

EXHIBIT B
PROCEDURES AND REQUIREMENTS
Tire-Derived Product (TDP) Grant Program
Fiscal Year 2011/12 Cycle 11

INTRODUCTION

These Procedures and Requirements of the Department of Resources Recycling and Recovery's (CalRecycle) Tire-Derived Product (TDP) Program Grant Agreement (Agreement) describe, among other things, project, reporting and payment requirements and due dates.

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.

PROJECT REQUIREMENTS

- Products must be installed at the location(s) specified in the Grant Application.
- Project(s) must be completed by April 1, 2014, to ensure full reimbursement.
- Products must be made from 100% California-generated waste tires.
- Applications must use a minimum of 2,500 California-generated waste tires. Multiple products/projects may be combined to achieve this minimum.
- Project(s) must not have previously received CalRecycle grant funds.

PROJECT MODIFICATION REQUEST(S)

Proposed changes or modifications to the approved project must be requested in writing to the CalRecycle Grant Manager. The CalRecycle Grant Manager must approve the proposed changes in writing prior to the Grantee performing any changes or incurring any related costs. The request must include the reason for change, a summary of the new project (including location), a new work plan, and a new, completed Tire-Derived Product Certification form (CalRecycle 227).

PLAYGROUND* INSPECTION REQUIREMENTS

Grant funding for Playground Projects is conditioned on Project certification by a certified Playground Inspector. Expenses associated with inspection and certification are not reimbursable under the Grant.

If your Project is for playground improvement (replacement of equipment or modification of components, including surfacing, inside existing playgrounds), California law requires documentation of compliance with standards set forth by the American Society for Testing and Materials (ASTM) and the playground-related guidelines set forth by the United States Consumer Product Safety Commission (CPSC). Therefore, after installation, the TDP Project (playground) must be inspected and found in compliance by a certified Playground Inspector before CalRecycle can approve any Payment Request. Costs associated with these requirements are not reimbursable under the Grant.

The California Park & Recreation Society (CPRS) provides examples of playground inspection documents on their website at <http://www.cprs.org/>. Scroll down to the *Resources* link and go to *Information and Referral*, click on *Playground Safety Inspector Worksheets*. For playground surfacing projects, see the *Surfacing Worksheet*. These documents are referenced for information purposes only, your certified Playground Inspector will determine the applicable documentation.

See the California Department of Public Health website for information regarding playground safety and standards at:

<http://www.cdph.ca.gov/HealthInfo/injviosaf/Pages/CaliforniaPlaygroundSafetyRegulations.aspx>

*Playground is defined as an improved outdoor area designed, equipped, and set aside for children’s play that is not intended for use as an athletic playing field or athletic court, and shall include any playground equipment, fall zones, surface materials, access ramps, and all areas within and including the designated enclosure and barriers.

SIGNAGE REQUIREMENTS

Expenses associated with these requirements are not reimbursable under the Grant.

The Grantee must install a permanent sign at the Project site upon completion of the Project, no later than April 1, 2014. See the “Acknowledgements” and “Advertising/Public Education” provisions in Exhibit A – *Terms and Conditions*, for more information. In addition, see Attachment II – *Signage*, for an example and sign specifications. A high resolution file for production purposes, along with examples, is located at the tire resources web site:

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

The sign must include the following:

1. “Funded by a Grant from the Department of Resources Recycling and Recovery (CalRecycle)”;
2. CalRecycle logo, and;
3. Number of CA waste tires diverted from the waste stream.

**PRIOR TO
COMMENCING WORK**

CONTRACTOR RELIABILITY REQUIREMENT

This requirement is applicable to Grantees who use a contractor on the project. Prior to commencing work or incurring costs, the CalRecycle Grant Manager must approve in writing a declaration(s) signed under penalty of perjury by the Grantee’s contractor and subcontractor(s), 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 and the subcontractor(s), respectively.

To obtain a form visit the forms web site at:

<http://www.calrecycle.ca.gov/Grants/Forms/>

PHOTO REQUIREMENT

Prior to commencing work, the Grantee is required to submit to the CalRecycle Grant Manager at least one pre-construction digital photograph of the project site.

TIRE-DERIVED PRODUCT UPDATE REQUIREMENT

Prior to commencing work or incurring costs, the CalRecycle Grant Manager must approve in writing any proposed changes of the product manufacturer, supplier/vendor, and/or (sub) contractor from the one identified in the Grantee’s Grant Application. If approved, the Grantee must submit a new, complete Tire-Derived Product Certification Form (CalRecycle 227).

To obtain a form visit the forms web site at:

<http://www.calrecycle.ca.gov/Grants/Forms/>

**REPORTING
REQUIREMENTS**

One 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/>. After log in, the grant will be listed in the Associated Grant Applications table and then click on the TDP 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
DUE DATE:
APRIL 1, 2013**

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.

**PROGRESS REPORT
FORMAT**

A Progress Report template will be provided prior to the Progress Report Due Date and this document must be uploaded into the GMSWeb system. *See the Reporting Requirements section for specific instructions.*

**FINAL REPORT
DUE DATE:
APRIL 1, 2014**

The Grantee may submit the Final Report to the CalRecycle Grant Manager at any time after the Project is completed, but no later than April 1, 2014. The Final Report must address the work completed during the entire grant term (from receipt of the Notice to Proceed to April 1, 2014, or completion of Project, whichever is sooner). The Final Report must be accompanied by the Final Payment Request and all required supporting documentation.

**FINAL REPORT
FORMAT**

A Final Report template will be provided prior to the Final Report Due Date and this document must be uploaded into the GMSWeb system. *See the Reporting Requirements section for specific instructions.*

**GRANT PAYMENT
INFORMATION**

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- Payments to the Grantee for eligible grant expenses are made on a **reimbursement basis only** and for only those services and goods specified in the Grant Application.
 - 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. Playground Projects may request reimbursement only with submittal of the Final Report and certification of compliance.
 - Reimbursement is conditioned on the CalRecycle Grant Manager's approval of the Progress Report and/or Final Report.
 - Grant payments will only be made to the Grantee. It is the Grantee's responsibility to pay all product manufacturers, suppliers/vendors, contractors and subcontractors for services and/or materials purchased.
 - Ten percent (10%) of each Payment Request will be withheld and retained until all conditions stipulated in the Agreement have been satisfied. Reimbursement of the 10% retention will be released once the Final Report is approved by the CalRecycle Grant Manager.
 - Payment Requests will be processed as promptly as fiscal procedures permit. The Grantee can typically expect payment within four weeks from the date a Payment Request is approved by the CalRecycle Grant Manager.
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ELIGIBLE COSTS

Eligible costs are limited to the approved, actual cost of the California-generated tire-derived product, tax, and shipping up to a total maximum of five dollars (\$5) per passenger tire equivalent (PTE), not to exceed the grant award. This cost is exclusive of truck tire buffings.

These costs must be incurred and paid for during the Grant Performance Period which starts when the Grantee receives a Notice to Proceed from CalRecycle and ends on April 1, 2014.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Any cost other than the actual cost of the tire-derived material of the product (exclusive of truck tire buffings), tax, and shipping up to a maximum of five dollars (\$5) per PTE.
 - Costs that exceed the cap of \$5 per PTE.
 - Any costs incurred prior to the receipt by the Grantee of the Notice to Proceed or after April 1, 2014.
 - Materials made from non-California-generated waste tires or from truck tire buffings.
 - Equipment, installation, signage, playground inspection costs, and labor costs.
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**GRANT PAYMENT
REQUEST PROCESS &
REQUIRED
DOCUMENTATION**

GRANT PAYMENT REQUEST (CALRECYCLE 87)

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/>. After log in, the grant will be listed in the Associated Grant Applications table. Click on the TDP Grant Management link and to request payment click the “Create a Payment Request” button in the Payment Request Transactions section of the Detail tab.

Only the **original** Grant Payment Request form (CalRecycle 87) should be mailed, with an original signature of the signatory or his/her designee*, as authorized by Grantee’s Resolution or Letter of Commitment to:

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

* 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 CalRecycle Grant Manager.

SUPPORTING DOCUMENTATION

2. Upload via GMSWeb cost and payment documentation with the Payment Request:
 - a) Acceptable cost documentation must include one of the following:
Invoices, receipts or purchase orders containing the product manufacturer, supplier/vendor, and/or contractor name, phone number, address, purchase amount, date and description of goods/services; **and**
 - b) Acceptable proof of payment must include one of the following:
Copies of cancelled check(s); invoice(s) marked as paid; receipts; and accounting reports if they contain check number, date, product manufacturer, supplier/vendor, and/or contractor name and amount.
3. Upload a completed, scanned, and final Tire-Derived Product Certification form (CalRecycle 227) completed by the product manufacturer, supplier/vendor, and/or contractor. For all forms listed above visit the CalRecycle Grants Forms web site at: <http://www.calrecycle.ca.gov/Grants/Forms/>. Also include acceptable tire material source documentation, verifying that the TDP product was made of 100% California-generated waste tires. The documentation must include one of the following: Certificate of Origin (completed by Processor) or Bill of Lading.
4. Upload a post-construction, not less than five digital photographs, of the Project site showing the completed Project.
5. For Playground Projects only. The Grantee must upload the following inspection documentation of compliance to CalRecycle before a Payment Request can be approved:
 - Playground name, address and location;
 - Statement by the Playground Inspector that the Project meets at least the minimum requirements;
 - Playground Inspector's certified playground safety inspector number assigned by the National Playground Safety Institute; and
 - Playground Inspector’s signature.

RECORDS AND AUDIT REQUIREMENTS

This grant is subject to a desk or field audit. See “Audit/Records Access” section in Exhibit A - *Terms and Conditions*, for more information.

ANNUAL SURVEY

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

Survey Due	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. For additional information on how to access the online survey, visit the website at:

<http://www.calrecycle.ca.gov/Tires/Grants/Product/Survey.htm>.

REPORT, PAYMENT REQUEST, SURVEY SUBMITTAL

All documents must be submitted/uploaded via *GMSWeb - Grant Management Module*. 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:

CalRecycle
Tire-Derived Product (TDP) Grant Program
Financial Resources Management Branch, 9th Floor
1001 I Street, P.O. Box 4025
Sacramento, CA 95812-4025

QUESTIONS?

Phone: (916) 341-5062

Email: grants@calrecycle.ca.gov
