



June 2021

Department of Resources Recycling and Recovery

# **Exhibit B**

## **Procedures and Requirements**

### **Tire-Derived Aggregate Grant Program**

#### **Fiscal Year 2021–22**

**Copies of these Procedures and Requirements must be shared with both the Finance Department and the staff responsible for implementing the grant activities.**

# Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Milestones</b> .....	<b>3</b>
<b>Grants Management System (GMS)</b> .....	<b>3</b>
Accessing the Grant .....	3
Contact Updates.....	3
<b>Prior to Commencing Work</b> .....	<b>5</b>
Permitting .....	5
Reliable Contractor Declaration.....	5
<b>Grant Term</b> .....	<b>6</b>
Project Requirements .....	6
Eligible Costs.....	7
Ineligible Costs .....	8
Modifications.....	9
Acknowledgements.....	9
Reporting Requirements.....	10
Electronic and Original Signatures.....	10
Progress Report.....	11
Final Report.....	11
Grant Payment Information.....	13
Payment Request and Documentation.....	14
Supporting Documentation.....	14
Audit Considerations.....	16

# Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the Tire-Derived Aggregate Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements.

This document is attached to, and incorporated by reference, into the Grant Agreement.

## Milestones

**Notice to Proceed Date: Grant Term Begins** on the date that CalRecycle emails the Notice to Proceed.

**April 1, 2023: Progress Report Due**

**April 1, 2024: Final Report and Final Payment Request Due; Grant Term End**

## Grants Management System (GMS)

GMS is CalRecycle's web-based grant application and Grants Management System. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle's WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

### Accessing the Grant

Grantees must [log in to GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) using their web pass. After logging in, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

- **Summary tab:** Shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab:** Grantee requests reimbursement.
- **Reports tab:** Grantee uploads required reports.
- **Documents tab:** Grantee uploads all other grant documents that are not supporting documents to a payment request or a report. This section also provides access to documents that were uploaded within other sections of GMS.

Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

### Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the "Allow Access" check box marked. A contact may be listed but not granted access by not checking the box. Please note, if a contact is granted access to

a grant they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

# Prior to Commencing Work

Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

## Permitting

The grantee is responsible for ensuring that the entire project, not just the portion reimbursed by this Grant, is in compliance with all federal, state, and local laws and permitting requirements. The grantee is also responsible for ensuring that project contractors and subcontractors have all necessary permits and licenses to perform the work for which they are hired, including, but not limited to, permitting by the appropriate Air Pollution Control District, Air Quality Management District, or other local air quality agency when required. Failure to comply with permitting requirements may result in denial of payment under this Grant.

## Reliable Contractor Declaration

Prior to authorizing a contractor or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [section 17050 of Title 14](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

If a contractor or subcontractor is placed on the [CalRecycle Unreliable Contractor List](https://www.calrecycle.ca.gov/Funding/Unreliability/) (<https://www.calrecycle.ca.gov/Funding/Unreliability/>) after award of this grant, the grantee may be required to terminate the contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from [CalRecycle's Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms/) (<https://www.calrecycle.ca.gov/Funding/Forms/>).

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

# Grant Term

The Grant Term begins on the date of the Notice to Proceed (NTP) email, which is the formal notification from CalRecycle authorizing the grantee to begin the grant project and ends on **April 1, 2024**. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to the NTP date or after the end date are not eligible for reimbursement.

The Final Report and final Payment Request are due on **April 1, 2024**. CalRecycle recommends reserving the period from March 1, 2024 to April 1, 2024 exclusively for the preparation of the Final Report and final Payment Request, though they may be completed earlier.

## Project Requirements

All projects are subject to the following requirements:

- Only California-generated waste tires, processed in California, must be used in the TDA portion of the project(s).
- The project(s) must be located in California.
- A combined minimum of **500 tons** of TDA must be used in the project(s), except for Low Impact Development projects, which must use a minimum of **200 tons** of TDA in the project(s).
- Plans and specifications must be reviewed by CalRecycle staff and/or its contractor(s) prior to commencement of work. The project design plans must be uploaded in GMS at a minimum 50 percent design at the time of application submission and 100 percent design prior to the start of the project. The design plans must include: project costs (preliminary costs submitted with the application), the project location (TDA placement), type and quantity of TDA (initial estimate submitted with the application), and any analysis necessary to validate the design.
- Each project must incorporate technical assistance/training that will be provided by CalRecycle contractors and/or staff. The following must receive CalRecycle sponsored technical training prior to implementation of the project, (1) Owner representative, (2) Construction Management engineer (Quality Assurance / Quality Control), and (3) Construction company project supervisor.
- The real property on which the project will be located must be owned by the grantee (or by a member of the grantee's JPA).
- If grantee's ownership of the property on which the project(s) is located does not provide complete and clear access to the project site(s), then prior to incurring any grant-eligible costs, grantee must obtain any and all access rights (e.g., easements) to the project site(s) necessary to complete the project(s) within the grant term and shall ensure that such access extends to CalRecycle staff and/or its designated contractors for the purpose of observing the project, providing technical assistance and/or training during the grant term. Such access must be in writing from the legal owner or his/her authorized representative.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).

- Construction of the TDA portion of any project must commence on or after the date indicated in CalRecycle’s written Notice to Proceed and be completed by April 1, 2024.

Additionally, each of the following project requirements is specific to the individual types of projects as indicated:

- Landfill projects will not be reimbursed for use of more than 0.75 cubic yards (0.5 tons) of TDA per lineal foot of landfill gas collection or leachate injection line.

## Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts when the grantee receives a Notice to Proceed from CalRecycle and ends on **April 1, 2024**. See “Grant Term” for additional information. All grant expenditures must be for activities and costs specifically included in the approved Project Summary and Calculation Sheet. To be eligible for reimbursement, costs must be incurred after receiving a Notice to Proceed and before the end of the Grant Term. All services must be provided and goods received during this period in order to be eligible costs. Invoices for goods and services must be paid by the grantee prior to the inclusion of those goods or services on a payment request.

Eligible costs are direct cost for the TDA portion of the project only and are limited to the following:

- TDA material used (material cost, tax [if any] and transportation to an initial location [either stockpile or project site]) and does not include any contractor markup. Additional transportation cost from a stockpile to a project site is not eligible for reimbursement.
- Installation of TDA.
- Engineering/design work.
- Geosynthetic material (fabric or geogrids) that is specifically needed for a TDA project.

**TDA Material:** TDA material cost includes TDA material, tax and delivery cost to an initial location (either the project site or stockpile location) approved by Owner and will be documented on a tonnage basis. Reimbursement requires an invoice from the TDA supplier identifying the separate costs for material and delivery. The eligible cost does not include any contractor markup. Only material actually placed in the project is eligible. CalRecycle reserves the right to review the proposed/actual TDA material cost and, if considered excessive, limit the amount of reimbursement.

**TDA Installation Cost:** Eligible cost include personnel and equipment cost directly related to trenching/preparation, placement, and covering of the TDA material. Installation will be based on the TDA tonnage (see Table 1).

**Engineering/Design Cost:** Eligible cost are subject to a percentage of the combined total cost of TDA material and installation (see Table 1).

**Geosynthetic Material:** Geosynthetic material that is specifically used for the TDA material. It can include fabric and/or geogrids and will be paid based on square yardage verified in plan drawings during 50 percent design and as-built drawings after construction. Square yardage reimbursement is based on material purchased receipts

(subject to a maximum \$2.50 per square yards) and does not include installation of the geosynthetic material. The eligible cost does not include any contractor markup.

Eligible costs may be incurred by the grantee and the grantee’s contractor(s), but costs incurred by contractors are only eligible for reimbursement after payment has been made by the grantee. Requirements for documentation supporting installation cost can be found in the “Cost and payment documentation” subsection under the Grant Payment Request and Documentation section.

Refer to your approved Project Summary and Calculation sheet and Table 1 below for your project category, installation reimbursement, and maximum percentage.

**Table 1. Installation and Engineering/Design Cost**

<b>Project Category</b>	<b>Installation Reimbursement (Amount per Ton)</b>	<b>Maximum Percentage<sup>1</sup></b>
Mechanically Stabilized TDA	\$50	60%
Low Impact Development	\$50	40%
Lightweight Fill	\$40	60%
Vibration Mitigation	\$15	20%
Landfill Application	\$7.50	5%

<sup>1</sup>Percentage of the combined total cost of TDA material and installation.

## **Ineligible Costs**

Any costs not specifically included in the approved Project Summary and Calculation sheet and not directly related to the purchase and transportation of the TDA material, and the installation, and engineering/design work for the project and the approved grant project are ineligible for reimbursement. Contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the Notice to Proceed email or after April 1, 2024.
- Costs incurred for projects that start construction of the TDA portion of the project prior to the date indicated in the Notice to Proceed, or end construction of the TDA portion of the project after April 1, 2024.
- Projects using TDA material that is not made from only California-generated waste tires processed in California.
- Projects using less than the minimum required total amount of TDA material as specified in Project Requirements.
- Other project-related costs, including, but not limited to, planning, permitting, environmental studies, and site preparation.
- Landfill projects that are currently underway or that have been completed at the same location within the same facility within three years of application.
- Use of shredded waste tires as alternative daily cover or alternative intermediate cover in landfill applications.
- Additional transportation cost from a stockpile location to a project site.
- Testing costs.



- Personnel costs, including fringe benefits, not directly related to installation and engineering of the TDA material.
- Cost incurred to prepare the grant application, Final Report, and final Payment Request.
- Overhead and indirect costs (including depreciation, contractor markup on TDA or geosynthetic material, etc.).
- Any other costs the CalRecycle Grant Manager deemed unreasonable or unrelated to the purpose of the grant, including TDA material or geosynthetic material cost considered excessive.

## Modifications

Any proposed revision(s) to the Project Summary and Calculation sheet and/or Budget must be submitted in writing and pre-approved in writing by the Grant Manager prior to the grantee incurring the proposed expenditure. The request must include a revised Project Summary and Calculation sheet reflecting the change(s) from the Approved Project Summary and Calculation sheet that you obtain from the Grant Manager. The request must also include the reason for the change(s). Costs based on the proposed revisions may not be incurred until Grant Manager approval. If approved, the grant manager will upload the final revised Project Summary Calculation and/or Budget to GMS. Proposed revisions may be submitted in conjunction with a Progress Report but cannot be submitted as part of the Progress Report. The approval document(s) should be retained by the grantee for audit purposes. See Audit Record/Access section of the Terms and Conditions (Exhibit A).

## Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project is funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan.

By April 1, 2024, the grantee must list on their website, for a minimum period of one year, an acknowledgement of CalRecycle's funding and the waste tire diversion amounts for the project(s). The acknowledgement must include the following three required components:

1. Funded by grant from CalRecycle
2. CalRecycle Logo<sup>2</sup>
3. Number of California waste tires<sup>3</sup> diverted from the waste stream by this project

<sup>2</sup> The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. Information regarding logos are available in the [Image Gallery web site](https://www.calrecycle.ca.gov/Gallery) (<https://www.calrecycle.ca.gov/Gallery>). To request permission to use the CalRecycle logo and receive copies of image files, please contact the [Office of Public Affairs](mailto:opa@calrecycle.ca.gov) ([opa@calrecycle.ca.gov](mailto:opa@calrecycle.ca.gov)) or contact your CalRecycle Grant Manager.

<sup>3</sup> To determine the number of tires diverted, refer to the Tire-Derived Aggregate (TDA) Certification Form (CalRecycle 740-TDA) for the calculation formula. This is typically calculated after construction.

When the web site acknowledgement posting is problematic due to grantee-specific issues, the grantee may substitute signage as an alternative acknowledgement upon written pre-approval from the Grant Manager. The alternative must include the three required components listed above.

#### [Tire-Derived Aggregate Signage](https://www.calrecycle.ca.gov/tires/grants/resources/#Signage)

(<https://www.calrecycle.ca.gov/tires/grants/resources/#Signage>) placed in a prominent location at the project site(s), where it must be permanent for a minimum period of one year after project completion. If this alternative is used, a digital photograph of the signage at the project site must be provided with the final report.

## Reporting Requirements

The Grant Agreement requires a Progress Report and a Final Report; however, the Grant Manager may require additional Progress Reports at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above).

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
  - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
  - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

The reports must be current, include all required sections and documents, and must be approved by the Grant Manager before any Payment Request can be processed.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, rejection of the Payment Request, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

## Electronic and Original Signatures

CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

**Note:** The e-Signature must be the Adobe Digital ID or through another certified digital signature program, and cannot be the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method will be considered as incomplete and may be sent back to the grantee.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## Progress Report

The grantee must submit a **Progress Report** by **April 1, 2023**. This report should cover grant activities that occurred from the Notice to Proceed date through **April 1, 2023**. The Progress Report must be submitted even if no work has started on the project. The Progress Report must be prepared in the format specified below and uploaded into the GMS system. See “Reporting Requirements” section for instructions. The report must address the work completed during the reporting period and be accompanied by all required supporting documentation, including pre-construction photographs. The Progress Report must include the following:

### 1. Cover Page

- Name of the grantee
- Grant number
- Amount of grant award
- Dates of report coverage
- Report preparation date
- Disclaimer statement, as follows:  
“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.”

### 2. Project Summary and Status

Provide a brief description of the progress of the TDA grant project(s) including:

- Completed design plans
- Hired contractor(s)
- Approved, completed, and in-process project(s)
- The timeline for completion of remaining project(s)
- Results Achieved
- Problems encountered or anticipated
- Provide a brief description of any changes to the project and/or schedule including:
  1. Changes in grantee contact information
  2. Changes or modifications to the original project

## Final Report

The Final Report is due **April 1, 2024**, however it may be submitted at any time after the project is completed, but must be submitted no later than **April 1, 2024**. This report should cover grant activities **from the Notice to Proceed** through **April 1, 2024**, or completion of project, whichever is sooner.

**Failure to submit the Final Report with appropriate documentation by April 1, 2024, may result in rejection of the final Grant Payment Request and/or forfeiture by the grantee of any claims for reimbursement of otherwise eligible costs.**

The Final Report must be prepared in the format specified below and must be uploaded into the GMS system, see “Reporting Requirements” section for instructions; you may need to upload multiple documents to complete all the requirements listed below. If requested, the grantee shall make an oral presentation to CalRecycle. The Final Report must include the following:

1. Cover Page

- Name of the grantee
- Grant number
- Amount of grant award
- Dates of report coverage
- Report preparation date
- Disclaimer statement, as follows:  
“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.”

2. Table of Contents

Identify report contents and corresponding page numbers.

3. Project Summary and Status

Provide a concise Executive Summary of the project(s). Within the narrative of the report, include the following information:

- Project(s) location
- Amount (tons) of TDA used in the project
- General information (type of project, duration to construct, etc.)
- Cost of TDA material (amount per ton)
- Cost of geosynthetic material (amount per square yard)
- Waste Tires Diverted - Total number of California waste tires diverted from the waste stream as a result of the project’s completion.
- As-built drawing(s), including survey information, certified by a Registered Civil Engineer, of the completed project, including any deviation from the CalRecycle initially approved design. Uploaded files cannot exceed 35 megabytes. If necessary, split documents/files and designate them with the document/file name and the extension “a,” “b,” etc.
- TDA material graduation test, if performed
- Laboratory analysis of all soil materials placed on site (if applicable)
- Specification sheet for the geosynthetic fabric or geogrids used to enclose the TDA cell
- Lessons learned and any problems encountered

4. Contractor Summary  
List of all contractors and subcontractors that supplied, transported, and/or installed TDA materials or that provided engineering/design services for the project. For each contractor and subcontractor include the following information:
  - Name of Firm
  - Contact person
  - Address
  - Concise statement of work completed
  - Time period in which the work was completed
  - Amount paid
  - A copy of the Reliable Contractor Declaration (CalRecycle 168) required by Exhibit A – Terms and Conditions (Unreliable List) and filed for each contractor and subcontractor at the beginning of the project. **(uploaded separately in GMS)**
  
5. Photographs **(uploaded separately in GMS)**  
For each project, provide two digital photos of the preconstruction and two digital photos of the completed project.
  
6. Project Acknowledgement **(uploaded separately in GMS)**  
A copy of your internet web page (or alternative) project acknowledgement, including web address (URL). If signage alternative is used, a digital photograph of the signage at the project site must be provided with the final report.

## Grant Payment Information

- Payment to the grantee for eligible grant expenses is made on a reimbursement basis only, and only for those materials and services specified in the approved Project Summary and Calculation sheet. **Reimbursement will be determined by the actual project cost, not to exceed the grant award amount.**
- The grantee may request reimbursement only once during the Grant Term. In conjunction with (or after) submission of the Final Report.
- The grantee must submit the required Progress Report/Final Report prior to, or concurrent with, submission of the Grant Payment Request. No reimbursement is made prior to Grant Manager approval of the report.
- The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the “Payment Request and Documentation” section for completed project(s) only.
- CalRecycle will make grant payments to only the grantee. It is the grantee’s responsibility to pay all contractors and subcontractors for purchased goods and services.
- CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The grantee can typically expect payment approximately 45 days from the date the Grant Manager approves a Grant Payment Request.
- The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the grantee’s contractors and subcontractors in accordance with the “Reliable Contractor Declaration” section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to

commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

### **Payment Request and Documentation**

Failure to submit the final Payment Request with appropriate documentation by the due date may result in rejection of the Payment Request and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

The grantee must submit payment requests in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above). To submit a Grant Payment Request:

- Go to the **Payment Request** tab.
- Click on the **Create a Payment Request** button.
  - a. Choose **Reimburse** for the **Transaction Type** and enter the amount spent in each budget subcategory.
  - b. When the transaction is complete, click the **Save** button.
  - c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
- Click the **Upload Supporting Documents** button.
  - a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
  - b. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
  - c. The maximum allowable file size for each document is 35MB.
- Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.
  - **Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Please do not create multiple transactions for the same requested funds.

### **Supporting Documentation**

- **Grant Payment Request form** (CalRecycle 87)
  - A scanned copy with the signature of the signatory or his/her designee, as authorized by grantee’s Resolution or Letter of Commitment, must be uploaded to GMS.
    - **Note:** A designee may sign on behalf of the grantee if a) authorized by the Resolution or Letter of Commitment, and b) a Letter of Designation has been provided to the Grant Manager.
- **Cost and Payment Documentation**

Acceptable cost and payment documentation must include the following:

  - Documents supporting **TDA Material** (purchases and transportation) are invoices and/or purchased receipts from the TDA supplier, clearly showing tonnage delivered per truck. Cost not to include contractor markup. Documents must include the vendor’s name and telephone number, address, amount of TDA material produced for the project, description of goods or services purchased, amount due, and date. The claimed

- expenses should be highlighted and identified with applicable task number on each invoice.
- Documents supporting **Installation** and **Engineering** are described below:
    - For grantee-incurred cost:
      - i. a Personnel Expenditure Summary (CalRecycle 165) (PES) form must be submitted for grantee staff directly involved in TDA installation. PES forms are available at [CalRecycle's form web page](https://www.calrecycle.ca.gov/Funding/Forms) (<https://www.calrecycle.ca.gov/Funding/Forms>), in the General Grant Forms section.
      - ii. a letter or an email correspondence, indicating the total linear footage and the percentage representing installation cost.
      - iii. grantee must retain payroll journal/registers and personnel time logs/timesheets for audit purposes, but do not need to submit them with a Payment Request.
    - For contractor-incurred cost:
      - i. invoices and/or construction progress payment(s) (or equivalent), indicating unit (linear foot/yard, etc.) price and total number of units of installation activity work performed.
        - a. if the above cannot be provided, grantee can submit a PES (CalRecycle 165) form as an alternative. PES forms are available at [CalRecycle's form web page](https://www.calrecycle.ca.gov/Funding/Forms) (<https://www.calrecycle.ca.gov/Funding/Forms>), in the General Grant Forms section.
      - ii. a letter or an email correspondence, indicating the percentage representing installation cost.
      - iii. contractor must retain payroll journal/registers and personnel time logs/timesheets for audit purposes, but do not need to submit them with a Payment Request.
  - Documents supporting **Geosynthetic Material** are invoices and/or purchased receipts from the geosynthetic material vendor, clearly showing the square yardage purchased. Cost not to include contractor markup. Documents must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.
  - Proof of payment may include:
    - copy of cancelled check(s) that shows an endorsement from the banking institution
    - invoice(s) showing a zero balance, or stamped "paid" with a check number, date paid, and initials
    - accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
    - bank statement(s) along with a copy of the endorsed check or invoice showing the check number
    - copy of an electronic funds transfer confirmation
    - copy of a credit card statement(s)



- The Grant Manager may require additional cost and payment documentation as necessary to verify eligible costs.
- **Expenditures Itemization Summary (EIS) (CalRecycle 861- EIS-TDA)**
  - All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee’s approved Project Summary and Calculation. A sample is provided on the next tab of the EIS document for your convenience. This form is available on the **Summary** tab, in the **Resource Documents** section of GMS or contact your CalRecycle Grant Manager.
- **Tire-Derived Aggregate (TDA) Certification form (CalRecycle 740-TDA)**
  - Grantees must provide verification that only California-generated waste tires, processed in California were used in the project by signing and uploading this form via GMS. This form will be completed by your TDA Manufacturer or Contractor.

Provide copies of supporting documentation that validates only California-generated waste tires, processed in California were used for this grant project. Acceptable forms of supporting documentations include: Certificate of Compliance, Certificate of Origin, or Bill of Lading. Request your TDA Manufacturer to supply this document.

Refer to your contractors and subcontractors to determine who your TDA Manufacturer is for the project(s).

- **For private, for-profit grantees and non-profit organization grantees only**, an updated General Checklist of Business Permits, Licenses and Filings form (CalRecycle 669), available at [CalRecycle Grant Forms website](https://www.calrecycle.ca.gov/Funding/Forms) (<https://www.calrecycle.ca.gov/Funding/Forms>), in the General Grant Forms section.

**Note:** All supporting documentation must be maintained in accordance with the “Audit/Records Access” section of Exhibit A – Terms and Conditions.

All forms listed above are available from the [CalRecycle Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms) (<https://www.calrecycle.ca.gov/Funding/Forms>) or contact your CalRecycle Grant Manager.

## Audit Considerations

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after final payment date or Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments if any relating to the Budget or Work Plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time



sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.