

## Local Government Waste Tire Amnesty Grant Program Payment Request Checklist and Progress Report

This is a “dual-purpose” form:

- Checklist (page 1) – providing payment request guidance
- Progress Report (page 2) – required for **each** payment request

Instructions: Upload completed form to the GMS “Reports Tab”.

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### Payment Request Checklist

**Date:**

**Grantee Name:**

**Grant Number Assigned by CalRecycle:**

**Notice to Proceed Date:** (costs incurred prior to this date are ineligible)

**Grant Payment Request** (General Grant Forms - [CalRecycle 87](#))

- Box 6 check “Reimbursement.”
- Box 7 is the total amount of expenditures being claimed.
- Box 14 contains e-signature (digital) of person authorized in Resolution or Letter of Designation.

**Expenditure Itemization Summary** (Tire Amnesty Grant Forms - [CalRecycle 755](#))

Itemize all expenses since the last payment request.

- Contains sufficient detail to match each entry to an invoice.
- The form should reflect the same line-items on the ‘Budget’ form.

**Supporting Documentation** Use highlighting and/or notes to indicate applicable information on each document for clarity.

- Personnel Expenditure Summary, (General Grant Forms - [CalRecycle 165](#) or similar) if personnel hours claimed.
- Cost and Payment Documentation is needed for all expenditures; reference the “Procedures and Requirements resource document for details. Each line-item listed on the [CalRecycle 755](#) will require documentation showing the cost and “proof” that the item has been paid. (Invoices, Receipts or Copies of paid checks are common examples)
- Copies of all public education/advertising artwork (not previously submitted for approval) funded by the Grant.

**Reliable Contractor Form** (General Grant Forms - [CalRecycle 168](#))

- Reliable Contractor Declaration – Ensure this form has been completed for all contractors and submitted in GMS – Reports tab

## Progress Report

This form should reflect work since receipt of the Notice to Proceed or since the previous Progress Report.

Number of tires or passenger tire equivalent (PTE) collected during this reporting period:

Specify all work completed since the Notice to Proceed or since the previous Progress Report was submitted. Include the status of tasks listed in the approved Work Plan.

Describe any work that will *not* be completed (if applicable) and the reasons why.

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**Signature (does not have to be signatory)**

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**Date**