRecycle.
July 1, 2018 – June 30, 2020	**Cycle Term Dates**
August 15, 2019 and August 15, 2020	**Annual Report Due Dates** • Due no later than August 15th of each year during performance period.

ELIGIBILITY

Applicants are limited to local governments, which are defined in statute as "any chartered or general law city, chartered or general law county, or any city and county." CalRecycle may make a payment to another entity that will implement the program on behalf of a local government (in lieu of making a payment to that local government) with the agreement of that local government.

Applicants that comply with PRC sections 48690 and 48691 are eligible to apply for and, if approved, receive payment through the OPP. Applicants must have a used oil collection program which provides either of the following or a combination of the two:
- Ensures there is at least one certified used oil collection center (CCC) for every 100,000 residents not served by curbside collection.
- Provides used oil curbside collection at least once a month.

In addition to meeting at least one of the requirements above, applicants must have a public education component that informs the public of locally available used oil recycling opportunities.

CHARTER CITIES

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for their project, the award will be terminated and any disbursed OPP funds shall be returned to CalRecycle.

REGIONAL APPLICATION REQUIREMENTS

Local governments may join together in a regional application, in which two or more eligible jurisdictions join together for the purpose of project implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant who will be responsible for the performance of the OPP and all required documentation. CalRecycle will direct all official correspondence and payments to the Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available on CalRecycle's online [Local Government Oil Payment Program (LoGOPP)](https://secure.calrecycle.ca.gov/LoGOPP/SignIn). (https://secure.calrecycle.ca.gov/LoGOPP/SignIn) Access to LoGOPP is secure, therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass Site](https://secure.calrecycle.ca.gov/WebPass/) (https://secure.calrecycle.ca.gov/WebPass/).

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in disqualification of the application.

Program Requirements Tab

This tab provides a summary of the application, due dates, program requirement questions, important links, and the submit application button (once minimum requirements are complete). It is the applicant's responsibility to ensure that all required documents, based on the individual application/project, are submitted by the appropriate due date.

Contacts Tab

The application is required to have only one Primary Contact and at least one Signature Authority. Contacts will automatically populate based on your previous year's application, when applicable. You must verify that the contacts are still the same; otherwise, you can add, edit or delete contacts before you submit your application.

- **Primary Contact**. One person who has been authorized by the Signature Authority/Designee to manage and oversee the program. This person will be the first contact with whom the CalRecycle will communicate.
- **Signature Authority**. The person(s) authorized to sign CalRecycle documents, such as applications, annual reports, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact**. A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom CalRecycle will communicate. (Not required)
- **Consultant**. A professional who provides advice in a particular area of expertise. If the applicant is awarded, the consultants may manage the program or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Addresses Tab
All applicants are required to enter a physical address and a payment address. There is also an option to enter a mailing address. If more than one address are the same, you may select the appropriate address types and enter the address only once.

Participating Jurisdictions Tab
This tab is only used if you are submitting a regional application. Select the name of each eligible participating jurisdiction and move them to the left.

Documents Tab
When uploading a document, enter a document title and select the appropriate document type from the drop down list. Click the "choose file" button to locate the document you wish to upload. Once you have finished, click the "save" button. See Authorizing Documents section below.

After all the application documents are uploaded, return to the **Program Requirements tab** and print the **Application Certification**. The applicant must obtain a wet ink signature from the authorized Signature Authority (identified in your resolution or letter of commitment), scan the document, upload it, and retain the original hard copy document.

APPLICATION SUBMITTAL AND DEADLINE
The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications must be submitted no later than 11:59 p.m. on June 28, 2018. Customer service will be available until 4:00 p.m. on the application due date either by emailing grantassistance@calrecycle.ca.gov or calling Danielle Abila at (916) 324-8867.

PUBLIC RECORDS REQUESTS
It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a State agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure. Upon request, the contents of your submitted application are subject to public records requests. The information that may be requested includes, but is not limited to, contact information, project summary, and uploaded documents.

APPLICATION PROCESS
The application process requires that applicants must:
1. Submit a completed online application to CalRecycle by the application due date and upload an electronic (scanned) version of the signed application certification page in the online system.
2. Retain in its OPP file the original hard copy of the application certification page signed by applicant's signature authority.
3. Submit the authorizing documents by the documents due date (see the Timeline and Cycle Activity table for due date).

An important application approval requirement includes the submittal of the following:

1. Submit a completed annual report on LoGOPP (see **Timeline and Cycle Activity** for due date) for all active OPP cycles.
2. Have no outstanding debt(s) owed to CalRecycle.
3. Return any unspent funds from all closed cycles to CalRecycle by August 15 (see **Unspent Funds** section).

If you have any questions regarding the application process, please call Danielle Abila at (916) 324-8867 or send an e-mail to: GrantAssistance@CalRecycle.ca.gov. Technical assistance will be provided until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

ELECTRONIC AND ORIGINAL SIGNATURES
CalRecycle documents or forms that certify legally binding information require an original wet ink signature. If a signature block with penalty of perjury language is provided please provide a wet ink signature. CalRecycle will accept electronic signatures on all other documents. If you have questions, email grantassistance@calrecycle.ca.gov.

APPLICATION CERTIFICATION
The Application Certification is a required application document that must be generated from LoGOPP. After each tab of the application is complete, generate the Application Certification from the Program Requirements Tab. A wet ink signature from the authorized Signature Authority (identified in your Resolution or Letter of Designation) is required, then scan the document, upload it, and retain the original hard copy document.

AUTHORIZING DOCUMENTS
Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see CalRecycle's Resolution and Letter Examples web page.

Authorizing documents must be uploaded no later than 11:59 p.m. on July 26, 2018. Customer service will be available until 4:00 p.m. on the document due date.

Resolution
Any applicant that is subject to a governing body must upload a Resolution that authorizes payment program-related matters. A copy of the authorizing Resolution is a required document that must be uploaded no later than the document due date. Resolution requirements vary for individual and regional applications.

Individual Application Requirements:
1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle Payment Programs or for all CalRecycle Payment Programs for which the applicant is eligible.
2. The Resolution must identify the period of time, up to and including until rescinded, during which the authorizations are valid. Until rescinded resolutions are encouraged; however, specific periods of time are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all payment program-related documents necessary to implement and close-out the project(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Regional Application Requirements:
1. The Regional Lead Participant (Lead) must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead and specifically named participants, and includes authorization letters from the participating jurisdictions authorizing the Lead to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove participants with each new application without the necessity of obtaining a new Resolution).
3. Participants subject to a governing body must provide a Letter of Authorization to the Lead authorizing the Lead to act on its behalf for this cycle. Letters of Authorizations may be valid for as long as the Lead's Resolution, otherwise must be dated within the last 12 months. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date.

Note: Existing approved multi-year OPP Resolutions will be accepted. However, if a new resolution is required, we encourage the use of general payment program language as shown in our [Resolution and Letter Examples](#) web page.

Letter of Authorization
A Letter of Authorization is used for Regional applications. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the program. The Lead must upload the Letter of Authorization no later than the secondary due date or the Participating Jurisdiction(s) will be removed from the application. The letter with the original signature must be maintained in applicant file. The letter must:
• Be on the Participant's official letterhead.
• Be valid for as long as the Lead's Resolution, otherwise must be dated within the last 12 months.
• Authorize the Lead to submit a regional application and act as Lead Agency on behalf of the Participating Jurisdiction.
• Authorize the Lead to execute all documents necessary to implement the program.
• Be signed by an individual authorized to contractually bind the Participating Jurisdiction.

Letter of Designation
A Letter of Designation is required ONLY when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:
• Be on the applicant's letterhead.
• Identify the job title of the Designee.
• Identify the scope of the Designee's authority.

- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2020, then the Letter of Designation may not be effective beyond December 31, 2020). If a time period is not identified then the letter will follow the same time frame as the Resolution. It must be signed by the Signature Authority.

REVIEW AND AWARD PROCESS

APPLICATION REVIEW PROCESS
After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for award.

PAYMENT AWARD PROCESS
For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; this is tentatively scheduled for September 2018.

PAYMENT AWARD CONDITIONS
When awarded, this payment will be subject to these conditions:
1. The recommended payee must have no outstanding debt(s) owed to CalRecycle.
2. The recommended payee must return any unspent OPP funds from all closed cycles to CalRecycle by August 15, 2018.
3. The recommended payee must have submitted a completed Annual Report in LoGOPP for their OPP Cycles by August 15, 2018. (This does not apply to new program applicants)

Failure to comply with any of these requirements will void the award.

NOTICE OF AWARD
Upon approval of annual reports and applications, recipients will be notified by email that an OPP award has been awarded and that they are authorized to incur costs and expend funds in furtherance of their programs. Expenditures incurred prior to the award notice, but after the cycle term start date, are subject to the Guidelines of OPP9, and are incurred at the recipient's own risk. A listing of the award amounts for all recipients will be posted on the OPP web page.

APPLICATION REVISIONS
Once approved, the recipient/regional lead is contractually bound to carry out the used oil program in accordance with the OPP Guidelines. The recipient and/or any regional participant that submitted a Letter of Authorization cannot withdraw or amend their application.

DENIAL OF APPLICATION
CalRecycle will notify an applicant and provide the reasons for denial of an application. In such cases, potential applicants are encouraged to contact and work with CalRecycle to ensure that its jurisdiction meets the necessary requirements prior to the next application cycle.

TERM AND PAYMENTS
The term of the OPP cycle is 24 months (refer to the Timeline and Cycle Activity table for the cycle term dates) and funds must be expended or returned to CalRecycle as described in the Unspent Funds section.

Payments must be placed into an interest bearing account. Tracking and reporting of interest earned (if any) on the payment is not required. All interest accrued and received from the OPP funds shall be used only for eligible expenses related to the performance of this Agreement.

As part of the application process, an applicant may request receipt of its annual payment in October. For CalRecycle to approve this request, all funds from any previous OPP cycles must be spent.

ELIGIBLE COSTS
All expenditures must be for the purposes of establishing and maintaining a used oil program as set forth in PRC sections 48690 and 48691. Eligible costs must be incurred and accrued (if applicable) during the cycle term.

EXPENDITURES
Used oil and used oil filter collection and recycling activities, educational activities, and mitigation of used oil in stormwater runoff are statutory components of local used oil collection programs (PRC section 48691). Accordingly, these activities should be the focus of OPP expenditures.

All expenditures are to be reported in LoGOPP for the Annual Report. Eligible expenditures must include invoice details under the Expenditure tab for each cycle. Expenditures must be paid for before submitting the Annual Report. Jurisdictions are not required to upload the invoices or proof of payment, unless requested by the program advisor.

Expenditures included in the Annual Report for an ending cycle, may not be cancelled after the Annual Report is submitted. Cancelation of an ending cycle expenditure after submitting the Annual Report may impact the jurisdiction's ability to receive future awards.

The recipient must expend all of the available funds from the oldest OPP cycle prior to spending any funds from more recent OPP cycle. It is acceptable to split an invoice across two separate OPP cycles in order to "zero out" all funds in the oldest OPP cycle before using funds from a more recent OPP cycle. Expenditures that are split need to be clearly identified and retained in both cycle files to facilitate review and retention (See the Audits, Accounting, and Records Retention section).

EXPENDITURES REQUIRING APPROVAL
Expenditures associated with the tasks or products listed below must be approved using the "Expenditure Requests" option in LoGOPP before purchasing. The review and approval process of an expenditure request will be through LoGOPP. Allow at least five working days for a review.

An Expenditure Request is required for, but not limited to:
- Functional items if the total cost exceeds $25 per person or an individual item exceeds $12.
- All television, video, and radio scripts.
- Developing, purchasing, or distributing useful educational materials informing the public about used oil and used oil filter collection and recycling. Examples include, but are not limited to, newspaper advertisements, brochures, flyers, and utility inserts.
- School presentations (submit script and presentation purpose).
- Purchase of equipment over $500.
- Construction activities.
- Used oil stormwater mitigation activities pursuant to PRC section 48691 (Refer to Stormwater Mitigation section).

- Other items not included on the pre-approved list below.

PRE-APPROVED EXPENDITURES
The following do not require an Expenditure Request for approval:
- Maintaining a used oil and filter program.
- Curbside used oil and used filter hauling/disposal costs.
- Developing, purchasing and/or distributing the following Used Oil Program materials that have a functional purpose associated with an environmental benefit: marine absorbent bilge pads, oil funnels, oil drain containers, oil change rags, new oil filters for exchanges, Ziploc-type filter bags, cardboard creepers, filter wrenches, dirty filter recycling containers, maps of collection centers, and tide charts. OPP funding can be for oil change kits, but each kit cannot exceed $25 (excluding sales tax) and each item, whether it is included in the kit or distributed separately, cannot exceed $12 (excluding sales tax). Program Advisor approval is required for items not on this approved list.
- Used oil filter exchange activities for a free replacement oil filter of equal value (shelf price), maximum $15 per filter and 2 filters per household. Vouchers/coupons and participant logs may be used for managing and tracking exchanges. The oil filter cost is not counted towards the $25 maximum allowed for oil change kits.
- Tablet electronic devices (typically seven inches or more in diameter measured diagonally) with a maximum price of $500, used primarily for the purposes of public education or outreach. Additional costs can be spent on accessories for charging, item protection, and security at events.
- Certified Unified Program Agency (CUPA) or other agency inspection fees directly related to establishing and maintaining an effective oil and oil filter collection and recycling program.
- All lab fees related to testing oil samples for contamination in used oil tanks.
- Test kits and other equipment related to monitoring the contaminants in oil tanks.
- HAZWOPER 8-hour refresher course.
- Indirect/overhead costs up to 10 percent of the OPP eligible expenditures. **(Note:** This limitation applies to recipients and consultants/contractors who administer and/or implement a program.)
  Purchase or rental of storage containers or portable sheds dedicated to oil-related activities and supplies.

  Cost of Installation of storage containers or sheds solely for protection of oil related equipment and/or supplies.

Any eligible costs not listed above require review and approval using the "Expenditure Request" option in LoGOPP.

INELIGIBLE COSTS
Any expenditure that does not directly support used oil or used oil filter collection, recycling or educational activities, or mitigation of used oil in stormwater, or expenses not directly related to recipient's (or consultant's/contractor's) administration of the OPP are ineligible for funding.

Ineligible costs include, but are not limited to:
- Costs incurred or accrued before July 1, 2018 or after June 30, 2020.

- Developing, purchasing, or distributing strictly promotional give-away items (Stuff We All Get, SWAG). Examples include, but are not limited to; key chains, letter openers, squeegee toys, coffee mugs, water bottles, Frisbees, hats, t-shirts, chip clips, pens, pencils, beanie babies, screwdrivers, coloring books, small recycling containers for pencils, magnets, dried sponges, flash drives, and reusable bags., etc.
- Purchase or lease of land or buildings.
- Costs currently covered by or incurred under any other loan, grant, or contract.
- Remediation activities (any cleanup or restoration of polluted areas).
- Purchase of data plans.
- Costs related to computers, applications, or software.
- HAZWOPER 40-hour and 24-hour courses.
- Enforcement activities.
- Preparation of Household Hazardous Waste (HHW) elements.
- Construction and development of any HHW facility that does not have a used oil or used oil filter collection component.
- Construction and development of any HHW permanent facility on non-local government-owned property.
- Any costs for construction projects by charter cities prohibited by Labor Code section 1782.
- Transportation and disposal of non-oil HHW from any facility or event.
- Maintaining equipment, materials, or supplies at HHW facilities or ABOP (antifreeze, battery, oil, and paint) facilities not directly related to the collection of used oil and used oil filters.
- Fines or penalties due to violation of federal, State. or local laws, ordinances, or regulations, including CUPA fines or penalties.
- Employee time off (vacation or sick leave).
- Food or beverages (e.g., as part of meetings, workshops, or events).
- Cell phones.
- Out-of-state travel.
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Audit expenses.
- Re-refined oil expenses.
- Any costs not consistent with local, state, or federal laws, guidelines, and regulations.
- Costs deemed unreasonable or not related to the project by the Program Advisor.

PUBLICITY, EDUCATION, AND OUTREACH
Used oil publicity, education, and outreach material must directly relate to the collection and recycling of used oil and/or used oil filters, proper oil disposal practices and/or the mitigation of used oil in stormwater activities, and approved through the Expenditure Request process in LoGOPP.
The materials must be functional, as discussed in Eligible Costs, encourage behavioral change, or provide an educational opportunity for the public.

- To be eligible for 100 percent reimbursement the publicity, education, and outreach materials must be exclusively devoted to used oil or used oil filter collection and recycling, and/or the mitigation of used oil in stormwater activities.

- To be eligible for 75 percent reimbursement the materials must have substantial text and/or images related to used oil or used oil filter collection and recycling and/or mitigation of used oil in stormwater activities with only incidental reference to other programs such as HHW/universal waste collection/recycling.
- To be eligible for 50 percent reimbursement the materials must have at least half of the text or images relate to used oil or used oil filter collection and recycling and/or mitigation of used oil in stormwater activities and can have coverage of other programs or subjects.
- To be eligible for 25 percent reimbursement the materials can have less than half of the text or images relate to used oil or used oil filter collection and recycling and/or mitigation of used oil in stormwater activities and can have substantial coverage of coverage of other waste/recycling programs or subjects.
- Materials where used oil and used oil filter collection and recycling is not a primary focus, where used oil and used oil filter collection and recycling is only incidentally mentioned, or that do not meet the other requirements are not eligible for any reimbursement.

ACKNOWLEDGEMENT

Recipients are required to acknowledge CalRecycle's support when activities or projects funded, in whole or in part are publicized in any news media, brochures, articles, seminars or other type of promotional material. Public education and outreach materials must provide:

- The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used.
- The "Used Oil Drop" logo with the words "Recycle Used Oil" or "Recycle Used Oil and Used Oil Filters" as appropriate. On any material produced in four or more colors, use the state colors (blue oil drop on yellow background) for this logo. (The color designation for professional printing is Yale Blue-Pantone 286C; Golden Yellow-Pantone 123C.)
- Information on used oil and used oil filter collection and recycling/disposal.
- A list of used oil collection centers within the targeted community or a local telephone number or web site to obtain further information on local collection centers. (Use the 1-800-CLEANUP number or Earth911 website if your jurisdiction does not maintain its own 24-hour hotline.)

The Program Advisor may approve a deviation from the prescribed language on a case-by-case basis.

GRAPHICS

Graphics are available on our Used Oil and Household Hazardous Waste Graphics web page. A CalRecycle sticker (bumper sticker size) that displays the statement: "Equipment funded by CalRecycle" is required to be affixed to all large pieces of equipment purchased with OPP funds. Contact your Program Advisor for CalRecycle and oil program related graphics.

CERTIFIED COLLECTION CENTER (CCC) SITE VISIT REQUIREMENTS

For recipients who administer their used oil program in coordination with a CCC, it is a program requirement that a site visit be made annually to a minimum of one CCC site per 100,000 residents being served by the used oil program. When a site visit is conducted, the jurisdiction needs to complete a Certified Center Site Visit Checklist form (CalRecycle 664). This form may be found under "Used Oil Recycling" on the Grant Forms web page. The completed form is to be retained in the cycle file and jurisdictions

will report the total number of site visits made by the jurisdiction in the online Annual Report.

STORMWATER MITIGATION
Since the passage of stormwater related legislation in January 2002, some stormwater mitigation expenditures are considered eligible expenses through the OPP. To be considered eligible, each jurisdiction must certify that it has a stormwater mitigation program that was approved by its local Regional Water Quality Control Board.

Stormwater mitigation is defined in PRC section 48618.4 to include "…the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property."

Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing stormwater pollution. Mitigation does not include the cleanup or restoration of polluted areas.

The Expenditure Request process is needed for any used oil stormwater mitigation, including marinas and agricultural activities.

ANNUAL REPORTING
Annual reporting is a statutory requirement for ongoing eligibility for all OPP. All reported expenditures and eligible costs must be paid for before the submittal of the Annual Report. Recipients must meet CalRecycle's online reporting requirements. The annual reports for this cycle must be submitted no later than **August 15th** of each calendar year. When a due date falls on a Saturday or Sunday, the online report must be submitted by the following Monday. Failure to meet this reporting due date may result in the denial of future funding. An email will be sent to all payees when the Annual Report is available for completion and submittal.

Upon completion of the online annual report (including the expenditures portion of the report), the report certification page is to be printed out and given to the signature authority for approval and signature. The signed annual report certification page is to be uploaded to the online system (by the recipient) and the original signed hard copy is to be retained in the recipient's cycle file. If the recipient is unable to upload the signed annual report certification page, they should scan and email or fax it to their Program Advisor for uploading. Program Advisors will review and approve the submitted reports.

EXPENDITURE REPORTING
All eligible expenditures must be reported in the Annual Report through the LoGOPP system. Include information for each invoice under the Expenditures tab for each cycle.

Definitions for the OPP expenditure categories can be found on the Definitions for the OPP Fiscal Expenditure Categories page.

UNSPENT FUNDS
Funds that are unspent at the end of the OPP term must be reimbursed by check to CalRecycle by **August 15th**. Checks must contain the OPP number (i.e., OPP7-16-xxxx), specify "OPP Unspent Funds," and be mailed to:

      CalRecycle, Accounting

OPP Unspent Funds
P.O. Box 4025
Sacramento, CA 95812-4025

Unspent funds due to CalRecycle but left unpaid may result in a recipient not being eligible for future OPP funding. If there are questions or other issues related to expenditures, work with your Program Advisor to resolve these issues.

AUDIT, ACCOUNTING, AND RECORDS RETENTION
Recipients are responsible and accountable for ensuring that expenditures are appropriate and that proper internal supporting documentation is maintained to provide clear separate tracking of OPP funds and related transactions for fiscal program management and audit purposes. To ensure full compliance with OPP's processes and requirements, OPP applicants/recipients must adhere to these Guidelines and the program provisions set out in the Act, notably PRC sections 48674, 48690, and 48691.

Recipients must account for all OPP funds in a manner that provides for clear tracking of expenditures in accordance with generally accepted accounting principles. Proper business procedures dictate that OPP supporting documentation (including, but not limited to, the original signed application certification and annual report summary pages, invoices, payroll registers/logs, travel expense claim forms, proof of pre-approval, etc.) be retained in a single file to facilitate review and retention, as well as maintenance of a clear paper/audit trail. Recipients must follow their jurisdiction's purchasing and/or contracting policies/requirements and ensure the proper and exclusive use of items purchased with OPP funds.

OPP funds are subject to audit. CalRecycle, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of OPP funds and shall have the right to interview staff relevant to the audit. Recipient shall include this provision in all contracts and subcontracts funded in whole or in part from OPP funds.

Examples of documentation subject to audit include, but are not limited to, expenditure ledgers, payroll register entries, time sheets, travel logs, paid warrants, contracts and change orders, samples/pictures of items and materials developed with OPP funds, invoices, receipts, proof of pre-approval, and canceled checks. All such records shall be maintained for possible audit for a minimum of three years after the OPP term end date, or until completion of any action and resolution of all issues, which may arise as a result of any litigation, dispute, or audit, whichever is later.

Audit findings against recipients can result in the need for reimbursement of OPP funds, and/or ineligibility for future OPP funds.

DISCRETIONARY TERMINATION
The Director of CalRecycle or his/her designee shall have the right to terminate this Agreement at his/her sole discretion at any time upon thirty (30) days written notice to the Recipient. Within forty-five (45) days of receipt of written notice, the recipient is required to:
1. Submit a final written report to the appropriate Program Advisor describing all work performed by the recipient and provide an accounting of all funds expended up to and including the date of termination; and,

2. Reimburse CalRecycle any unspent funds.

TERMINATION FOR CAUSE
In the event the recipient fails to comply with the requirements of these Guidelines at the time and in the manner herein provided, CalRecycle may terminate the OPP Agreement.

Recipients are encouraged to discuss any problems they may have in complying with these Guidelines with their Program Advisor to determine if CalRecycle can be of assistance.

INDEMNITY
Recipient agrees to indemnify, defend and save harmless the state and CalRecycle, and their officers, agents, and employees from any and all claims and/or losses accruing or resulting from the performance of OPP.

COMPLIANCE
Recipient shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits.

RECYCLE
USED OIL