

**EXHIBIT B**  
**PROCEDURES AND REQUIREMENTS**  
Tire-Derived Aggregate (TDA) Grant Program  
**Fiscal Year 2011/12 (revised 12-1-11)**

INTRODUCTION

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The Procedures and Requirements of the Department of Resources Recycling and Recovery's (CalRecycle) Tire-Derived Aggregate (TDA) Grant Program Grant Agreement (Agreement) describes among other things, project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and close-out procedures, records and audit requirements.

Important Notice: Do not start the grant project or incur costs until you receive a Notice to Proceed from your CalRecycle Grant Manager. The Notice to Proceed will be sent after the conditions for award have been met, as outlined on page 1 of the Terms and Conditions, Exhibit A, and both the grantee and CalRecycle have signed the Agreement.

RELIABLE  
CONTRACTOR  
DECLARATION

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This requirement is applicable to grantees that use a contractor on the project. Prior to authorizing a contractor(s) to commence work under this Grant, the grantee shall submit to the CalRecycle Grant Manager a declaration from the contractor(s), signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations Natural Resources, Division 7, has occurred with respect to the contractor(s) and the subcontractor(s), respectively. See <http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch1.htm#ch1a5>.

The grantee must provide the Reliable Contractor Declaration Form (CalRecycle 168) for all contractors and subcontractors that supplied, transported, and/or installed TDA materials or that provided engineering/design or testing services for the project. To obtain CalRecycle 168 form, see the General Grant Forms section of the CalRecycle forms web page, <http://www.calrecycle.ca.gov/Grants/Forms>.

If a (sub) contractor is placed on the CalRecycle Unreliable List after award of this Grant, the grantee may be required to terminate that contract.

PROJECT  
REQUIREMENTS

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All projects are subject to the following requirements:

- One hundred percent (100%) California-generated waste tires must be used in the TDA portion of the project(s).
- The project(s) must be located in California.
- A combined minimum of 750 tons of TDA must be used in the project(s).
- ~~All projects must comply with CalRecycle's *TDA Project Guidance Manual*, which will be available on the TDA Grant website at a later date.~~
- 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 at a minimum 50% design at the time of application submission and 100% design prior to the start of the project. The design plans must include: project costs (preliminary cost submitted with the application), the location of TDA placement,

the 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.
- Applicant/grantee must obtain written access to the project site(s) from the legal owner, or his/her authorized agent, and any other party whose authorization is necessary for CalRecycle staff and/or its designated contractors for the purpose of observing the project, providing technical assistance and/or training during the term of the grant.
- 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, 2014.

Additionally, the following project requirement is specific to the individual project as indicated:

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

PROJECT  
ACKNOWLEDGEMENT  
REQUIREMENTS

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By April 1, 2014, 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 grant project(s). See the "Acknowledgements" and "Advertising/Public Education" provisions in Exhibit A – Terms and Conditions, for acknowledgement requirement information. If posting the acknowledgement to the website is problematic due to grantee-specific issues, the grantee may substitute alternative forms of acknowledgement upon written pre-approval from the CalRecycle Grant Manager.

Alternatives to the website posting acknowledgement requirement include one or more of the following:

1. Utility bill inserts
2. Newspaper ads/stories
3. Local radio
4. Television public service announcement (PSA)
5. Project signage placed in a prominent location at the project site(s). The signage acknowledgement must include the following:
  1. Funded by a grant from CalRecycle;
  2. CalRecycle Logo; and
  3. Number of California waste tires diverted from the waste stream by this project.

A high resolution file for production purposes and sign specifications can be found on the tire resources web site at:

<http://www.calrecycle.ca.gov/Tires/Grants/Resources/#Signage>

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WORK PLAN AND  
CHANGES/  
MODIFICATIONS

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Proposed changes or modifications to the approved project(s) must be requested in writing to the CalRecycle Grant Manager. The request must include the reason for change and a revised Project Summary and Calculation.

**The CalRecycle Grant Manager must approve the proposed changes in writing prior to the grantee performing any changes or incurring any related costs.**

RECYCLED-CONTENT  
CERTIFICATION

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The certification required in the “Recycled Content Certification” provision of the Terms and Conditions (Exhibit A) shall be provided on the Tire-Derived Aggregate (TDA) Certification Form (CalRecycle 740-TDA) available at <http://www.calrecycle.ca.gov/Grants/Forms>, in the Tire Recycling, Cleanup, and Enforcement Grants section.

REPORTING  
REQUIREMENTS

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A Progress Report and a Final Report are required by this Agreement; however, the CalRecycle Grant Manager may request a Progress Report at any time during the grant term.

These reports must be submitted in the Grant Management module of the Grants Management System Web (GMSWeb). Persons submitting reports must be a contact associated to the grant and must have a CalRecycle WebPass. New contacts must email the assigned CalRecycle Grant Manager for access. To submit reports, log into the GMSWeb using a CalRecycle WebPass at:

<https://secure.calrecycle.ca.gov/Grants/SignIn.aspx>. After log in, the grant will be listed in the Associated Grant Applications table and then click on the TDA Grant Management link. Reports must be uploaded in the Report Documents Section on the Detail tab.

The reports must be current, include all required sections and documents, and must be approved by the CalRecycle Grant Manager before any Payment Request can be processed. Failure to comply with the specified reporting requirements may result in the termination of this Agreement or 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.

Any problems or delays must be reported immediately to the CalRecycle Grant Manager.

PROGRESS REPORT  
REQUIREMENTS

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The grantee may submit the Progress Report to the CalRecycle Grant Manager any time prior to but no later than April 1, 2013 (for the period covering the Notice to Proceed Date to April 1, 2013). The Progress 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 be submitted even if the work has not yet begun on the Project. **If you are submitting a payment request with your progress report, you must follow the report guidelines under the Final Report Requirements.**

The Progress Report must be prepared in the format specified below and uploaded into the GMSWeb system.

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Report Component	Description
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<b>Cover Page</b>	<ul style="list-style-type: none"> <li>• Name of the grantee</li> <li>• Grant number</li> <li>• Amount of grant award</li> <li>• Dates of report coverage</li> <li>• Report preparation date</li> <li>• 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.”</li> </ul>
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<b>Project Summary and Status</b>	<p>Provide a brief description of the progress of the TDA grant project(s) including:</p> <ul style="list-style-type: none"> <li>• Completed design plans</li> <li>• Hired contractor(s)</li> <li>• Approved, completed, and in-process project(s)</li> <li>• The timeline for completion of project(s)</li> <li>• Results achieved</li> <li>• Problems encountered or anticipated</li> <li>• Provide a brief description of any changes to the project and/or schedule including:           <ul style="list-style-type: none"> <li>➤ Changes in grantee contact information</li> <li>➤ Changes or modifications to the original project.</li> </ul> </li> </ul>
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FINAL REPORT  
REQUIREMENTS

The Final Report and final Grant Payment Request may be submitted at any time after the project(s) is completed, but must be submitted no later than April 1, 2014. The reporting period covers from the Notice to Proceed to April 1, 2014, or completion of Project, whichever is sooner. **Failure to submit the Final Report and final Grant Payment Request with appropriate documentation by April 1, 2014, 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 GMSWeb system. If requested, the grantee shall make an oral presentation to CalRecycle.

Report Component	Description
<b>Cover Page</b>	<ul style="list-style-type: none"> <li>• Name of the grantee</li> <li>• Grant number</li> <li>• Amount of grant award</li> </ul>

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- 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.”

<b>Table of Contents</b>	Identify report contents and corresponding page numbers.
<b>Project Summary and Information</b>	<p>Provide a concise Executive Summary of the project(s). Within the narrative of the report, include the following information:</p> <ul style="list-style-type: none"> <li>• location <span style="float: right;">Project(s)</span></li> <li>• (tons) of TDA used in the project <span style="float: right;">Amount</span></li> <li>• information (type of project, duration to construct, etc.) <span style="float: right;">General</span></li> <li>• TDA material (\$/ton) <span style="float: right;">Cost of</span></li> <li>• As-built drawing(s), certified by a Registered Civil Engineer, of the completed project, including any deviation from the CalRecycle initially approved design. Uploaded files cannot exceed 10 megabytes. If necessary, split documents/files and designate them with the document/file name and the extension “a,” “b,” etc.</li> <li>• Final project site survey using a pre-established benchmark outside of the project boundaries</li> <li>• TDA material quality assurance logs</li> <li>• analysis of all soil materials placed on site <span style="float: right;">Laboratory</span></li> <li>• n sheet for the Geosynthetic fabric wrap used to enclose the TDA cell <span style="float: right;">Specificatio</span></li> <li>• Lessons learned and any problems encountered</li> </ul>
<b>Waste Tires Diverted</b>	<p>Include the total number of California waste tires diverted from the waste stream as a result of the project’s completion. You must provide verification that 100% of the tire rubber purchased and used in the project was from California by providing all completed Tire-Derived Aggregate (TDA)</p>

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Certification Forms (CalRecycle 740-TDA).

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- Photographs/Project Acknowledgement**
- Provide two digital photographs each of the preconstruction and completed project(s).
  - Include a copy of your internet web page (or alternative) project acknowledgement, including web address. See Project Acknowledgement Requirements section for more alternatives.

- Contractor Summary**
- List of all contractors and subcontractors that supplied, transported, and/or installed TDA materials or that provided engineering/design or testing 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
  - Reliable Contractor Declaration (CalRecycle 168) required by Exhibit A – Terms and Conditions (Unreliable List).

GRANT PAYMENT  
INFORMATION

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1. Payment to the grantee for eligible grant expenses are made on a reimbursement basis only and for only those materials and services specified in the approved Grant Application.
  2. Reimbursement may be requested only twice during the grant term. In conjunction with (or after) submission of the Progress Report and in conjunction with the Final Report.
  3. The CalRecycle Grant Manager must approve the Progress Report/Final Report prior to, or concurrent with, submission of the Grant Payment Request.
  4. The grantee must submit a completed Grant Payment Request and provide supporting documentation as described in the Grant Payment Request and Documentation section.
  5. Grant payments will only be made to the grantee. It is the grantee's responsibility to pay all contractors and subcontractors for purchased goods and services.
  6. Ten percent (10%) of each approved Grant Payment Request will be withheld and retained until all conditions stipulated in the Grant Agreement, including CalRecycle Grant Manager approval of the Progress and/or Final Report, have been satisfied. Reimbursement of the 10% retention must be requested in the final Grant Payment Request.
  7. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit. The grantee can typically expect payment approximately forty-five (45) days from the date a Grant Payment Request is approved by the CalRecycle Grant
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Manager.

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ELIGIBLE PROJECT COSTS

Eligible costs include:

Approved expenditures incurred during the term of the grant project (beginning after receipt of the Notice to Proceed through April 1, 2014) directly related to the purchase and transportation of the TDA material, and the installation, testing, and engineering/design work for the project.

One or more projects may be combined into a single grant. Testing costs are subject to a maximum of \$5,000 per project. Engineering/design costs are subject to a maximum of ten percent of the grant amount, not to exceed \$35,000.

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INELIGIBLE PROJECT COSTS

Ineligible costs include, but are not limited to, the following:

- Costs incurred prior to the Notice to Proceed date or after April 1, 2014;
  - Projects utilizing TDA material that is not made from 100% California-generated waste tires;
  - Projects using less than the minimum required total amount of TDA material as specified in Project Requirements;
  - Non-approved costs, such as planning, permitting, environmental studies, and site preparation;
  - Personnel costs, including fringe benefits;
  - Overhead and/or indirect costs; and
  - Any other costs deemed unreasonable or unrelated to the purpose of the grant by the CalRecycle Grant Manager.
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GRANT PAYMENT REQUEST AND DOCUMENTATION

Grant Payment Request

1. Upload and Mail a Grant Payment Request form via *GMSWeb - Grant Management Module*. Persons requesting payments must be a contact associated to the grant and must have a CalRecycle WebPass. New contacts must email the assigned CalRecycle Grant Manager for access. To request payment, log into the GMSWeb using a CalRecycle WebPass at: <https://secure.calrecycle.ca.gov/Grants/SignIn.aspx>. After log in, the grant will be listed in the Associated Grant Applications table. Click on the TDA Management link and to request payment click the “Create a Payment Request” button in the Payment Request Transactions section of the Detail tab.

Mail only the **original** Grant Payment Request form (CalRecycle 87), with the original signature of the signatory or his/her designee\*, as authorized by grantee’s Resolution or Letter of Commitment to:

CalRecycle  
Tire-Derived Aggregate Grant Program  
FiRM Branch, 9th Floor  
1001 I Street, P.O. Box 4025  
Sacramento, CA 95812-4025

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\* A designee may sign on behalf of the grantee if a) authorized by the Resolution or

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Letter of Commitment, and b) a Letter of Designation has been provided to the CalRecycle Grant Manager.

2. Supporting Documentation

- a. Upload via GMSWeb cost and payment documentation with the Payment Request. Include supporting documentation such as invoices, receipts, weigh tickets, or approved progress payment authorizations containing:
  - Vendor name, phone number or address, purchase amount and date
  - Description of goods or services
  - Proof of payment (e.g., copies of cancelled checks, bank statements, invoice marked as paid with corresponding receipts or cancelled checks)
  - Amount of TDA material produced for the project

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

- b. Upload a completed and final calculation page which provides information showing how the requested payment amount is calculated. For format, refer to the calculation tool provided on Exhibit D – Project Summary & Calculation or calculation samples from Table 1 through 6 on the Application Guidelines and Instructions.
- c. Upload the Tire-Derived Aggregate (TDA) Certification Form(s) (CalRecycle 740-TDA) received during the period covered by each payment request, located at <http://www.calrecycle.ca.gov/Grants/Forms>, in the Tire Recycling, Cleanup, and Enforcement Grants section.

RECORDS AND AUDIT REQUIREMENTS

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This grant is subject to a desk or field audit. See the “Audit/Records Access” provision in Exhibit A – Terms and Conditions for more information.

ANNUAL SURVEY

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Post-grant term Annual Surveys are required by this Agreement to help assess your long-term satisfaction with the TDA projects funded by this Agreement. The grantee must complete and submit an Annual Survey for the TDA Grant Program every year for five (5) years after the grant is closed based upon the schedule below.

Survey Due Date	Survey Period
June 30, 2015	Completion of Project – June 30, 2015
June 30, 2016	July 1, 2015 – June 30, 2016
June 30, 2017	July 1, 2016 – June 30, 2017
June 30, 2018	July 1, 2017 – June 30, 2018
June 30, 2019	July 1, 2018 – June 30, 2019

You will be notified via email once the annual online survey is available. The annual online survey may be accessed online at:

<http://www.calrecycle.ca.gov/Tires/Grants/TDA/default.htm>

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REPORT AND  
PAYMENT REQUEST

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All documents must be submitted/uploaded via *GMSWeb - Grant Management Module*. Documents' file size must not exceed 10 megabytes, per upload. If necessary, split documents/files and designate them with the document/file name and the extension "a," "b," etc. Any documents mailed must be printed double-sided on recycled-content paper containing one hundred percent (100%) post consumer fiber.

Please submit only the original Grant Payment Request form (CalRecycle 87) to:

Department of Resources Recycling and Recovery  
Tire-Derived Aggregate Grant Program  
Financial Resources Management Branch, 9<sup>th</sup> Floor  
1001 I Street, P.O. Box 4025  
Sacramento, CA 95812-4025

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