



August 2026

Department of Resources Recycling and Recovery

Exhibit B

Procedures and Requirements

Rubberized Pavement Grant Program

Cycle 19 (TRP19) 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.

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Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the Rubberized Pavement 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.

In a Regional Grant, the term "grantee" used throughout this document refers to the Lead Participant (Lead). The Lead is designated to act on behalf of all Non-Lead Participant(s). In a Regional grant, the Lead manages the grant, is responsible for the performance of the grant and all required documentation and administers the grant funds to its Non-Lead Participants on its behalf.

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://calrecycle.ca.gov/funding/tools) (<https://calrecycle.ca.gov/funding/tools>).

Accessing the Grant

Grantees must [log in to GMS](https://calrecycle.ca.gov/funding/tools) (<https://calrecycle.ca.gov/funding/tools>) 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 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.

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/>), 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/>) 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/>).

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:

- The grantee will construct one or more Rubberized Asphalt Concrete (RAC) Hot-Mix or Rubberized Chip Seal (RCS) project(s) at the location(s) specified in the approved grant application, unless otherwise approved by the Grant Manager (See Modifications section).
- Only California-generated waste tires that are processed in California shall be used in the crumb rubber portion of the project(s). Recycled end-of-life crumb rubber that meets all specifications and standards can be used, as appropriate, with prior written permission from the Grant Manager.
- The project(s) must be located in California.
- Projects must be owned and maintained by the applicant and accessible to the general public.
- Reimbursement will not exceed the amount stated on the Grant Agreement Cover Sheet (CalRecycle 110).
- Construction of the rubberized pavement portion of any project must commence on or after the date indicated in the Notice to Proceed and be completed by April 1, 2029.
- The binder material must contain a minimum of 300 pounds (equivalent to 15 percent by weight) of tire-derived crumb rubber per ton of rubberized binder. The binder may be either asphalt rubber/field blend or terminal blend.

Additionally, the following project requirements are specific to the individual project as indicated:

Hot-Mix Project

- Project(s) must use a minimum of **2,000 tons** of rubberized hot-mix material (**1,000 tons** for Tribal Entities).

Chip Seal Project

- Project(s) must use a minimum area of **40,000 square yards** of rubberized chip seal material (**20,000 square yards** for Tribal Entities).

If a grantee (regardless of whether the project involves hot-mix or chip seal applications) has not previously received a CalRecycle-sponsored TRP Training, appropriate grantee staff must attend a training before beginning the project. For grantees that have not attended a training in the past five years, attending a refresher training is optional but strongly recommended. Topics for the training are typically in one-hour modules and may include a general introduction to the program or a more detailed discussion regarding the RAC/RCS manufacturing and construction processes and procedures.

Reimbursement Rates

Table 1 provides reimbursement rates, as approved in the application, by grant category for both individual and regional grants. Regional grants will be reimbursed at the RAC-1 and/or Chip Seal rate, as applicable. Refer to your “Approved Project Summary & Calculation” document uploaded in GMS for your approved category and reimbursement rate.

For regional grants, reimbursement for work performed in a single jurisdiction, whether that jurisdiction is the Lead Participant or a Non-Lead Participant, cannot exceed 80% of the total grant reimbursement. If at the end of the grant, more than 80% of the reimbursed material (by value) was used in a single jurisdiction, CalRecycle may treat the grant as if it were an individual grant and adjust the reimbursement rate and maximum amount as if that jurisdiction had applied individually.

Table 1. Reimbursement Rates

Grant Category	Tier 1¹ (Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties)	Tier 2² (All other counties)
RAC – 1	\$15 per ton \$30 per ton (Tribal Entities)	\$30 per ton \$60 per ton (Tribal Entities)
RAC – 2	\$11 per ton \$22 per ton (Tribal Entities)	\$21 per ton \$42 per ton (Tribal Entities)
Chip Seal	\$0.50 per square yard \$1 per square yards (Tribal Entities)	\$1 per square yard \$2 per square yards (Tribal Entities)

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 for activities, products, and costs specifically included in the approved Project Summary Calculation. 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

¹ Reimbursement is based on a **\$15 (\$30 for Tribal Entities)** per ton base rate for hot-mix projects

² Reimbursement is based on a **\$30 (\$60 for Tribal Entities)** per ton base rate for hot-mix projects

goods received at the project site provided in the application 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 limited to public works projects that use rubberized hot-mix or rubberized chip seal materials from only California-generated waste tires that are processed in California.

Ineligible Costs

Any costs not specifically included in the approved Project Summary Calculation sheet and not directly related to the delivery and installation/placement of the paving material and the approved grant 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.
- Projects utilizing crumb rubber material that is not made from only California-generated waste tires processed in California.
- Recycled end-of-life crumb rubber that does not meet all specifications and standards.
- Projects using less than the required amount of crumb rubber, as specified in Project Requirements.
- Slurry Seal material/application (whether or not they contain rubber). In a cape seal project, the slurry seal portion is not an eligible cost.
- Testing costs.
- Personnel costs, including fringe benefits.
- Overhead and/or indirect costs.
- Any other costs the CalRecycle Grant Manager deemed unreasonable or unrelated to the purpose of the grant.

Modifications

The grantee must submit any proposed revision(s) to the approved Project Summary and Calculation sheet 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 revised Project Summary and Calculation sheet 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 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).

For a regional grant, changes that would remove one or more participating jurisdictions from the grant will be evaluated on a case-by-case basis to determine whether the grant amount and/or reimbursement rate should be adjusted.

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 Logo³
3. Number of California waste tires⁴ diverted from the waste stream by this project

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. The signage must be placed in a prominent location along 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**.

³ 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>).

⁴ To determine the number of tires diverted, refer to the Payment Calculation Summary form (CalRecycle 748-TRP). This is typically calculated **after** construction.

- 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.

For a Regional Grant, the Lead Participant is responsible for compiling all reporting documentation from its Non-Lead Participant(s).

The report should include the following:

Progress Report Requirements with No Payment Request

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 (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."

2. Project Summary and Status

Provide a brief description of the progress of the rubberized pavement project(s) including:

- 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

Progress Report Requirements with Payment Request

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 (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.”

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, the following information must be included:

- Project(s) location, such as the project area/name within the jurisdiction
- Amount of rubberized pavement material used (tons for hot-mix, square yards for chip seal)
- General Information (thickness of paving, type of mix – e.g. asphalt-rubber, type G, gap graded, open graded, dense graded, warm mix, etc.)
- Binder information – asphalt-rubber/field blend or terminal blend, including asphalt cement type/grade

You **must specify** the following:

 - Percent⁵ of crumb rubber used in the binder
 - Percent⁶ of binder in the mix (for hot-mix projects)
 - Spread rate⁷ (gal/yd²) (for chip seal projects)

⁵ Usually 15-20 percent, subject to a minimum of 15 percent for the grant project(s).

⁶ Usually between 7-8 percent for asphalt rubber/field blend; 5-6 percent for terminal blend.

⁷ Usually between 0.40 to 0.70 gal/yd².

- Cost of material (cost per ton of hot-mix, cost per square yard of chip seal)
- Problems encountered
- Total pounds of crumb rubber (and Passenger Tire Equivalent [PTE]) used in project(s). Refer to the Payment Calculation Summary form (CalRecycle 748-TRP) to calculate total pounds. See "[Payment Calculation Summary Form](#)" section for more information.

For Hot-Mix Projects: the total pounds of crumb rubber can be derived by multiplying the total tons of hot-mix material used in the project(s) by the percent⁵ of crumb rubber in the binder and the percent⁶ binder in the mix multiplied by 2,000 (pounds per ton). The subsequent PTE can be derived by dividing the total pounds of crumb rubber by 12 (pounds per tire).

For Chip Seal Projects: the total pounds of crumb rubber can be derived by multiplying the total square yards of chip seal material used in the project(s) by the percent⁵ of crumb rubber in the binder and the spread rate⁷ multiplied by 8 (pounds per gallon)⁸. The subsequent PTE can be derived by dividing the total pounds of crumb rubber by 12 (pounds per tire).

4. Contractor Summary

List of all contractors and subcontractors that supplied rubberized asphalt materials for the project. For each contractor and subcontractor the following information must be included:

- Name of Firm
- Contact person
- Address
- Concise statement of work completed
- Time period in which the work was completed
- Amount paid
- A signed copy of the Reliable Contractor Declaration (CalRecycle 168) for the paving/prime contractor at the beginning of the project (subcontractors are optional).

Additionally, provide the subcontractor⁹ for the following (if applicable):

- Binder Supplier
- Hot-Mix/Chip Seal Manufacturer
- California Crumb Rubber Provider

5. Waste Tires Diverted

Total number of California waste tires diverted from the waste stream as a result of the project's completion. This number (PTE) can be calculated when completing the Payment Calculation Summary form (CalRecycle 748-TRP). Also refer to item 3 above for the PTE formula. For more details about this form, refer to item C of the Supporting Documentation section in the Payment Request and

⁸ Eight (8) pounds per gallon is the nominal specific weight in a typical chip seal application.

⁹ Refer to your paving/prime contractor for this information.

Documentation section and the Payment Calculation Summary Form section. This form is available at the [CalRecycle Grant Forms website](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>).

6. Photographs (uploaded separately in GMS)
Two digital photographs of the completed project. Pre-construction photographs are highly recommended, however, not mandatory.
7. Project Acknowledgement (uploaded separately in GMS)
Include a copy of your internet web page (or alternative) project acknowledgement, including the 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. Refer to the [Acknowledgements section](#) for more details.

To submit a Grant Payment Request with your Progress Report, skip the Final Report section, continue with the requirements in the [Payment Calculation Summary Form](#) through the [Grant Payment Information](#) section.

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**.

For a Regional Grant, the Lead Participant will be responsible for compiling all reporting documentation from its Non-Lead Participant(s).

The grantee must include the following items in the Final Report:

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 (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.”
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, the following information must be included:
 - Project(s) location, such as the project area/name within the jurisdiction
 - Amount of rubberized pavement material used (tons for hot-mix, square yards for chip seal)
 - General Information (thickness of paving, type of mix – e.g. asphalt-rubber, type G, gap graded, open graded, dense graded, warm mix, etc.)

- Binder information – asphalt-rubber/field blend or terminal blend, including asphalt cement type/grade.
You **must specify** the following:
 - Percent¹⁰ of crumb rubber used in the binder
 - Percent¹¹ of binder in the mix (for hot-mix projects)
 - Spread rate¹² (gal/yd²) (for chip seal projects)
- Cost of material (cost per ton of hot-mix, cost per square yard of chip seal)
- Problems encountered
- Total pounds of crumb rubber (and PTE) used in project(s). Refer to the Payment Calculation Summary form (CalRecycle 748-TRP) to calculate total pounds. See [Payment Calculation Summary Form](#) section for more information.

For Hot-Mix Projects: the total pounds of crumb rubber can be derived by multiplying the total tons of hot-mix material used in the project(s) by the percent¹⁰ of crumb rubber in the binder and the percent¹¹ binder in the mix multiplied by 2,000 (pounds per ton). The subsequent PTE can be derived by dividing the total pounds of crumb rubber by 12 (pounds per tire).

For Chip Seal Projects: the total pounds of crumb rubber can be derived by multiplying the total square yards of chip seal material used in the project(s) by the percent¹⁰ of crumb rubber in the binder and the spread rate¹² multiplied by 8 (pounds per gallon)¹³. The subsequent PTE can be derived by dividing this total pounds of crumb rubber by 12 (pounds per tire).

4. Contractor Summary

List of all contractors and subcontractors that supplied rubberized asphalt materials for the project. For each contractor and subcontractor the following information must be included:

- Name of Firm
- Contact person
- Address
- Concise statement of work completed
- Time period in which the work was completed
- Amount paid
- A signed copy of the Reliable Contractor Declaration (CalRecycle 168) for the paving/prime contractor at the beginning of the project (subcontractors are optional).

Additionally, provide the subcontractor¹⁴ for the following (if applicable):

- Binder Supplier
- Hot-Mix/Chip Seal Manufacturer

¹⁰ Usually 15-20 percent, subject to a minimum of 15 percent for the grant project(s).

¹¹ Usually between 7-8 percent for asphalt rubber/field blend; 5-6 percent for terminal blend.

¹² Usually between 0.40 to 0.70 gal/yd².

¹³ Eight (8) pounds per gallon is the nominal specific weight in a typical chip seal application.

¹⁴ Refer to your paving/prime contractor for this information.

- California Crumb Rubber Provider
5. Waste Tires Diverted
Total number of California waste tires diverted from the waste stream as a result of the project's completion. This number (PTE) can be calculated when completing the Payment Calculation Summary form (CalRecycle 748-TRP). Also refer to item 3 above for the PTE formula. For more details about this form, refer to item C of the Supporting Documentation section in the Payment Request and Documentation section and the Payment Calculation Summary Form section. This form is available at the [Application and Grant Management Tools webpage](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>).
 6. Photographs (uploaded separately in GMS)
Two digital photographs of the completed project. Pre-construction photographs are highly recommended, however, not mandatory.
 7. Project Acknowledgement (uploaded separately in GMS)
Include a copy of your internet web page (or alternative) project acknowledgement, including the 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. Refer to the [Acknowledgements section](#) for more details.

Payment Calculation Summary Form

As part of the Payment Request submittal, a Payment Calculation Summary form (CalRecycle 748-TRP) **must** be uploaded in GMS. Complete the form, as appropriate. Enter locations of paving (list of streets) and limits of paving (point A to point B). Pounds of crumb rubber used and the number of waste tires diverted can be calculated by completing this form. Samples of completed forms are provided on the right two tabs of the form. Various options are displayed showing different ways to enter project names and group data for easy-to-follow calculations. The last tab (titled Regional Application Sample) illustrates a sample for a **Regional Grant**. ABC County is the Lead Participant and City of XYZ is the Non-Lead Participant, requesting reimbursement for a joint hot-mix project. One sample tab is provided for the form applicable to tribal entities. The form is available at the [Application and Grant Management Tools webpage](https://calrecycle.ca.gov/funding/tools/) (<https://calrecycle.ca.gov/funding/tools/>). Save and upload the completed form as an Excel file. Do not save as a PDF file—it will not be accepted.

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 grant application.
- The grantee may request reimbursement only twice during the Grant Term:
 1. In conjunction with (or after) submission of the Progress Report, and
 2. In conjunction with the Final 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/137860) (<https://www2.calrecycle.ca.gov/Docs/Web/137860>) 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

The above items 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 the 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.

For a Regional Grant, the Lead Participant is responsible for compiling all payment documentation from its Non-Lead Participant(s).

- **Payment Calculation Summary form (CalRecycle 748-TRP)**
 - An Excel spreadsheet must be uploaded in GMS. Your reimbursement amount will be calculated and determined by completing this sheet. This amount will be entered in the Grant Payment Request form (CalRecycle 87). Refer to [Payment Calculation Summary Form](#) section for more information.
- **Rubberized Pavement Certification form (CalRecycle 739-TRP)**
 - A scanned copy must be uploaded in GMS. You must provide verification that only California-generated waste tires, processed in California were used (in an appropriate amount) in the crumb rubber portion of the project by signing and uploading this form via GMS. This form will be completed by your Binder Supplier.

- **Supporting Document to the Rubberized Pavement Certificate form (CalRecycle 739-TRP)**
 - 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 documentation include **Certificate of Compliance, Certificate of Origin, or Bill of Lading**. Request your Crumb Rubber Provider to supply this document.

Refer to your paving/prime contractor to determine who your Binder Supplier and Crumb Rubber Provider are for the project(s).

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).