

## Local Government Waste Tire Cleanup Grant Program Payment Request Checklist and Final Report

This is a “dual-purpose” form:

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

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

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### Final 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 “Final.”

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 Cleanup Grant Forms - [CalRecycle 745](#))

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 745](#) will require documentation showing the cost and “proof” that the item has been paid.

(Invoices, Receipts or Copies of paid checks are common examples)

Mileage logs if mileage claimed.

Waste Tire manifests, if applicable.

**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.

## Final Report

Grantee agrees with the following disclaimer:

*“The statements and conclusions of this report are those of the Grantee and not necessarily those of the Department of Resources Recycling and Recovery, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.”*

This form should reflect work since receipt of the Notice to Proceed to the end of the grant term.

Total number of tires or passenger tire equivalent" (PTE) collected during the grant term:

Provide information regarding the success of the grant program in reducing the number of illegally disposed waste tires.

Describe any findings or recommendations that you feel could improve the Tire Cleanup Program.

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

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**Date**