

GRANT APPLICATION FORM

1. Entity Information:

Unified Program Agency Name: **Monterey County Environmental Health Division**

GRANTEE
Name of Project Director, Title: Bruce A. Welden, Supervisor, Hazardous Materials Management Services
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2. Grant Amount: \$ 102,794.00**a. Advanced payment Requested: \$25,698.50**

(Up to 25% of the grant is authorized to be paid in advance on approval of the grant.)

3. Scope of Work

To meet the electronic reporting requirements mandated by AB 2286 the Monterey County Environmental Health Division (MCEHD) will utilize \$102,794.00 in grant funds to purchase and install equipment and software, pay for data management consultation services, and train staff and businesses.

Over the time period January 1, 2010 through March 31, 2013 the MCEHD will perform several tasks to meet these goals, including: 1. Working with our data management consultant, Decade Software, to review our data within Envision Connect and develop a data assessment and gap analysis, prepare a data remediation plan, and perform necessary data remediation. In addition, Decade will develop the necessary communication standards for data transfer back and forth between the state CERS and the Monterey County Envision Connect systems with the result that MCEHD will be able to transfer its CUPA data up to, and download from, the state CERS system; 2. Procurement and installation of necessary hardware (computers, servers and printers), and software; and 3. Training of CUPA staff and members of the regulated community on using CERS.

A detailed description of activities associated with meeting the electronic reporting requirements are included in the accompanying Electronic Reporting Transition Plan and in the Work Plan section of this grant application. General implementation activities and anticipated timelines are as follows:

Milestones Tracked by MCEHD		Date
1	Upgrade to most current version of EnvisionConnect	01/2010
2	Transfer CUPA hardcopy documents to EnvisionConnect	01/2010
3	Data Assessment and Gap Analysis	01/2012
4	Data Remediation Complete	04/2012
5	Procurement and Installation of Hardware and Software	12/2012
4	Training of Staff in General Use of CERS	12/2012
5	Business outreach and training complete	01/2013

4. Work Plan

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

The approximate time frame for completion of deliverables is shown in section 3 above.

1. Grant Application and Transition Plan.
 - a. Submit completed application and plan to Cal/EPA for approval.
2. Secure Board of Supervisors resolution to accept grant.
 - a. Draft Board letter and resolution.
 - b. Schedule Item for Board meeting.
3. Complete EnvisionConnect data assessment, Gap Analysis and any needed data remediation.
4. Complete data transfer of existing data from EnvisionConnect system to CERS system.
5. Purchase necessary hardware and software
 - a. Purchase and install computers, printers and servers as necessary for MCEHD and support staff
 - b. Purchase and install software as necessary for MCEHD and support staff
6. Train MCEHD inspectors and support staff on CERS system.
7. Begin local business outreach efforts.
 - a. Prepare and send CERS information notification letter to all permitted businesses.
 - b. Begin distributing information and providing assistance to owners during field inspections.
8. Continue business outreach efforts.
 - a. MCEHD will offer basic CERS guidance and support to the business community during inspections and in the office.

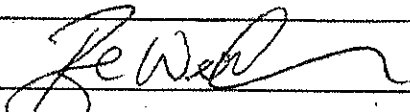
5. Projected Budget:

Program Costs	Fiscal Year 09/10	Fiscal Year 10/11	Fiscal Year 11/12	Fiscal Year 12/13
Personnel Services*	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 12,576.00
Operating Expenses	\$ 0.00	\$ 0.00	\$	\$
Travel Expenses	\$ 0.00	\$ 0.00	\$	\$
Supplies/Materials	\$ 0.00	\$ 0.00	\$	\$
Equipment/Software	\$ 0.00	\$ 0.00	\$ 15,000.00	\$ 30,468.00
Professional/Consultant Services	\$ 0.00	\$ 0.00	\$ 34,750.00	\$
FISCAL YEAR TOTAL	\$ 0.00	\$ 0.00	\$ 59,750.00	\$ 43,044.00
TOTAL	\$ 102,794.00			

*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.

	April 6, 2011
Applicant Signature	Date

Bruce A. Welden
Printed Name of Applicant