



# *CUPA Forum Environmental Protection Trust Fund*

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[www.calcupa.org](http://www.calcupa.org)

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**2020-2021**

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## **GRANT APPLICATION HINTS AND TIPS**

1. Completely fill out the application and review before submission. Incomplete applications will not be approved. You must check all applicable boxes, provide a detailed budget and sign the application.
2. Applications need to be submitted on or before March 31<sup>st</sup> of the Grant year or they will not be considered for approval. Receipt of an email pdf copy of the application will satisfy this requirement.
3. Individual portions of the grant will not be considered. The Grant application will be considered in its entirety. The application will be accepted or denied based on the application as a whole.
4. An Agency may submit more than one grant application. This may increase the probability of receiving approval. (This is helpful if you have different types of requests, e.g. submit two applications, one for training and one for equipment to conduct inspections.)
5. The Grant will not pay to supplant regular staff time during normal working hours. Grant monies may be awarded to hire a consultant, pay regular employees for overtime, pay for part time employees' time in addition to their regularly scheduled hours, etc. No Grant money will be available to perform normal CUPA inspections.
6. During the application review process the Grant Trustees consider the UPA's participation in the Forum, Regional meetings, TAG Groups, etc.
7. Required personal protective or consumable equipment will not be considered for funding. These items are necessary for employees to safely perform their duties and should be budgeted for by your Agency.
8. Equipment that enhances, improves or expands the capability of your program will be considered.

9. If CERS or other Grant money could or will be used for a project (laptops, scanners, data conversion time, etc) explain how that Grant money has or will be expended in order to justify requesting CUPA trust money for your project/equipment.

10. During the application review process the Grant Trustees consider projects that benefit the regulated community (training workshops, outreach materials, equipment to provide training, innovative ideas to enhance facilities compliance, etc.).

11. If the Grant applicant is used to support a study the CUPA Forum may require that a final report be presented to the Board. The Trustees encourage UPA's to present studies to enhance the CUPA program as a whole. The findings could be presented during the following year's CUPA Training Conference. Describe in the work plan how the findings will be presented (report of findings).

12. As part of your work plan, describe how your project or equipment purchase benefits the Unified Program, how it will benefit your program, and how it will produce measureable results. If feasible, a study or project should include a baseline to measure results against a measureable objective. Don't assume it's obvious that your project will improve your program. Explain how it will benefit your and other Unified Program activities.

13. Grant applications for vehicles or emergency response equipment must include the Supplemental Application for Vehicles and Emergency Response Equipment.

14. Grant funds must be expended during the period of the Grant, which is a two-year period.

15. All monies not expended must be returned at the end of the contract term. Extensions must be requested in writing and will be considered on a case by case basis.

16. Applications and contracts must be signed by a person with authority to receive monies for procurement of grant items.