



May 2026

Department of Resources Recycling and Recovery

Exhibit B

Procedures and Requirements

Tire-Derived Aggregate Grant Program

Cycle 28, 29, and 30 Fiscal Year 2026-27

The Grantee must share copies of these Procedures and Requirements with its Finance Department and staff responsible for implementing the grant activities.

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. In this document, "Grantee" means the recipient of funds pursuant to this Agreement.

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, 2028: Progress Report Due

April 1, 2029: Final Report and Final Payment Request Due

- If this date falls on a weekend or holiday, the report/payment request must be submitted on the following business day.

April 1, 2029: 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 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.
- **Interest:** Shows earned interest on an advance payment.
- **Match:** Shows matching funds requirement.
- **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 uploaded within other sections of GMS.
- **Outcomes tab:** Shows how much material has been collected/diverted using grant funds.

To work in the system, follow the instructions in GMS. 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. If a contact is given access to a grant, they can 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.

Before Commencing Work

Before 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

Before 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 [Application and Grant Management Tools webpage](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>

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. In the Document Type drop-down box, select **Reliable Contractor Declaration**, enter a document title, click the **Browse** button to search for 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, 2029. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred before 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, 2029. CalRecycle recommends reserving the period from March 1, 2029 to April 1, 2029 exclusively for preparing 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 that are processed in California shall 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 complete at the time of application submission and 100 percent complete 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. All of 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, 2029.

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, 2029. See “Grant Term” for additional information. All grant expenditures must be included in the approved Project Summary and Calculation document. 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. The grantee must pay invoices for goods and services before including those goods or services on a payment request.

Eligible costs are direct costs 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 costs include personnel and equipment costs 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 costs are subject to a percentage of the combined total cost of TDA material and installation (see Table 1).

Geosynthetic Material: Geosynthetic material is 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 the design plans during application submittal and as-built drawings after construction. Square yardage reimbursement is based on material purchased receipts (subject to a maximum \$2.50 per square yard) 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

Project Category	Installation Reimbursement (Amount per Ton)	Maximum Percentage¹
Mechanically Stabilized TDA	\$50	60%
Low Impact Development	\$50	40%
Lightweight Fill	\$40	60%
Vibration Mitigation	\$15	20%
Landfill Application	\$7.50	5%

¹Percentage 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 TDA material, installation of the material, and engineering/design work for the project, are ineligible for reimbursement. The grantee should contact the Grant Manager if clarification is needed. Ineligible costs include, but are not limited to:

- Costs incurred before the date that CalRecycle sends the Notice to Proceed email or after April 1, 2029.
- Partial payments or deposits for goods and services that have not been received or delivered.
- 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, 2029.
- 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 the 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.

- Costs 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 deems unreasonable or unrelated to the purpose of the grant, including TDA material or geosynthetic material cost considered excessive.

Modifications

The grantee must submit any proposed revision(s) to the Project Summary and Calculation Document in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be clearly marked on the Project Summary and Calculation Document and must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the final revised Project Summary and Calculation Document to GMS and notify the grantee. The grantee may submit proposed revisions in conjunction with a Progress Report, but they cannot be submitted as part of the Progress Report. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project funded, in whole or in part, by this Agreement is publicized in any medium, including news media, social 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. Contact your Grant Manager for the CalRecycle logo.

By April 1, 2029, 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 Logo¹
3. Number of California waste tires² diverted from the waste stream by this project.

¹ The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. Information regarding logos is available in the [Image Gallery web site](https://www.calrecycle.ca.gov/Gallery) (<https://www.calrecycle.ca.gov/Gallery>).

² 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. This calculation of number of tires diverted must match the Final Report under the Project Summary and Status component.

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 must be 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 Progress Reports and a Final Report, as listed in the Milestones section; 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 to 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.

Grant Managers will only approve reports with current information that include all required sections and documents. Grant Managers will only process Payment Requests after report approval.

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 Signatures

CalRecycle requires a certified e-Signature on documents or forms that certify legally binding information.

Note: E-signatures must include the Signature Authority's first and last name, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using Adobe's “Fill and Sign” function. Any document using the “Fill and Sign” method is considered incomplete and may be returned to the grantee.

If you have questions, email grantassistance@calrecycle.ca.gov.

Progress Report

The grantee must submit a **Progress Report** by the due dates listed in the Milestones Section of this document. These reports should cover grant activities that occurred within the specified reporting period. The report should include the following:

- Cover Page
 - The Grant Number, grantee's name, amount of grant award, and Grant Term.
 - Dates of report coverage
 - Report preparation date
 - The following disclaimer statement on the cover page:
 - "The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), 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."
- 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 the remaining project(s)
 - Results Achieved
 - Problems encountered or anticipated
 - Brief description of any changes to the project and/or schedule including:
 - Changes in grantee contact information
 - Changes or modifications to the original project

Final Report

The Final Report is due **April 1, 2029**. This report should cover grant activities **from the Notice to Proceed through April 1, 2029**. The grantee must include the following items in the Final Report:

- Cover Page
 - The Grant Number, grantee's name, amount of grant award, and Grant Term.
 - Dates of report coverage
 - Report preparation date
 - The following disclaimer statement on the cover page:
 - "The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), 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."

- Table of Contents - Identify report contents and corresponding page numbers.
- 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
- 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)**
- Photographs **(uploaded separately in GMS)**
 - For each project, provide two digital photos of the preconstruction and two digital photos of the completed project.
- 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.

Advance Payment Request

Nonprofit Grantees and Federally Recognized Tribal Entities Only:

An Advance Payment of up to 25 percent of the grant award may be requested per California Government Code Section 11019.3.

If approved, upon receipt of advanced grant funds, the grantee shall deposit and maintain, until expended, all grant funds in an interest-bearing account within a federally insured financial institution. The grantee shall provide proof of deposit in a Federally Insured institution. All earned interest must be reported and reconciled at the time of submittal of the final payment request. Interest will be expended on grant activities. Any unspent grant funds or unspent earned interest must be returned to CalRecycle by the end of the Grant Term. Contact the Grant Manager to initiate this process.

The advance payment must be fully reconciled before the next Payment Request is submitted. Costs incurred may be reconciled only for those materials and services specified in the approved Budget.

To submit a request for an advance payment the grantee must submit the following information in a letter with the signed Grant Agreement or during the Grant Term:

- a. Be on Awardee's letterhead.
- b. Include a justification that supports the need for the advance payment.
- c. Identify which Budget categories the advance payment will be used.
- d. Explain how the advance payment will be spent in a timely manner.
- e. Be signed and dated by an individual authorized to contractually bind the applicant.

Grant Payment Information

- Payment to the grantee for eligible grant expenses is made only on a reimbursement basis, and only for those materials and services specified in the approved Project Summary and Calculation sheet.
- The grantee must submit the Final Report before or concurrently with the submission of the Grant Payment Request. No reimbursement is made before the Grant Manager approves 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 withhold and retain 10 percent of each approved Grant Payment Request amount until all conditions stipulated in the Agreement, including submission and Grant Manager approval of the Progress and Final Reports, have been satisfied.
- CalRecycle will promptly send payments to the grantee as fiscal procedures permit. The grantee can typically expect payment approximately 45 days from the date the grantee submits a complete Grant Payment Request.
- The grantee must provide a [Reliable Contractor Declaration form \(CalRecycle 168\)](https://www2.calrecycle.ca.gov/Docs/Web/127824) (<https://www2.calrecycle.ca.gov/Docs/Web/127824>) 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 before

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

Reimburse Payment Request

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:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Reimburse/Advance Reconciliation** 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.
3. 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.
4. 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.
 - a. **Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Do not create multiple transactions for funds that have already been requested.

Advance Reconcile Payment Request

For any grantee that was granted an Advance Payment, an Advance Reconcile must be submitted to show how the Advance Payment was spent. To submit an Advance Reconcile:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Reimburse/Advance Reconciliation** button.
 - a. Choose **Advance Reconcile** 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.
3. 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.

4. 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.
 - a. **Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Do not create multiple transactions for funds that have already been requested.

Supporting Documentation

- **Grant Payment Request form** (CalRecycle 87)
 - A completed Grant Payment Request form with the digital signature of the signatory or his/her designee, as authorized by the 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 at least one of each of the following:
 - 1) Cost Documentation. Cost Documentation may include:
 - Invoices
 - Receipts
 - Purchase Orders
 - Cost Documentation supporting TDA Material (purchases and transportation) are invoices and/or purchased receipts from the TDA supplier, clearly showing tonnage delivered per truck. The cost shall not 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.
 - 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, the grantee can submit a PES (CalRecycle 165) form as an alternative
 - 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.
- 2) Proof of Payment. Proof of payment may include:
 - copy(s) of cancelled check(s) that show an endorsement from the banking institution
 - invoice(s) showing a zero balance and form of payment (e.g. credit card).
 - accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number, or internal ID, and the date the 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)

Note: 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.
- **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 validate only California-generated waste tires, processed in California were used for this grant project. Acceptable forms of supporting documentation 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).

All forms listed above are available on the [CalRecycle Application and Grant Management Tools webpage](https://calrecycle.ca.gov/Funding/tools/) (https://calrecycle.ca.gov/Funding/tools/).

Interest

Grantees that request an advance payment must account for all interest accrued and received. All interest accrued and received from the grant funds shall be used only for eligible expenses related to the performance of this Agreement.

- Interest earned may not be spent until the full grant award has been expended.
- Grantees must submit supporting documentation such as a bank statement identifying the interest earned and the corresponding invoices showing how the interest was spent.
- The interest earned **must** be reported in the **Interest** tab in GMS.
- To report interest earned:
 1. Go to the **Interest** tab and click on the **Create an Interest Record** button.
 2. Complete required fields by selecting **“Earned”** as the Interest Type, select the Budget Subcategory where the interest will be spent; enter the date, and the amount of interest earned in the Report Amount filed.
 3. Click the **Save** button.

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 the final payment date or the 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 that 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. For more information, refer to the Terms and Conditions (Exhibit A).