



AGENDA REPORT

Date: June 28, 2016

To: City Manager for Council Action

From: Fire Chief

Subject: Acceptance and Appropriation of a Certified Unified Program Agency (CUPA) Forum Environmental Protection Trust Fund Grant (FY 16/17)

EXECUTIVE SUMMARY

The Fire Department administers the Certified Unified Program Agency (CUPA) program for the City of Santa Clara. The California legislature passed Senate Bill 1082 (1993), creating the CUPA system to simplify the process of regulating and managing hazardous materials and hazardous waste. Rather than having numerous state and local agencies regulating a single business, the CUPA program consolidated the enforcement of six environmental and emergency response programs under one local agency. The California Environmental Protection Agency (Cal/EPA) oversees the overall implementation statewide and "certifies" local counties or cities. The City of Santa Clara was certified as a CUPA in 1997.

The CUPA Forum Board is a non-governmental organization that supports the mission of the CUPA Programs throughout the State. Each CUPA is a member of this organization. The CUPA Forum established the CUPA Forum Environmental Protection Trust (Trust) Fund in 2009. This Trust was established to manage and disburse monies from enforcement case settlements to enhance the investigation, inspection and enforcement of the CUPA Programs throughout the State of California.

The Fire Department applied and was awarded with a \$25,000 grant for this upcoming Fiscal Year. This grant is for the assistance with the initial start-up costs associated with the implementation of the Laserfiche Electronic Records Program. This program will be for the electronic management of our CUPA records. The benefits will be for our long term management of the documents, accessibility of our City Staff to access records in the field during an inspection, and for managing our public records requests for CUPA documents.

ADVANTAGES AND DISADVANTAGES OF ISSUE

The advantage to using these grant funds to the City of Santa Clara is that it will not be expenditures from the Fire Department Operating Budget for the initial start-up costs (equipment and software). There are no disadvantages.

ECONOMIC/FISCAL IMPACT

There is no impact to the General Fund and/or Fire Department Operating Budget for the upcoming Fiscal Year (16/17). This is a one-time use grant. Incremental maintenance costs of the software will be budgeted for in upcoming fiscal years starting in Fiscal Year (17/18).

RECOMMENDATION

That the Council:

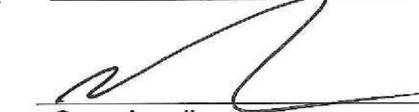
1. Accept the Certified Unified Program Agency (CUPA) Forum Environmental Protection Trust Grant Fund, in the amount of \$25,000, for implementation and administration of the Laserfiche Centralized Records Management Program in the City and authorize the City Manager or his/her designee to execute all documents related to the grant;
2. Approve estimated revenue from the CUPA Forum Environmental Protection Trust Grant in Fire Department Operating Grant Fund (178-7833-55580-(G)CUP16) and appropriations of \$25,000, to Fire Department Operating Grant Fund expenditure account 178-7833-88040-(I)4795-(G)CUP16.



William G. Kelly
Fire Chief

Certified as to Budget Form:

CO



for Gary Ameling
Director of Finance/
Assistant City Manager

APPROVED:



Rajeev Batra
Acting City Manager

FIVE COUNCIL VOTES

Documents Related to this Report:

- 1) CUPA Forum Environmental Protection Trust Fund Award Letter, dated April 20, 2016
- 2) CUPA Forum Board Environmental Trust Fund Grant Agreement 2016-3
- 3) CUPA Forum Board Environmental Trust Fund Grant Application



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

⊕ Trustees ⊕
2014-2016

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 20, 2016

Frederick Chun
City of Santa Clara, Fire Department

1675 Lincoln Street
Santa Clara, CA 95050

Dear Fred;

Congratulations, your Grant Application was accepted to receive funding from the CUPA Forum Environmental Protection Trust Fund. Your Grant Agreement has been accepted for funding and is enclosed for your signature.

Please carefully review the agreement. 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, 2016.

We would like to have this grant 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 1st 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, 2018.

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



PO Box 2017
Cameron Park, CA 95682-2017

Trustees

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

CUPA FORUM BOARD

ENVIRONMENTAL PROTECTION TRUST FUND

GRANT AGREEMENT

BETWEEN THE
CUPA Forum Environmental Protection Trust Fund
and
City of Santa Clara – Fire Department - CUPA
AGREEMENT NO. 2016-3

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 (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** \$25,000.00
4. **TERM OF AGREEMENT.** The term of the Agreement shall begin on July 1st, 2016 and end on June 30, 2018. The grant is for the purchase of Laserfiche, Centralized Records Management System.
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

GRANTEE (Unified Program Agency)	GRANT CONTACT (If different from Project Director)
Name of Project Director, Jake Tomlin City of Santa Clara, Fire Department 1675 Lincoln Street Santa Clara, CA 95050 Phone : (408) 615-4970 Fax: (408) 241-3006 Email: jtomlin@santaclaraca.gov	Name of Grant Manager Frederick Chun City of Santa Clara, Fire Department 1675 Lincoln Street Santa Clara, CA 95050 Phone : (408) 615-4960 Fax: (408) 241-3006 Email: fchun@santaclaraca.gov

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

- **Exhibit A** REPORTING AND INVOICING PROVISIONS
- **Exhibit B** SPECIAL AND GENERAL PROVISIONS
- **Exhibit C** Trust GRANT APPLICATION

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:

"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;

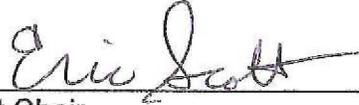
"Project" means the implementation of {insert project name}

"Trust" means the CUPA Forum Environmental Protection Trust Fund

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

By:

By:



Grantee Signature (as authorized by)

Trust Chair

Grantee Name, Title (Typed/Printed)

Date

4/20/16

Date

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

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. 1st Report = July 1, 2017
- b. Final Report = July 1, 2018

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

- a. 1st Report = July 1, 2017
- b. Final Report = July 1, 2018 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.
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 of the system.
5. The Grantee shall attach a property tag to equipment purchases that indicates the equipment was purchased with Trust Funds.

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**



Trustees

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

Regions

- Northern California
- Central California
- Enforcement Issue Coordinator
- Southern California
- Bay Area

Jurisdiction

- Glenn County
- Fresno County
- Los Angeles County FD
- City of Long Beach
- Contra Costa County

PO Box 2017 Cameron Park, CA 95682-2017

www.calcupa.com

CUPA FORUM BOARD

ENVIRONMENTAL PROTECTION TRUST FUND

GRANT APPLICATION

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.

Project Name: *Laserfiche – Centralized Records Management System*

Name of UPA or Other Entity: *City of Santa Clara – Fire Department - CUPA*

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

Address: *1675 Lincoln Street*

City, State, Zip Code: *Santa Clara, CA 95050*

Phone: *408-615-4970*

Fax: *408-241-3006*

E-Mail Address: *fchun@santaclaraca.gov*

Name of Grant Contact: *Frederick Chun*

Address: *1675 Lincoln Street*

City, State, Zip Code: *Santa Clara, CA 95050*

Phone: *408-615-4960*

Fax: *408-241-3006*

E-mail Address: *fchun@santaclaraca.gov*

Number of UP Staff: *5*

Number of Regulated Facilities: *900*

Please describe your agency's participation in CUPA Forum meetings to include regional or workgroup meetings.

The City of Santa Clara currently participates in the Bay Area Regional CUPA Forum Board, Santa Clara County Hazardous Materials Managers Group (Meeting of CUPAs and PAs in the Santa Clara County Region), and the area TAGs.

Programs UPA Implemented. HW HM UST AST Cal-ARP

2. EXECUTIVE SUMMARY

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

The City of Santa Clara CUPA is requesting this grant to assist in the initial start-up costs associated with the implementation of the Laserfiche Electronic Records Program. This program will be for the electronic management of our CUPA records. This includes documents associated with all six programs implemented by the City. The benefits will be for our long-term management of the documents (in conjunction with the data in CERS), assist our CUPA staff being able to access the documents in the field during an inspection, and for managing our public records requests for CUPA records.

3. GRANT AMOUNT

Grant Amount Requested: \$ 25,000.00

4. HAS YOUR AGENCY RECEIVED ENFORCEMENT PENALTY MONEY IN THE LAST 3 YEARS AND IF SO, WHAT HAS BEEN PURCHASED?

Items Purchased: Provided an advanced training class for UST Inspectors (VPH, etc.).

Amount: \$ 7,200.00

5. OTHER GRANTS RECEIVED

Y OR N / WHO FROM AND FOR WHAT Cal/EPA Environmental Enforcement Fund – For July 2016

6. 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 ▶

7. 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 ▶

8. REIMBURSEMENT OPTIONS

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



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



Submit invoice for reimbursement



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

9. GRANTEE APPLICANT SPECIFIC CERTIFICATIONS

These criteria are mandatory. Please read and initial that you understand and will comply:



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.



Successful applicants 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.



For equipment, please read and initial that you understand and will comply. I further certify that I am authorized to receive money for procurement of the items herein.



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 invoice and a picture of equipment purchased with these funds must be submitted to the Trustees after the purchase.

10. FOR EMERGENCY VEHICLES AND/OR EQUIPMENT, PLEASE ANSWER THESE QUESTIONS:

Have you attempted to obtain any grants such as the HMEP, Homeland Security, or other grant?

YES

NO

If yes, what did your agency get? How much? \$39,000.00

To be used for environmental enforcement training only.

If no, please explain why not: Click here to enter text.

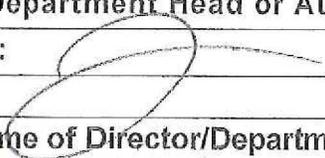
Click here to enter text.

Vehicles: To be eligible for consideration, the vehicle shall be used to support activities of the Unified Program, no more than 2 every 10 years can be purchased and vehicles cannot exceed number of UPA inspectors.

11.) 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. I further certify that I am authorized to receive money for procurement of the items herein. 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: 

Printed name of Director/Department Head or Authorized Designee:

Click here to enter text. *Jake Tomlin*

Date: Click here to enter text. *03/31/2016*

Send completed application to:

Sheryl Baldwin, Grant Manager
PO Box 2017
Cameron Park, CA 95682-2017

Or Fax to: (530) 676-0515

Or email to: Sheryl@calcupa.org

Grant Application Nov 2015 CUPA V8f

6. 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.

Laserfiche – Centralized Records Management Software

Objective:

As CUPAs, we have become leaders within the environmental field. Though our progressive inspection programs, we have collected significant amounts of data in each of our respective agencies. A large sum of this data is currently in paper form here in Santa Clara. Our goal with this grant is to assist us with the initial start-up costs of the software for records management. This keeps digital copies of records and has an intuitive filing system that can be accessed in the office and in the field by our personnel when doing inspections or even during an incident.

Additionally, this program has user friendly setup for conducting public records requests and to comply with EPCRA standards. It has the ability to mask confidential information and still provide public access to the information. This would be a significant benefit to our CUPA and centralizing our records to this system. We would keep statistics on the use of the program as a performance measure.

If grant is awarded:

- 1. Receive approval from City Council to approve and accept the grant (July 2016/August 2016)*
- 2. Create a designated grant fund to track costs associate with this grant (August 2016)*
- 3. Work with our Information Technology and vendor to create a timeline for implementation and software purchase. Estimated purchase would be around October 2016 (Q2 of FY 2016-2017).
Software = Laserfiche Avante Document Management Solution
<https://www.laserfiche.com/feature/document-management/>*
- 4. Testing of software (November 2016).*
- 5. Training conducted to staff on use (December 2016).*
- 6. Roll out complete (December 2016). Document and send CalCUPA Forum reimbursement request (with receipts and documentation).*

Future documents will be filed and City of Santa Clara will be working on digitizing older records into this system (outside of the scope of this grant). This program will be used for all CUPA program records (Financial, Administrative, HMBP, HWG, TP, UST, APSA, and CalARP).

7. 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.

Item	Amount	Provided By
Laserfiche Software	\$22,000	Laserfiche Vendor
Scanner for Laserfiche	\$3,000	Laserfiche Vendor
Subtotal	\$25,000*	

* Remaining funds would be returned to Forum Board Trust.