



PO Box 2017  
Cameron Park, CA 95682-2017

**Trustees**

- Eric Scott, *Chair*
- Vince Mendes, *Secretary/Treasurer*
- Randy Sawyer, *Trustee*
- Bill Jones, *Trustee*
- Linda Kolinski, *Trustee*

**CUPA Forum Enforcement Issue Coordinator**

- Bill Jones, Los Angeles County Fire
- Northern California**
- Eric Scott, Glenn County
- Bay Area**
- Randy Sawyer, Contra Costa County
- Central California**
- Vince Mendes, Fresno County
- Southern California**
- Linda Kolinski, Long Beach City

# GRANT AGREEMENT

BETWEEN THE  
**CUPA Forum Environmental Protection Trust Fund**  
 And Santa Barbara County CUPA  
 AGREEMENT NO. 2015-3

**TRUSTEE AND GRANTEE HEREBY AGREE AS FOLLOWS:**

1. **PROVISIONS.** This grant is authorized under the governing provisions of the Regulations of the CUPA Forum Environmental Protection Trust Fund.
2. **PURPOSE.** The CUPA Forum Environmental Protection Trust Fund (hereafter Trust) shall provide a grant to and for the benefit of the Grantee for the purpose of allocating moneys from the Trust to the Unified Program Agency (UPA), in accordance with the process determined by Fund Trustees. The Grantee shall expend those funds for the purpose of implementing the Unified Programs.
3. **GRANT AMOUNT.** \$12,400.44
4. **TERM OF AGREEMENT.** The term of the Agreement shall begin on July 1, 2015 and end on July 1, 2017. The grant is for (5) Tablets & Accessories \$12,400.44
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:

## CUPA Forum Environmental Protection Trust Fund

**Grant Manager**

Sheryl Baldwin, *Manager*

P.O. Box 2017  
Cameron Park, California 95682-2017

Phone: (530) 676-0815

Fax: (530) 676-0515

Email: [Sheryl@calcupa.org](mailto:Sheryl@calcupa.org)

RECEIVED

GRANTEE (UNIFIED PROGRAM AGENCY)	GRANT CONTACT
<p><b>Name of Project Director</b> Erin K. O'Connell</p> <p>Street Address: 225 Camino del Remedio City, Zip: Santa Barbara, CA 93110 Phone: 805-681-4044 Fax: 805-681-4901 Email: erin.O'Connell@sbcphd.org</p>	<p><b>Name of Project Director</b> Erin K. O'Connell</p> <p>Street Address: 225 Camino del Remedio City, Zip: Santa Barbara, CA 93110 Phone: 805-681-4044 Fax: 805-681-4901 Email: erin.O'Connell@sbcphd.org</p>
<p>6. <b>STANDARD AND SPECIAL PROVISIONS.</b> The following exhibits are attached and made a part of this Agreement by this reference:</p> <ul style="list-style-type: none"> <li>• <b>Exhibit A</b> REPORTING AND INVOICING PROVISIONS</li> <li>• <b>Exhibit B</b> SPECIAL AND GENERAL PROVISIONS</li> <li>• <b>Exhibit C</b> Trust GRANT APPLICATION</li> </ul> <p>7. <b>GRANTEE REPRESENTATIONS.</b> 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.</p> <p>8. <b>DEFINITIONS.</b> The following defined terms apply throughout this Agreement:</p> <p>"CUPA" means Certified Unified Program Agency;  "CFB" means CUPA Forum Board  "UPA" means Unified Program Agency;  "Grantee" means UPA grant recipient  "PA" means the Participating Agency;  "Project" means the implementation of {insert project name}  "Trust" means the CUPA Forum Environmental Protection Trust Fund</p>	
<p>IN WITNESS THEREOF, the parties have executed this Agreement on the dates set forth below.</p>	
<p>By: _____</p>	<p>By: _____</p>
<p>Grantee Signature (as authorized by )</p>	<p>Eric Scott, Trust Chair</p>
<p>Grantee Name, Title (Typed/Printed)</p>	<p>Date</p>
<p>_____</p> <p>Date</p>	<p>_____</p>

**EXHIBIT A**  
**REPORTING AND INVOICING PROVISIONS****A. REPORTING PROVISIONS**

1. The Grantee shall prepare and submit Program Implementation Status Reports, including invoices for documentation of expenditures to the:

CUPA Forum Environmental Protection Trust Fund  
Sheryl Baldwin, Grant Manager  
P.O. Box 2017  
Cameron Park, California 95682-2017

[Sheryl@calcupa.org](mailto:Sheryl@calcupa.org)

2. Each report shall provide a brief description of all the actions taken and work activities performed during the reporting period. As necessary, the report shall also include a description of any problems encountered or potential issues identified that may affect the terms, conditions, provisions, or commitments contained under this Agreement.

3. Each report shall have a cover letter certified by the Project Director or the Grant Contact.

4. For purposes of the Grant Implementation Status Reports, the reporting period is as follows:

a. 1<sup>st</sup> Report = July 1, 2016

b. Final Report = July 1, 2017 unless Final has already been sent.

5. Submission of the reports and invoices shall be in accordance with the following schedule:

a. 1<sup>st</sup> Report = July 1, 2016 or when purchases have been finalized.

b. Final Report = July 1, 2017 Should unforeseen circumstances not allow your expenditures or the Trust does not receive validation of the expenditures the grant recipient shall return the grant funds upon request by the Trustees.

**B. INVOICING PROVISIONS**

1. Invoices shall be used to depict the expenditures incurred by the Grantee in implementation of the grant.

2. The invoice shall include all grant expenditures (direct and indirect) incurred by the Grantee during the reporting period with all receipts attached.

3. The invoice shall be submitted as an attachment to the "Implementation Status Report," in accordance with the submission schedule provided above.

4. The Grantee shall provide picture(s) of grant purchases to show proof of purchase.

5. The Grantee shall attach a property tag to any equipment purchases that indicates the equipment was purchased with THE 2015 CUPA Trust Fund.

**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. **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 a majority of the Trustees 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 Trustees 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 Trustees. The decision of the Trustees 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 Trustees on any question of law.

3. **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:

- Establish a financial account(s) and accounting system(s) that will adequately and accurately depict all Trust amounts received and expended during the term of this Agreement, including but not limited to:
  - Trust advance allocation amounts, including interest earned;
  - Additional Trust allocations amounts;
  - All Grant implementation expenditures (direct and indirect); and
  - Running balance of Trust allocations and expenditures.

4. **RECORDS MANAGEMENT:** Maintain all documentation and financial records, as may be necessary, including any and all reporting requirements under federal tax statutes or regulations. Establish an official file for the Trust allocation that shall adequately document all significant activities and actions relative to the Grant implementation, including but not limited to:

- Fiscal accounting;
- Implementation Status Reports; and,

- Invoicing and supporting documentation.

5. **TIMELINESS:** Time is of the essence in this Agreement. The Grantee shall proceed with Grant implementation in an expeditious manner. The Grantee shall prepare and submit all required reports and invoices as stipulated in this Agreement.

6. **WITHHOLDING OF GRANT DISBURSEMENTS:** The Trustees may withhold all or any portion of the Trust 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 implementation of the Grant.

#### **B. GENERAL PROVISIONS**

1. **ASSIGNMENT:** This grant is not assignable by the Grantee, either in whole or in part, without the consent of the Trust.

2. **AUDIT:** Grantee agrees that the Trust or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the expenditure of allocated Trust 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.

3. **CONFLICT OF INTEREST:** The Grantee certifies that it is in compliance with applicable state and/or federal conflict of interest laws.

4. **COMPUTER SOFTWARE:** The Grantee certifies that it has appropriate systems and controls in place to ensure that Trust 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.

5. **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.

6. **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.

7. **TERMINATION:** The Trust 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 of the Trust.

8. **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.

**EXHIBIT C**  
**TRUST FUND GRANT APPLICATION**

See attached

#2



PO Box 2017  
Cameron Park, CA 95682-2017

**Trustees**

- Michael Vizzier, *Chair*
- Elise Rothschild, *Secretary/Treasurer*
- Vince Mendes, *Trustee*
- Bill Jones, *Trustee*
- Eric Scott, *Trustee*

**CUPA Forum Enforcement Issue Coordinator**

- Bill Jones, Los Angeles County Fire
- Northern California**
- Eric Scott, Glenn County
- Bay Area**
- Elise Rothschild, Sacramento County
- Central California**
- Vince Mendes, Fresno County
- Southern California**
- Michael Vizzier, San Diego County

# CUPA Forum Board

## *Environmental Protection*

### *Trust Fund Grant Application #2*

**(1) ENTITY INFORMATION**

You must submit one (1) application per project. All applications will be scored as one complete application and not divided up. Your application will be accepted or denied as a whole. Grant applications must be from agencies implementing one or more of the Unified Programs (UP) or from entities other than a UP, if a majority of the Trustees agree that the proposal benefits UP implementation and enforcement. The department director or designee must sign this grant application.

**Name of UPA or Other Entity:**

Santa Barbara County CUPA

**Name of Department Head, Director or Designee:**

Lawrence Fay, Director of Environmental Health Services

**Name of Project Director:**

Erin K. O'Connell, PG, CEG, Supervising Hazardous Materials Specialist

**Address:**

225 Camino del Remedio

**City, State, Zip Code:**

Santa Barbara, CA 93110

**Phone:**

805-681-4044

**Fax:**

805-681-4901

**E-Mail Address:**

Erin.O'Connell@sbcphd.org OR Erin.OConnell@sbcphd.org

## (1) ENTITY INFORMATION (CONTINUED)

**Name of Grant Contact:** (Contact for grant implementation, progress, etc)

Erin K. O'Connell

**Address:**

225 Camino del Remedio

**City, State, Zip Code:**

Santa Barbara, CA 93110

**Phone:**

805-681-4044

**Fax:**

805-681-4901

**E-Mail Address:**

Erin.O'Connell@sbcphd.org OR Erin.OConnell@sbcphd.org

**Number of UP Staff:** Ten (up from seven!)

**Number of Regulated Facilities:** 1,810

**Participate in the CUPA Forum:** YES  
(i.e. regional or TAG)

## (2) EXECUTIVE SUMMARY

Provide a brief description of the purpose and benefits of the grant proposal.



The Santa Barbara County (SBC) CUPA program is applying for a Grant from the CUPA Forum Board (CFB) to purchase five Microsoft Surface Pro 3 tablets. These tablets would supplement the six tablets that are currently being used by CUPA field staff.

The CUPA program and our regulated facilities would greatly benefit from the deployment of tablet computers to all staff engaged in the inspection and/or on-site support of regulated businesses. The Surface Pro 3 has the capability to run EnvisionConnect and EnvisionConnect Remote. The Surface Pro 3 is thinner and lighter than the previous two versions, has a large 12-inch display and good screen resolution. A kickstand makes it easier to set up and use in the field, and has a keyboard cover and a digital pen. We have field-tested these tablets and found them adequate for our needs and tough enough to withstand being taken to facilities and on inspections.

In July 2013, the CUPA program was transferred from County Fire to Environmental Health Services (EHS) and was operating with outdated computer resources. During 2013 and 2014, the CUPA replaced the existing computers, and utilized grant funding to purchase six tablets.

We are requesting the tablets for two reasons: 1) our two administrative personnel are now (very successfully!) conducting on-site outreach to regulated businesses and assisting with their CERS submittals at their facilities using the existing tablets, and 2) our recent CalEPA Audit indicated we needed additional personnel and, therefore, we need additional tablets. In addition, one of the existing tablets is damaged and having performance issues that cannot be resolved.

A number of businesses in this county are small mom-and-pops and do not have the computer resources or understanding of websites to allow them to access CERS successfully. To that end, the CUPA utilizes non-inspection staff to obtain CERS compliance, by identifying non-reporting facilities and providing training and support, including in-person assistance at the place of business. Admin staff utilize tablets in the field to assist them in this endeavor and are making excellent progress, while freeing up the inspectors.

The CalEPA Audit was very helpful as it demonstrated to management that additional personnel are urgently needed. In response, the CUPA has hired one new inspector and intends to hire three more by July 2015. Although we have tablets for the current five inspectors and one admin person, we do not have tablets for the three new inspectors and one admin person. In addition, one of our existing tablets needs to be replaced. Between the budget and existing county purchasing policies, additional tablets for the new staff to conduct inspections and the admin staff to assist with CERS will not be available until 2016.

In emergency response incidents, the CUPA staff supports first responders and hazmat response teams. The CUPA's main role is to provide technical reference and assistance including hazardous materials identification and environmental investigations, and obtaining state funding for transportation and disposal, and remediation. During the first year following CUPA's transition into EHS, SBC Fire accepted a very limited role by CUPA. This arrangement was less than satisfactory and, in July 2014, the CUPA

resumed 24/7 response services to the fire districts of Santa Barbara County.

Staff responds to hazardous materials incidents involving HazMat releases, illegal disposal cases, and the abandonment of hazardous materials and wastes. The tablets will enhance, improve, and expand the capability of our program, and aid staff in responding to these incidents. The tablets will have the capability to store and produce the complete inventory of our facilities, by having access to EnvisionConnect Remote and to CERS. This should allow staff to provide better and quicker information to first responders, increasing their efficiency and safety.

CUPA staff regularly participate in the CUPA Forum, regional meetings, TAGs, etc. CUPA Forum meetings are attended as often as possible. Five staff attended the CUPA Conference in 2014 and six attended in 2015. CUPA staff attended the last two joint central/southern meetings and will attend the next. The CUPA hosted the UST TAG in April 2014 and March 2015, and we regularly attend the HazMat TAG and LEPC meetings. The CUPA Supervisor has been on the LEPC I since 2014. It is the intention of the Supervisor to increase the capabilities, knowledge, and activity level of CUPA staff through exposure to other CUPA staff, meetings, TAGs, and trainings.

During the past two fiscal years, the SBC CUPA purchased SCBAs and other respiratory equipment, sampling and analysis equipment, PPE and other clothing, and enforcement equipment. Costs will increase in the next six months due to equipping and training of new staff. These expenses are mentioned only to illustrate the continued commitment of the County, EHS, and current CUPA staff to the development of a more capable and effective CUPA that is better equipped to serve the needs of our regulated community, County residents, and Fire and law enforcement personnel, as well as other CUPAs.

We are requesting that the CUPA Forum Trust purchase the tablets directly and we will supply bids, names, and phone numbers to help facilitate this. We can do the ordering, have the Trust pay, and we will pick them up. This shouldn't cause any more work for the Trust and will get the tablets to us much quicker. If the Trust is unable to do this, we'd just work within the County's purchasing procedures.

We believe the above rationale demonstrates our CUPA's need for the tablets. Two separate grant applications are being submitted, one for the tablets and another for a sampling and response vehicle. If the CUPA Forum Board cannot approve both, we would prefer you first consider Grant #1 for the truck; however, we would be delighted to be awarded either or both of the grants.

### **(3) GRANT AMOUNT**

Grant Amount Requested: \$

#### **(4) WORK PLAN: (SCOPE OF WORK)**

The grant applicant shall develop a work plan as part of this grant application that describes the objective of the project, sustainability, anticipated goals, benefits to the UP and performance measures or measures of success in 1500 words or less. The scope of work could be as simple as describing equipment, purchase date, proposed use and benefit or as complex as a description of implementation activities, tasks and equipment to be purchased (or both). The work plan shall include a detailed timeline that delineates critical and completion dates of the activities and tasks. The work plan shall include a brief narrative summary for each activity and task that clearly describes the activity or task and depicts the steps that will be taken or the methods to be used for completion. The description(s) should include as much detail as necessary to depict the overall implementation efforts through the period of the grant. If applicable, the description should also include the degree of applicability to all elements of the UPs, e.g. hazardous waste, underground storage tanks, etc. and the degree that the proposal could be used by other agencies or replicated.

**◀ Please Attach Work Plan to Application ▶**

Work Plan is attached.

#### **(5) PROJECTED BUDGET**

Describe in line item detail, the expenditures, the appropriate Sales Tax and costs necessary to complete the project described in the Work Plan. The grant award must be used to pay for costs listed in this budget. The Trustees will consider "like for like" substitutions for approved grants, but the use of the grant award to pay for other costs not specified in the budget will likely be denied. The applicant will be required to provide evidence to verify that the grant allocation was used as specified in this budget.

**◀ Please Attach Projected Budget to Application ▶**

#### **(6) REIMBURSEMENT OPTIONS**

If more than one option is selected, then the option(s) must be specified in line item detail in the project budget.

Receive approved grant monies up front (in July of the year grant is approved)

Submit invoice for reimbursement

Have CFB Trust pay supplying entity directly (subject to discretion of Trustees)

## (7) GRANTEE APPLICANT SPECIFIC CERTIFICATIONS

These criteria are mandatory. Please check all that apply:

This grant will be used to supplement the annual budget of the Grantee. It will not be used to reduce or supplant the annual operating budget of the Grantee.

The grant applicant maintains an accounting system that is sufficient to track the use of Trust Fund monies and to report on these transactions as required under the terms of the grant.

Grant applicants requesting equipment purchases must certify that their organization maintains a fixed asset tracking system and a periodic inventory of equipment is performed. A copy of the first inventory following the purchase of equipment with Trust Funds must be submitted to the Trustees.

A copy of the invoice and a picture of equipment purchased with these funds must be submitted to the Trustees within one month of purchase.

Successful applicants must acknowledge the Trust Fund's right to conduct an audit of purchase(s) made with Trust Fund monies.

Grant funds must be expended for the purposes approved in the grant within two years or repaid to the Trust Fund, unless otherwise stipulated in the grant award.

## (8) 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. All procedures and mandates have been followed in the preparation of this application, including financial procurement and when approvals are necessary from the governing body. 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.

**Director/Department Head or Authorized Designee Signature:**

lawrence.fay@sbcphd.org

Digitally signed by lawrence.fay@sbcphd.org  
DN: cn=lawrence.fay@sbcphd.org  
Date: 2015.03.27 12:40:14 -0700

**Printed name of Director/Department Head or Authorized Designee:**

Erin K. O'Connell

**Date:**

3/27/2015

SANTA BARBARA COUNTY  
Certified Unified Program Agency  
225 Camino del Remedio  
Santa Barbara, CA 93110

**CUPA FORUM BOARD TRUST FUND GRANT #2  
WORKPLAN**

The Santa Barbara County CUPA (SBC CUPA) program proposes to purchase five new Microsoft Surface Pro 3 tablets. The tablets will include safety cases, covers, docking stations, and screen protectors to ensure their protection and functionality in the field and on inspections. These tablets will be used to meet inspection and CERS needs throughout the County of Santa Barbara.

I. Objectives

The SBC CUPA program will purchase five new tablets to meet the inspection and CERS needs of the current 1,810 facilities overseen by the CUPA.

II. Unified Program

The CUPA staff are required to provide inspection services throughout the County, including mom-and-pop facilities and in rural farming communities with little to no access to computers or the internet. CUPA staff are also required to be on call and available for emergency response duties.

Currently, CUPA staff use the existing six tablets to conduct inspections and provide CERS assistance. The addition of three more staff will bring our current staffing to ten people, which include seven inspectors and two administrative personnel who conduct on-site CERS assistance at regulated facilities. The addition of the five requested tablets will allow us to equip all inspectors and admin staff with tablets, and replace one of our existing tablets. This will allow our CUPA to provide more assistance directly to the facility operators, and will enhance the hazardous materials response program by allowing staff to provide more efficient and timely inventory information to first responders.

III. Staffing Plan

All CUPA inspectors are required to have training and expertise in hazardous materials spills and emergency response. Currently four staff members are certified Hazardous Materials Specialists and two are Hazardous Materials Technicians. By July 2015, we should have nine inspectors who will use the tablets when responding to hazmat incidents.

#### IV. Implementation Timeline

- i. March 2015 – Obtain final quotes to purchase tablets.
- ii. June 2015 – Receive grant approval from CFB. Work with CFB to purchase tablets.
- iii. July 2015 – Upon acceptance of CFB Grant, purchase tablets.
- iv. August 2015 – SBC IT accepts and incorporates tablets into County inventory.
- v. September 2015– Place new tablets into service and carry on with inspections, CERS assistance, and emergency response with adequate equipment.

#### V. Identification of regulated businesses

The CUPA program consists of approximately 1,810 regulated businesses. CUPA routinely responds to various businesses that have yet to register and/or submit information to CERS. We are diligently working on obtaining compliance with electronic reporting requirements.

#### VI. Administrative procedures

- i. Obtain Board of Supervisors (BOS) approval to accept grant.
- ii. Coordinate purchase of tablets with the CFB.
- iii. Update inventory with County IT to have tablets incorporated into the County system.

SANTA BARBARA COUNTY CUPA  
 GRANT APPLICATION #2 TO CUPA FORUM BOARD

**(5) PROJECTED BUDGET**

Qty	Description	Item#/Mfr#	Price	Ext. Price
5	Microsoft - Surface Pro 3 - 12"- Intel Core i7 - 512GB - Silver	BB19557836 12960 PU2-00001	\$1,849.99	\$9,249.95
	Subject to an Electronic Recycling Act Fee		\$3.00	\$15.00
5	Urban Armor Gear - Rugged Case for Microsoft Surface Pro 3 - Black	BB19582964 249870 UAG-SFPRO3-BLK-VP	\$69.95	\$349.75
5	Microsoft - Surface Pro 3 Type Cover - Black	BB19557481 12960 RD2-00080	\$129.99	\$649.95
5	Microsoft - Surface Pro 3 Docking Station - Black	BB19569945 12960 3Q9-00001	\$199.99	\$999.95
5	ZAGG - Glass Screen Protector for Microsoft Surface Pro 3	BB19579131 108870 MC3GLS-F00	\$43.68	\$218.40
	Product Total:			\$11,468.00
	Delivery/Shipping:			FREE
	Electronic Recycling:			\$15.00
	Est. Tax:			\$917.44
	Tax exemption doesnt apply to any item			
	Quote Total:			\$12,400.44



# CUPA Forum Environmental Protection Trust Fund

P.O. Box 2017, Cameron Park, CA 95682-2017  
530-676-0815 Office 530-676-0515 Fax  
[www.calcupa.com](http://www.calcupa.com)

☺ Trustees ☺  
2014-2015

Eric Scott, Chair  
Vince Mendes,  
Secretary/Treasurer  
Randy Sawyer, Trustee  
Bill Jones, Trustee  
Linda Kolinski, Trustee

•CUPA Forum Enforcement  
Issue Coordinator•

Bill Jones  
Los Angeles County Fire

•Northern California•

Eric Scott  
Glenn County

• Bay Area •

Randy Sawyer  
Contra Costa County

•Central California•

Vince Mendes  
Fresno County

•Southern California•

Linda Kolinski  
Long Beach City

April 29, 2015

Santa Barbara County Environmental Health Department  
Attn: Erin K. O'Connell  
225 Camino del Remedio  
Santa Barbara, CA 93110

Dear Erin;

Congratulations, your Grant Applications were accepted to receive funding from the CUPA Forum Environmental Protection Trust Fund. Your Grant Agreements with the items that have been accepted for funding is enclosed for your signature.

Please carefully review the agreements. You are required to meet all provisions in the grant agreement. If you agree with the terms, sign your agreement, then send the completed document to the Grant Manager, Sheryl Baldwin (at the address above), no later than July 1, 2015.

We would like to have these grants completed in a year, but you can take up to two years if needed. Once we receive your signed Grant Agreements, let us know if you request a check to your Agency on July 1<sup>st</sup> or if you will be requesting a reimbursement and will invoice us after the purchase. Accounting records will need to be sent back to us no later than July 1, 2016.

If you have any questions, please feel free to call me at 530-934-6500.

Sincerely,

Eric Scott, Chair

cc.Trustees  
Sheryl Baldwin, Grant Manager