

CERTIFIED UNIFIED PROGRAM AGENCY ELECTRONIC REPORTING
GRANT AGREEMENT
BETWEEN THE
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
AND
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
CERTIFIED UNIFIED PROGRAM AGENCY
AGREEMENT NO. G10-UPA-77

State and Grantee hereby agree as follows:

1. PROVISIONS. The following statute authorizes the State to enter into this Grant Agreement:
 - a. California Health and Safety Code, division 20, chapter 6.11, section 25404
2. PURPOSE. The State shall provide a grant to and for the benefit of the Grantee for the purpose of allocating monies from the regulated businesses oversight surcharge to the Certified Unified Program Agencies (CUPAs). Assembly Bill 2286 authorizes the Secretary to use funds from the oversight surcharge to provide certified unified program agencies and participating agencies assistance in implementing electronic reporting requirements through grant funds for the purposes of the system. Up to 25% of the grant is authorized to be paid in advance on approval of the grant application.
3. GRANT AMOUNT. **\$ 267,422.00**
 - a. Advanced Payment Amount. **\$ 66,855.50**
4. TERM OF AGREEMENT. The term of the Agreement shall begin on January 1, 2010, and end on March 31, 2013. ABSOLUTELY NO GRANT DISBURSEMENT REQUESTS WILL BE ACCEPTED AFTER June 1, 2013.
5. REPRESENTATIVES. Either party may change its Representative(s) upon written notice to the other party. The Representatives during the term of this Agreement will be:

California Environmental Protection Agency GRANT MANAGER	
James Bohon	
1001 "I" Street, 2nd Floor	
Sacramento, California 95814	
Phone (916) 327-5097	
Fax (916) 322-5615	
Email: jbohon@calepa.ca.gov	
San Bernardino County Fire Protection District GRANTEE	GRANT CONTACT
Name of Project Director, Title: B. Douglas Snyder, Deputy Fire Marshal	Name: Nancy Schlotthauer
Street Address: 620 S "E" Street	Street Address: 620 S "E" Street
City, Zip: San Bernardino, CA 92415-0153	City, Zip: San Bernardino 92415-0153
Phone: 909-386-8418	Phone: 909-386-8427
Fax: 909-386-8460	Fax: 909-386-8460
e-mail: dsnyder@sbcfire.org	e-mail: nschlotthauer@sbcfire.org

6. STANDARD AND SPECIAL PROVISIONS. The following exhibits are attached and made a part of this Agreement by this reference:

Exhibit A	REPORTING AND GRANT DISBURSEMENT PROVISIONS
Exhibit B	SPECIAL AND GENERAL PROVISIONS
Exhibit C	GRANT APPLICATION
Exhibit D	TRANSITION PLAN

7. GRANTEE REPRESENTATIONS. The Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and commitments made by the Grantee in its application, accompanying documents, and communications filed in support of its request for grant funding.
8. DEFINITIONS. The following defined terms apply throughout this Agreement:
- "Cal/EPA" means the California Environmental Protection Agency;
 - "CUPA" means the Certified Unified Program Agency;
 - "Grantee" means the San Bernardino County Fire Protection District;
 - "PA" means the Participating Agency;
 - "Electronic Reporting" means the Electronic Reporting requirements of Assembly Bill 2286
 - "Secretary" means the Secretary of the California Environmental Protection Agency; and
 - "State" means the State of California, including Cal/EPA.

IN WITNESS THEREOF, the parties have executed this Agreement on the dates set forth below.

By:

Grantee Signature

Grantee Name, Title (Typed/Printed)

Date

By:

Donald A. Johnson, Assistant Secretary
California Environmental Protection Agency

Date

EXHIBIT A
REPORTING AND GRANT DISBURSEMENT PROVISIONS

A. REPORTING PROVISIONS

1. The Grantee shall prepare and submit a Transition Plan Status Reports, including Grant Disbursement Request form for documentation of expenditures, to the Cal/EPA Grant Manager at the following address:

California Environmental Protection Agency
Unified Program Section
Attn: Catherine Gause
1001 "I" Street, 2nd Floor
Sacramento, California 95814

2. The Transition Plan Status Report and Grant Disbursement Request Form will be provided by Cal/EPA upon the approval of the Grant Application.
3. Each report shall have a cover letter certified by the Project Director or the Grant Contact.
4. For purposes of the Electronic Reporting Implementation Status Reports, the reporting period is as follows:

<u>Report</u>	<u>Reporting Period</u>	<u>Report Due Date</u>
Report 1	June 1, 2010, to September 30, 2010	November 1, 2010
Report 2	October 1, 2010, to December 31, 2010	February 1, 2011
Report 3	January 1, 2011, to March 31, 2011	May 1, 2011
Report 4	April 1, 2011, to June 30, 2011	August 1, 2011
Report 5	July 1, 2011, to September 30, 2011	November 1, 2011
Report 6	October 1, 2011, to December 31, 2011	February 1, 2012
Report 7	January 1, 2012, to March 31, 2012	May 1, 2012
Report 8	April 1, 2012, to June 30, 2012	August 1, 2012
Report 9	July 1, 2012, to September 30, 2012	November 1, 2012
Report 10	October 1, 2012, to December 31, 2012	February 1, 2013
Report 11	January 1, 2013, to March 31, 2013	May 1, 2013

B. GRANT DISBURSEMENT PROVISIONS

1. Grant Disbursement Request Forms shall be used to depict the expenditures incurred by the Grantee in implementation of Electronic Reporting throughout the period of performance.
2. The Grant Disbursement Request Form shall be submitted as an attachment to the Transition Status Report, in accordance with the submission schedule provided above.
3. The Grantee shall use the Grant Disbursement Request Form template format provided by Cal/EPA.

**EXHIBIT B
SPECIAL AND GENERAL PROVISIONS**

A. SPECIAL PROVISIONS

1. **AMENDMENTS:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
2. **WAIVERS:** Any term, provision, condition, or commitment of this Agreement may be waived at the discretion of Cal/EPA. All waivers shall be documented in writing.
3. **DISPUTES:** The Grantee shall continue with the responsibilities under this Agreement during any dispute. Any dispute arising under this Agreement which is not otherwise disposed of by agreement shall be decided by the Cal/EPA Assistant Secretary for Local Programs or an authorized representative. The decision shall be in writing and a copy thereof furnished to the Representatives of this Agreement. The decision of the Assistant Secretary shall be final and conclusive unless, within thirty (30) calendar days after mailing of the decision to the Grantee, the Grantee furnishes a written appeal of the decision to the Secretary for Environmental Protection, with carbon copies furnished to the Cal/EPA Assistant Secretary for Local Programs and the Cal/EPA Grant Manager. The decision of the Secretary shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this clause, the Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Grantee shall continue to fulfill and comply with all the terms, provisions, commitments, and requirements of this Agreement. This clause does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the Cal/EPA Assistant Secretary for Local Programs or the Secretary, on any question of law.
4. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of state law or this Agreement. The Grantee further agrees that it will maintain financial accounts in accordance with generally accepted accounting principles. Without limitation of the requirement to maintain financial management systems and accounting standards in accordance with generally accepted fiscal and accounting principles, the Grantee agrees to:
 - a. Establish a financial account(s) and accounting system(s) that will adequately and accurately depict all Electronic Reporting Grant amounts received and expended during the term of this Agreement, including but not limited to:
 - i. All Electronic Reporting implementation expenditures; and
 - ii. Running balance of grant allocations and expenditures.
5. **RECORDS MANAGEMENT:** Maintain all documentation and financial records, as may be necessary, for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations. Establish an official file for the allocation that shall adequately document all significant activities and actions relative to the Implementation of the Electronic Reporting Implementation, including but not limited to:
 - a. Fiscal accounting;
 - b. Electronic Reporting Implementation Status Reports; and,
 - c. Grant Disbursement Requests and supporting documentation.
6. **TIMELINESS:** Time is of the essence in this Agreement. The Grantee shall proceed with Electronic Reporting implementation in an expeditious manner. The Grantee shall prepare and submit all required reports and Grant Disbursement Request Forms as stipulated in this Agreement.

7. WITHHOLDING OF GRANT DISBURSEMENTS: Cal/EPA may withhold all or any portion of the allocations provided for by this Agreement in the event the Grantee:
 - a. Materially violates, or threatens to materially violate, any term, provision, condition, or commitment of this Agreement; or
 - b. Fails to maintain reasonable progress toward Electronic Reporting implementation.
8. FUNDS CONTINGENCY: Cal/EPA's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.
9. BUDGET REVISIONS: Budget revisions of 15% or less of the total agreement allocation may be made in writing and approved by Cal/EPA without an amendment to the agreement.

B. GENERAL PROVISIONS

1. ASSIGNMENT: This grant is not assignable by the Grantee, either in whole or in part, without the consent of the State.
2. AUDIT: Grantee agrees that the Cal/EPA, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the expenditure of allocated moneys and performance of this Agreement. The Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after term of the Agreement, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract related to performance of this Agreement.
3. COMPUTER SOFTWARE: The Grantee certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
4. CONFLICT OF INTEREST: The Grantee certifies that it is in compliance with applicable state and/or federal conflict of interest laws.
5. GOVERNING LAW: This grant is governed by and shall be interpreted in accordance with the laws of the State of California.
6. INDEPENDENT ACTOR: The Grantee, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of the State.
7. NONDISCRIMINATION: During the performance of this Agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.
8. NO THIRD PARTY RIGHTS: The parties to this grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this grant Agreement, or of any duty, covenant, obligation or undertaking established herein.
9. TERMINATION: The State may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, the Grantee agrees, upon demand, to immediately return the remaining unused portion, if any, of the Grantee's allocation.

10. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement shall continue to have full force and effect and shall not be affected thereby.

GRANT APPLICATION FORM

1. Entity Information:

Unified Program Agency Name: San Bernardino County Fire Protection District

GRANTEE	GRANT CONTACT (if different from Project Director)
Name of Project Director, Title: B. Douglas Snyder, Deputy Fire Marshal	Name: Nancy Schlotthauer
Street Address: 620 S "E" Street	Street Address: 620 S "E" Street
City, Zip: San Bernardino 92415-0153	City, Zip: San Bernardino 92415-0153
Phone: 909-386-8418	Phone: 909-386-8427
Fax: (909) 386-8460	Fax: (909) 386-8460
e-mail: dsnyder@sbcfire.org	e-mail: nschlotthauer@sbcfire.org

2. Grant Amount: \$ 267,422.00

a. Advanced payment Requested: \$66,855.50

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

3. Scope of Work

In order to become compliant with Assembly Bill 2286 which requires the Unified Program related information exchange between the Unified Program Agency (CUPA) and Cal/EPA, San Bernardino County CUPA upgraded from Envision to EnvisionConnect to file electronically to the state. In order for the regulated businesses to file electronically, the CUPA will need to provide outreach and training to regulated businesses on the statewide system, called the California Environmental Reporting System (CERS). Awarded Grant funds will be used to purchase tablet PCs and ancillary equipment to be used to implement an electronic field inspection program and assist businesses with filing electronically in the field, set up a kiosk computer at the CUPA's office location for use by regulated businesses, obtain custom data services that may be required to meet the electronic reporting requirements, and provide outreach and training to regulated businesses.

Businesses are required to file electronically by January 1, 2013, and the CUPA plans to meet this deadline to accept the data electronically. Field computers and equipment will be purchased in FY 2011-12. Initial data exchange will be completed and tested after the capability to exchange data between EnvisionConnect and CERS is established. Custom data services will be obtained as needed. Business training and outreach will be ongoing throughout the grant period. Detailed descriptions of activities associated with meeting the electronic reporting requirements are included in the accompanying Electronic Reporting Transition Plan.

4. Work Plan

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

1. New field computers
 - a. Assess staff needs for field computers
 - b. Assess computer ancillary equipment needs
 - c. Purchase first batch of field computers and ancillary equipment such as programs, field printers, ink, car chargers, docking stations, additional batteries, and vehicle mounts
 - d. Field test computers
 - e. Review results of field test and if necessary modify type of future equipment to be purchased
 - f. Purchase second batch of field computers and ancillary equipment
2. Broadband wireless Internet cards for field computers
 - a. Assess need for Internet cards for field computers so that computers can be used to access CERS to assist businesses during inspections
 - b. Choose Internet card provider
 - c. Contract for use of cards
 - d. Install and configure cards in field computers
 - e. Train staff on policies and procedures for accessing CERS in field
3. Kiosk computer
 - a. Assess need for a computer to be available in office for use by regulated businesses without computer access
 - b. Determine what computer, software, and ancillary equipment should be purchased
 - c. Purchase and set up computer and other equipment
 - d. Assign and/or train staff responsible for assisting businesses using the computer
 - e. Advertise the availability of the computer to regulated businesses
4. Additional office equipment
 - a. Assess need for a new data exchange server
 - b. Assess need for additional office printer / scanners and toner
 - c. Determine what equipment should be purchased
 - d. Purchase equipment
 - e. Set up exchange server
 - f. Set up printer/scanners and train staff on use
5. Custom Data Services
 - a. Data remediation
 1. Assess existing data for completeness, accuracy, and compliance with CCR Title 27 Data Dictionary by performing initial Data Assessment using Code Alignment Tool developed by Decade Software Company (Decade)
 2. Determine whether all discrepancies can be resolved by CUPA staff or whether assistance from Decade will be required
 3. Resolve all discrepancies in-house or by contracting with Decade
 - b. Other custom data services
 1. Determine need for other custom data services, such as setting up new computers, custom reports, or configuring EnvisionConnect for data exchange
 2. Contract with the CUPA's Information Services Department/Confire Management Information Systems (ISD/MIS) or Decade to provide needed services

6. Training
 - a. CUPA staff on CERS
 1. Determine staff training needs
 2. Select staff to be trained
 3. Prepare training materials
 4. Provide training session
 - b. CUPA staff using field computers
 1. Select first group of staff to receive computers from first batch purchased
 2. Determine staff training needs
 3. Prepare training materials
 4. Provide training to first group
 5. Select staff that will receive computers from second batch purchased
 6. Assess effectiveness of first training and modify if necessary
 7. Provide training session to second group
7. Outreach
 - a. To regulated businesses
 1. Include mailers in permit billing invoices with the initial surcharge to notify businesses about the requirements for electronic reporting
 2. Include updated information about CERS in annual emailed reminder about business plan submittal requirements
 3. Prepare informational handout on CERS, provide it to facilities during inspections, and post the information on the CUPA's website.
 4. Recruit and train interns and/or Public Service Employees to staff a help desk and/or assist businesses at the CUPA's office location or on-site
 5. Mail information about CERS to all regulated facilities. Include update on CERS, availability of kiosk computer, help desk number and hours, and how to schedule an on-site or in-office appointment for assistance. Also post the information on the CUPA's website.
 6. Determine which facilities have not yet requested access to their site on CERS. Mail a reminder to them including how to request access to their site on CERS and the availability of in-office or on-site assistance.
 7. Assess whether workshops that assist multiple facilities at one time are needed. If it is determined that workshop(s) would be beneficial, develop a curriculum or use the one developed by the state, advertise the date(s), and present the workshop(s).
 - b. To first responders
 1. Assess amount of training needed
 2. Develop training materials
 3. Train clerical, inspection, and help desk staff
 4. Deliver training materials to first responders via mail, email, or workshops

5. Projected Budget:

Program Costs	Fiscal Year 09/10	Fiscal Year 10/11	Fiscal Year 11/12	Fiscal Year 12/13
Personnel Services*	\$	\$	\$ 24,631.17	\$ 49,262.34
Operating Expenses	\$	\$	\$ 4,698.00	\$ 4,698.00
Travel Expenses	\$	\$	\$ 1,666.67	\$ 3,333.33
Supplies/Materials	\$	\$	\$ 14,798.15	\$ 4,340.00
Equipment/Software	\$	\$	\$ 107,321.09	\$ 0.00
Professional/Consultant Services	\$	\$	\$ 34,750.00	\$ 17,923.25
FISCAL YEAR TOTAL	\$	\$	\$ 187,865.08	\$ 79,556.92
TOTAL	\$267,422.00			

*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.

Applicant Signature

Date

Printed Name of Applicant

ELECTRONIC REPORTING TRANSITION PLAN

The San Bernardino County Fire Protection District is the Certified Unified Program Agency (CUPA) and has jurisdiction for the Unified Program for all areas of San Bernardino County except for the incorporated City of Victorville. The San Bernardino County CUPA, herein referred to as the CUPA, has no Participating Agencies. (Note: The City of Victorville contracts with the County of San Bernardino for Fire Suppression and Prevention services but retained its legally separate CUPA under the direction of the Victorville CUPA manager, Greg Coon, now a San Bernardino County Fire Protection District employee.)

TRANSITION PLAN REPRESENTATIVE
Name of Project Director, Title: B. Douglas Snyder, Deputy Fire Marshal
Street Address: 620 S. "E" Street
City, Zip: San Bernardino 92415-0153
Phone: (909) 386-8418
Fax: (909) 386-8460
E-mail:- dsnyder@sbcfire.org

1. General Description of Transition Plan

The CUPA will transition from the current paper-based reporting system to electronic reporting as mandated by Assembly Bill 2286. All regulated businesses will be required to submit Unified Program Consolidated Form (UPCF) information electronically by January 1, 2013. Currently, the CUPA collects all hazardous materials business plan, hazardous waste generator and underground storage tank forms in paper/hardcopy format for approximately 6,900 regulated businesses.

The CUPA has already transitioned to EnvisionConnect, which is developing as CERS and the State standards are further developed to meet the electronic reporting requirements. The CUPA does not plan to develop a separate portal. The CUPA has the basic business and emergency contact information from Envision uploaded to the California Environmental Reporting System (CERS) and has a user authorization process in place. Users may submit printed CERS forms to the extent they are compliant now.

All regulated businesses will be expected to submit UPCF information electronically via CERS by January 1, 2013. The CUPA anticipates that specified and yet unforeseen circumstances will require the contingency by which paper-based UPCFs or other electronic alternatives may be accepted and submitted locally and exchanged through EnvisionConnect. Multi-jurisdictional businesses (MJBs) may be authorized by CalEPA and submit via CERS as additional tools are developed by the California Environmental Protection Agency (CalEPA) for multi-jurisdictional filers. EnvisionConnect captured the assigned CERS ID for future data exchanges for all facilities that have already been uploaded to CERS. The CUPA will participate in a frequent two-way data exchange between EnvisionConnect and CERS in order to synchronize the two systems.

Currently, the CUPA collects and retains required paper forms for all of the CUPA programs in a set of manual files. The manual files retained at the Office of the Fire Marshal (OFM E St) are currently

considered the complete and official public record for the non-financial CUPA record. Some of the information is additionally entered into electronic systems (primarily EnvisionConnect currently) for use, analysis, and dissemination.

The extent to which the different regulatory programs have begun to receive or communicate information in electronic forms varies by program but is in general limited and exceptional. For example: Business plans for very large inventories have sometimes met the local requirement for Material Safety Data Sheets by submitting CDs. Large numbers of photographs have occasionally been burned onto CD rather than printed onto paper. The Underground Storage Tank (UST) program has recently begun to receive and comment on construction and modification plans submitted in Adobe pdf format. Most recently, prototype inspection reports have been emailed as pdf's to clients as tablet PCs are being tested in the field. However, the physical copy of the UST plans, the physical copy of the inspection reports, and any actual media (CD) are retained in the physical file. Physical realities of certain types of inspections, such as UST installation inspections, may still require printed plans or summaries for effective or safe field practices. Our proposal and resources do not allow us to seek out a paperless solution, but simply to electronically capture the key data required for exchange.

Regulated businesses currently submit their paper-based UPCFs by mail, by email, by fax, or directly to CUPA staff. Non-compliant businesses are mailed outstanding violation letters, and other follow-up is done; some oriented around the inspection and others oriented around the submission deadline or paper processing.

Once Decade Software Company (Decade) and the CUPA are ready to exchange data, CUPA staff will review ongoing electronic submissions to determine acceptance status. Other than the initial facility identification, address, and emergency contact data that may have been uploaded by the CUPA, and the limited facility identification data that is controlled by the CUPA, businesses will need to enter their data through CERS directly. CUPA inspection staff will be able to assist businesses with general CERS operation when onsite for inspections. All technical staff performing inspections will have tablet/laptop computers with Internet access on which inspections will be performed. This will allow inspectors to access CERS to show the business their record and facilitate simple updates or to help small businesses get established. CUPA technical staff will perform more comprehensive reviews of facility inventories in conjunction with business plan verification inspections.

The CUPA uploaded existing owner, facility, and emergency contact information to CERS just prior to CERS going live and has updated that information twice. One final upload is planned. The CUPA also enters some inspection and enforcement information into the Unified Program Data System (UPDS). When EnvisionConnect is able to communicate with CERS, the CUPA will participate in a frequent two-way data exchange between EnvisionConnect and CERS in order to synchronize the two systems. As regulated facilities interact with their data, they will validate it prior to initial submission. If a facility requires a change to one of the fields controlled only by the CUPA, or other regulator support or help, the business can make that request by email to efile@sbcfire.org. Appropriate changes will be initiated by the regulator on CERS and corrected in parallel fashion in EnvisionConnect or exchanged electronically depending on which mechanisms are in place at the time of request. Since only basic business information is maintained in EnvisionConnect and available for upload, businesses will need to enter their inventory and other site specific regulatory UPCF form data online directly. Online submittals will undergo an initial completeness review by CUPA clerical staff that will set submittal status as either "received" or "under review". CUPA inspection staff will perform more comprehensive reviews and make compliance determinations as part of office file reviews or as part of compliance inspections. All inspection and enforcement information identified in the California Code of Regulations (CCR) Title 27, and mandated for electronic exchange, will also be reported electronically when Cal/EPA is able to accept it.

The CUPA will use CERS for all business-to-CUPA reporting transactions. Mailers were sent to businesses in their permit billing invoices with the initial surcharge to notify them about the requirements for electronic reporting. Mailers with information on what business owners need to do to comply will continue to be used in the transition process. State resource web links will continue to be included in the mailers so that businesses have access to current information about CERS as it develops. Each year the CUPA sends email reminder notices to businesses regarding the CUPA's March 1 business plan filing deadline. The 2010 email reminder notice included information about CERS, getting authorization, and how to get more information on electronic filing. The 2011 reminder notice also included information about CERS and a link to the CUPA's webpage on electronic filing. The CUPA will continue to notify the Environmental Contacts by courtesy e-mail messages or mailed letters of the availability of their facility and emergency contact data in CERS, how to file electronically, and the current status of the CUPA with respect to receiving electronic submissions. Additional business outreach will include assistance by phone and email, information posted on the CUPA's website, a kiosk computer that will be made available in the CUPA's office location, on-site assistance by inspection staff during inspections, both on-site and in-office appointments, and possibly workshops targeting specific types of businesses. Staff for on-site and in-office appointments may include unpaid or paid interns and/or public service employees (PSEs) in addition to inspection staff.

2. Needs Assessment

The CUPA recognizes that converting the business-to-CUPA reporting system from paper/hardcopy to electronic will require an assessment of the resources needed to implement the new system. There are some critical needs that must be addressed in order to efficiently and effectively convert to and manage electronically reported data through CERS. The needs and the plan to address them are listed below:

- Apply for Cal/EPA electronic reporting grant funds to fully implement electronic reporting.
- Review and consider fee adjustments to cover long-term operational costs.
 - Initial start-up investments in personnel time are far beyond those costs being covered by grant funding.
 - While it is anticipated that efficiencies from initially capturing data electronically during inspections rather than using paper-based forms and other efficiencies from electronic reporting will offset some of the long-term operational costs, the extent and timing of the return on investment of these hoped-for efficiencies is out of the control of the CUPA given that it is dependent on the direction of the development and the quality and quantity of adequate support of CERS2 by CalEPA.
 - Continue upgrades to latest versions of EnvisionConnect to be able to download UPCF information from CERS, and to store and transfer inspection and enforcement information.
- Assess existing data for completeness, accuracy, and compliance with CCR Title 27 Data Dictionary.
 - Preparation: CUPA will perform an initial Data Assessment for completeness, accuracy, and compliance with the CCR Title 27 Data Dictionary using the Code Alignment Tool developed by Decade. After examining the results, a decision will be made as to whether discrepancies can be resolved by CUPA staff or whether discrepancies can be resolved by CUPA staff or whether outside assistance from Decade will be required.

- Part 1: If any discrepancies remain that the CUPA can't resolve, Decade staff will be contracted to evaluate the existing data and develop a Data Gap Analysis report.
- Part 2: Data Remediation (Data Remediation Plan) – A planned response to the Data Gap Analysis will be drafted. Decade staff may work in conjunction with the CUPA to develop an optimal response.
- Part 3: Data Remediation (Scripting Services) – Confire's Management Information System (MIS), County of San Bernardino's Information Services Department (ISD), or Decade staff design, test, and implement database queries necessary to satisfy Data Remediation Plan.
- Implement and configure Envision Connect's machine-to-machine data exchange with CERS.
- Assess the need for additional equipment
 - Tablet computers to collect inspection data electronically, along with ancillary equipment such as programs, field printers, ink, car chargers, docking stations, additional batteries, and vehicle mounts.
 - Computer broadband wireless Internet cards for Internet access so that inspectors can assist businesses in accessing CERS during inspections.
 - A new kiosk computer available for facilities that don't have computer access on-site or that need assistance entering information into CERS.
 - Additional office printer / scanners and toner for the use of businesses that come into the office for assistance to upload documents that are required to be submitted in a PDF format as well as to print documents received in an electronic format when a hard copy is needed.
 - New data exchange server to exchange data with CERS.
- Recruit and train paid/unpaid interns and/or temporary workers to staff helpdesk, assist with use of kiosk computer, and provide individual appointments to assist businesses on-site.
- Review and update procedures for managing CUPA program.
- Conduct CERS training for CUPA staff.
- Conduct CERS training for businesses.
- Conduct CERS training for first responders.
- Help businesses establish/update their baseline paper documents to use as entry forms.
- Accommodate businesses that do not regularly use a computer by making a new kiosk computer along with staff to assist available at our office location, by inspectors with tablet computers that have Internet access able to help during inspections, and by staff with tablet computers available for individual appointments on-site.

- Obtain programming and IT assistance to develop new customized reports for EnvisionConnect and provide other support needed to switch from a paper-based to an electronic format
- Obtain EnvisionConnect technical support from Decade.
- Businesses and the CUPA email CERS help desk for CERS-specific questions or problems.

3. Collecting, Submitting, and Storing Unified Program Related Information

The CUPA will exchange data with CERS through EnvisionConnect.

Regulated businesses will submit their information online using CERS. Facilities without computer access will be provided with lists of public computer access locations, access to a new kiosk computer at the CUPA's office location, in-office appointments, and staff available to come to their site with a tablet PC in order to assist them. Groups of similar businesses may be assisted during workshops. Staff available to assist businesses on-site may include unpaid college interns, paid interns, PSEs, and/or inspection staff.

EnvisionConnect will synchronize with CERS.

Any documents such as site plans, facility maps, and emergency contingency plans will be transferred with submission data.

Inspection, enforcement and other data will typically be collected electronically in the field by use of tablet PCs. In some cases inspectors will use paper forms to record inspection and enforcement information in the field. Inspectors or clerical staff will transcribe inspection results into EnvisionConnect.

Note: The CUPA will use CERS to electronically submit to the state all inspection and enforcement information identified in CCR Title 27 and mandated for electronic exchange when that function becomes available.

4. Management of Data Changes/Updates

Businesses will submit UPCF changes/updates using CERS. Businesses without internet access will be assisted during inspections or directed to the CUPA's kiosk computer or other locations where computers are available to the public.

CUPA staff will review submissions, compare with previously submitted information using EnvisionConnect, and will make a determination on whether the submitted program element is accepted or deficient.

If a business submission is deficient, CUPA staff will enter a notation in EnvisionConnect specifying what is needed to complete the acceptance process.

Businesses that receive a deficient status from the CUPA will receive an email notice of their status. Businesses will make the required corrections and resubmit.

Accepted submissions will be transferred to EnvisionConnect from CERS.

5. Inspection/Enforcement

The CUPA will use EnvisionConnect to collect and manage most inspection and enforcement information in the field using tablet or laptop computers. CUPA inspection staff are assigned to do inspections at facilities in specific geographical areas, and they will be responsible for scheduling routine inspections and follow-up activities that are in accordance with state requirements. The CUPA will use EnvisionConnect to electronically transfer inspection and enforcement information to CERS at a yet to be defined frequency acceptable to Cal/EPA. In some cases inspectors will use paper forms to record inspection and enforcement information in the field. Where manual data collection is necessary, inspectors or clerical staff will transcribe inspection results into EnvisionConnect.

6. Billing/Invoicing

The CUPA will use EnvisionConnect to generate invoices for regulated facilities. EnvisionConnect will utilize localized UPCF information, and information gathered from data exchange with CERS to assess fees and generate permits. EnvisionConnect is also the tool that will be used for time tracking for this grant. Covered time-based activities will be itemized and tracked. EnvisionConnect is used to collect the electronic reporting surcharge, and the CUPA will want to be able to demonstrate that the value of the surcharge collected is being returned to the San Bernardino CUPA client base.

7. Training

Staff Training

As part of the CUPA upgrade to EnvisionConnect, MIS staff provided comprehensive onsite training for management, inspection, and administrative staff. New staff are scheduled for the initial EnvisionConnect training within four weeks after hire. CUPA staff administer data management system training for all new hires.

The CUPA takes advantage of ongoing online training provided by Decade. Select staff will attend the annual Decade User Conference in Fresno for in-depth training. Specific staff will be trained in specialties such as financials, system configuration, and report management. Staff will develop and be trained in new procedures for field computing. Staff will be trained in Ergonomic Safety for all new equipment.

The CUPA has already begun CERS familiarization training for existing inspection staff. Clerical and inspection staff will be trained in CERS from the perspectives of both the business and regulator functionalities. The CUPA will use the training version of CERS for existing and new hires.

Business Training

The CUPA will conduct regular outreach and provide ongoing training to the regulated community for submitting data through CERS. Information will be provided in mailings, distributed during inspections, and posted on the website. Assistance will be provided by both phone and email. Additional assistance will be offered during workshops or at either an on-site or office appointment. The additional staff needed to provide individual appointments are planned to include unpaid or paid interns and/or PSEs. The number of workshops scheduled will depend upon the number of facilities that can not be assisted through other types of outreach efforts. Some workshops could target facilities that have computer access but need assistance using CERS, with separate workshops targeting facilities that do not regularly use a computer. Some workshops will be offered during evening hours or on weekends to accommodate small business owners that can not attend during

normal working hours. Evening and weekend hours are anticipated to require overtime costs for existing staff to be charged to this grant. Outreach will also be extended to first responders to provide training in using CERS.

8. Help System

The CUPA will offer a basic level of assistance for CERS to regulated businesses. Businesses may call during regular business hours or email CUPA clerical staff for this assistance. Inspection staff may also help by phone or email, through on-site or in-office appointments, or by providing assistance during inspections. Additional assistance may be provided by unpaid or paid interns and/or PSEs, either through staffing a dedicated help desk or through scheduled individual appointments. Workshops may be provided to groups of facilities from similar types of businesses. The CUPA has established a web page and an email address, efile@sbcfire.org for electronic reporting information. The web page includes a link to the CERS website, which will contain guidance on the general operation of CERS.

For technical or complicated issues with CERS, CUPA staff and or businesses will contact CERS support by email at cers@calepa.ca.gov or at the proposed help line number.

9. Service Contract and Grant (fiscal)

The CUPA will apply for electronic reporting grants using the application provided by Cal/EPA. The funds will be used to cover the initial costs of implementing electronic reporting. The fund distribution request is as follows:

	Activity	Applied to Grant Category	Grant Cost
Agency – Division	Paid interns / temporary staff / overtime for regular staff	Personnel Services	\$73,893.51
Agency – Division	12 months broadband wireless card-internet	Operating Expenses	\$9,396.00
Agency - Division	On-site appointments for interns / temporary staff	Travel Expenses	\$5,000.00
Agency – Division	Handouts and mailers for Business Outreach	Supplies & Materials	\$12,920.00
Agency - Division	Ink and toner for printers & scanners	Supplies & Materials	\$6,218.15
Agency – Division	Laptops and ancillary equipment, data exchange server, printers/scanners, kiosk computer	Equipment/ Software	\$107,321.09
Decade Software	Software vendor custom data services	Professional/ Consultant Services	\$34,750.00
Agency – Contract	ISD/MIS (programming, IT support, customized reports)	Professional/ Consultant Services	\$17,923.25
	Total Cost		\$267,422.00

10. Ongoing Support and Maintenance

The CUPA has already begun the transition to electronic reporting for annual permit revenue and will complete the transition so that annual operating revenue will cover the mandated elements of the

electronic reporting standards. The CUPA's annual EnvisionConnect costs do not change with CERS e-reporting. Annual expenses are already part of the CUPA's current annual budget. The 2012 annual proposed budget at the time of this writing does not include fee increases. It does include the annual purchase of 10 notebook computer setups, which demonstrates the potential of the existing budget to fund incremental costs of electronic reporting as this would be the approximate replacement schedule to be fully staffed and fully equipped. It is the one-time costs of establishing field, server, and public outreach equipment for which the grant will be expended. The fee accountability program will evaluate the priorities of services in the climate of the fiscal situation in 2012 when the 2013 fees are being evaluated. It is anticipated that a moderate fee increase may be necessary to cover overall appropriation increases since it has been several years since fees have increased. The CUPA will be monitoring revenues closely in order to confidently fill the inspection, clerical, and technical positions needed to be in place in FY 2012-13 to provide the additional services to the business community mandated by electronic reporting.

It is anticipated that laptops/tablet PCs will eventually replace some desktops for personnel dedicated to field activities. The CUPA grant will be used for the purchase of a portion of the equipment needed to transition to electronic field inspections. A standard replacement and upgrade schedule of hardware and software is already included in each annual budget. After the initial purchase of equipment the standard replacement and upgrade schedule can continue to cover ongoing costs, with the only change being that the type of equipment purchased may differ, e.g., purchasing tablet PCs rather than desktops for field inspectors. Desktop setups will use docking stations and ancillary monitors and keyboards, etc., to assure ergonomic safety. Enforcement monies and other one-time revenue streams (e.g. grants, cost recovery) as well as supplemental environmental projects (SEPs) can be used to offset any necessary periodic equipment purchases that aren't included on the standard replacement and upgrade schedule.

Initial start-up investments in personnel time are far beyond those costs being covered by grant funding. The change in practices, testing, adoption of new systems, and complete revision of paper-based work flows to electronic based forms cannot be calculated. However, we know that this change affects every workflow, every position, and the majority of the written and automated procedures in the CUPA. While it is anticipated that efficiencies from initially capturing data electronically during inspections rather than using paper-based forms and other efficiencies from electronic reporting will offset some of the long-term operational costs, the extent and timing of the return on investment of these hoped-for efficiencies are out of the control of the CUPA given that it is dependent on the direction of the development and the quality and quantity of adequate support of CERS2 by CalEPA. It is also anticipated that additional performance demands and types of work not previously performed by the CUPA will have to be undertaken. This phenomenon has already been observed with data in much smaller scale programs, e.g., UPDS and GeoTracker. When data out of context becomes more widely available, they demand additional services, often based on the incomplete picture that data alone can give to the distant reader. We can not anticipate at this time what the impact to fees will be, but our existing CUPA fee accountability program mechanisms, budgeting, and fee justification processes already require the CUPA to fully and proportionately cover the operational costs of all CUPA programs.

11. Electronic Reporting Transition Plan Tracking

The CUPA will submit a quarterly status report and invoice to Cal/EPA to update the progress of the CUPA transition plan. The following tables denote the list of milestones that will be tracked and reported to Cal/EPA. The milestones show a transition from a period already begun of pilot projects and initial data management, to an expected period of routine data management using Decade products and exchanging data with whatever is the current CERS product of CalEPA. The transition

will move the CUPA through a learning curve for inspectors and customers as data is more directly collected from the field and the client. The project phase is expected to be over when a sufficient number of clients are electronically filing that the CUPA can start managing the non-filers as non-compliant.

Milestones Reported to Cal/EPA		Date
1	Estimated/actual start date of the CUPA Electronic Reporting Transition Plan	Started 6/2009
2	Date CUPA selects preferred data exchange methodology	EnvisionConnect selected 6/2009. Completed transition from Envision to EnvisionConnect 12/2010.
3	Date Electronic Reporting Transition Plan & Grant Application submitted	5/2011
4	Date Cal/EPA awards grant	Target: 8/2011
5	Date transfer of existing data from UPA system to CERS complete	Initially 9/2009 to CERS precursor. Have updated since. Will need to refresh at least once in 2011 to bring data current.
6	Date business electronic submission authorized	Target: 6/2012
7	Date CERS data exchange operational: business data	Target: 6/2012
8	Date CERS data exchange operational: inspection & enforcement data	Target: 1/2013
9	Date CUPA electronic reporting transition process complete (including PAs)	Target: 1/2013 and beyond, including follow-up & eventual enforcement

Milestones Tracked by CUPA		Date
1	Date transition from Envision to EnvisionConnect complete	12/2010
2	Date CERS Facility ID sync up with EnvisionConnect complete	4/2011
3	Date initial batch of tablet PCs for electronic field inspections purchased	Target: 9/2011
4	Date inspector training curriculum on electronic field inspections complete & delivered to first group of inspectors	Target: 10/2011
5	Date CUPA staff training to use CERS complete	Target: 11/2011
6	Date field flyer completed	Target: 11/2011
7	Date data remediation complete	Target: 11/2011
8	Date final upload of facility information from EnvisionConnect into CERS	Target: 12/2011
9	Date second batch of tablet PCs for electronic field inspections purchased	Target: 12/2011
10	Date training on electronic field inspections delivered to second group of inspectors	Target: 1/2012
11	Date 1 st business outreach mailer complete	Target: 1/2012
12	Date exchange server purchased	Target: 2/2012
13	Date upgraded to version of EnvisionConnect able to exchange data with CERS	Target: 2/2012

14	Date Initial data exchange with CERS completed & tested	Target: 3/2012
15	Date 1 st workshop presented to regulated facilities	Target: 4/2012
16	Date 2 nd business outreach mailer complete	Target: 7/2012
17	Date training curriculum for first responders developed and initially delivered	Target: 12/2012

12. SB 2286 Grant Application Process

The CUPA will submit its Electronic Reporting Transition Plan along with its grant application to Cal/EPA after approval by the County Board of Directors. Status reports on the use of grant funds will be submitted to Cal/EPA periodically before release of grant funds to the CUPA.