September 2015
Department of Resources Recycling and Recovery

TIRE-DERIVED PRODUCT GRANT PROGRAM

APPLICATION GUIDELINES & INSTRUCTIONS

16th Cycle (TDP16) – Fiscal Year 2015–16

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GRANT CYCLE OVERVIEW

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The application can be accessed on Grant Management System (GMS) webpage (http://www.calrecycle.ca.gov/Grants/GMS/default.htm).

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Product (TDP) Grant Program pursuant to Sections 42872, 42873, and 42889 of the Public Resources Code. The purpose of the grant is to decrease the adverse environmental impacts created by the unlawful disposal and stockpiling of waste tires.

TIMELINE

Date	Activity
September 18, 2015	**Question and Answer Period** • Questions may be submitted from application release date to this date • Questions must be submitted by email
October 2, 2015	• All answers will be posted (tentative)
October 15, 2015	**Application Due Date** • Applications must be submitted in GMS by 11:59 p.m. on this date • Customer service will be available until 4:00 p.m. on this date
November 17, 2015	**Secondary Due Date** **If Resolution not submitted with the application:** • Approved Resolution must be uploaded in GMS by this date **If applicant does not have an Environmentally Preferable Purchasing and Practices (EPPP) Policy at time of application:** • EPPP Policy must be adopted and Notification must be **uploaded in GMS** by this date
January 2016	**Grants Awarded** CalRecycle considers funding recommendations, and if approved, conditionally awards grants during this month (tentative)
April 1, 2018	**Grant Term** Notice to Proceed to this date

ELIGIBLE APPLICANTS

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Eligible applicants include public entities and qualifying Indian Tribes.

Public entities include: California cities, counties, public school districts, public colleges and universities, special districts, park or recreational districts, and state agencies (including offices, departments, bureaus, and boards).

A "Qualifying Indian Tribe" is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:

(1) is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
(2) can establish that it is a government entity and which meets the criteria of the grant program.

ELIGIBLE PROJECTS

Only one application per qualifying entity will be accepted and only for projects within California. A minimum of 2,500 California-generated waste tires must be used per application. Multiple products/projects may be combined to achieve this minimum. Project(s) must not have previously received CalRecycle grant funds.

Playground Projects

A 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.

Additional requirements and unfunded costs apply to playground projects. Projects involving playgrounds are subject to various local, state, and federal requirements. The following information identifies some of the state and federal requirements associated with playground construction and modifications. Note: this list is not all inclusive.

For information regarding playground safety standards please go to the California Department of Public Health website (http://www.cdph.ca.gov/HealthInfo/injviosaf/Pages/PlaygroundSafety.aspx)

In addition to other requirements, California law requires that a Playground Inspector, certified by the National Playground Safety Institute (NPSI), conduct an inspection for compliance with standards set forth by the American Society for Testing Materials

(ASTM) and the playground-related guidelines set forth by the United States Consumer Product Safety Commission (CPSC).

Examples of playground inspection documents are provided on the California Park & Recreation Society (CPRS) website (http://www.cprs.org/). Scroll down to the Resources link and go to Information and Referral, click on Playground to access the Safety Inspector Worksheets. For playground surfacing projects, see the Surfacing Worksheet. These documents are referenced for information only.

The Department of Justice recently promulgated new ADA standards for playground surfacing, specifically, § 1008.2.6 provides requirements for access routes, clear floor or ground spaces, and turning requirements. The section incorporates the ASTM standards, specifically, ASTM F 1292 – 09 Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment, and ASTM F 1951 for compliance with inspection and maintenance activities. For information related to the 2010 ADA standards, please go to the 2010 ADA Standards for Accessible Design (http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm).

Submittal of the Payment Request for playground projects constitutes certification by the grantee that all local, state and federal playground requirements have been met including, but not limited to, certification by a NPSI certified Playground Inspector. Submittal of compliance documents is not required. Expenses associated with inspection and certifications are not reimbursable under the grant.

Special Considerations for Poured-in-Place Playgrounds

Grantees should be aware that crumb rubber along with truck tire buffings, binder, and colorant may be used in the finished product but only the crumb rubber portion is eligible for reimbursement. Grantees should confirm with the Product Provider the amount of crumb rubber eligible for reimbursement and ensure that it meets the 2,500 passenger tire equivalent before securing any business arrangement. It is the grantee's responsibility to comply with all grant requirements.

Parklets and Greenways

Eligible tire-derived products may be used in projects at parklets and greenways. A "parklet" is a small urban park intended for people and that provides amenities, including but not limited to seating, tables, bicycle racks, and landscaping. A "greenway" is a travel corridor for pedestrians, bicycles, non-motorized vehicle transportation, recreation, or a combination thereof, located among natural landscape features, such as an urban watercourse.

If a majority of the request is for parklet and/or greenway project(s) AND the applicant entity has a median household income 80 percent or less of the statewide median household income, please indicate such in the project summary.

Drought-Related Projects

Eligible tire-derived products may be used in drought-related projects. Examples include, but are not limited to: rubber nuggets/mulch for replacement of grass (or otherwise water intensive) medians and/or use in water efficient landscaping, etc.; rubber weed barrier material; and other materials that can be used as a part of a strategy to conserve or otherwise reduce water use. If the project is a "shovel-ready"

(project completion estimated within one year of award) drought-related project, please indicate such in the project summary.

Eligible Products
Tire-derived products (TDP) must be made from only California-generated waste tires, processed in California and manufactured into a final product in California. For the purposes of this grant program, tire-derived products generally fall into three categories: agriculture/landscape, recreation, and transportation. Eligible products include, but are not limited to:

> Mulch, bark, weed abatement coverings, tree care products, horse stall mats, arenas, playgrounds, tracks, sidewalks/pathways, sport surfacing, guard rails or components, railroad ties, sound barriers, and traffic safety products.

CalRecycle makes no warranty, express or implied, and assumes no liability for any tire-derived product(s) funded by this Grant. It is the applicant's responsibility to determine the appropriateness of the product(s) for its purpose(s).

AVAILABLE FUNDS

- A total of $675,000 is available for this grant solicitation, fiscal year (FY) 2015-16, subject to funding availability.
- $150,000 is the maximum available for individual grant awards.

REIMBURSEMENT GRANT

This is a reimbursement grant. Grantee must pay grant-related costs and comply with reimbursement requirements prior to receiving grant funds.

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed (NTP). The Grant Term ends on April 1, 2018. This is also the date the Final Progress Report and final Payment Request are due to CalRecycle.

Grant-eligible program expenditures may start no earlier than the date indicated in the Notice to Proceed. Eligible program costs must be incurred no later than April 1, 2018.

ELIGIBLE COSTS

Eligible costs may be incurred only during the Grant Term, which starts on the date indicated in the NTP from CalRecycle and ends on April 1, 2018. Costs incurred prior to the date indicated in the NTP or after April 1, 2018, are not eligible for reimbursement.

Eligible costs include expenditures for the actual cost of the tire-derived product material, tax, and shipping up to a maximum of five dollars ($5) per passenger tire equivalent (PTE). This cost is exclusive of truck tire buffings*. The TDP material must be processed and manufactured into a final product in California.

*Truck tire buffings may be used in the product, but they are not an eligible cost. Truck tire buffings are derived from the truck tire retreading process. Specifically, the buffing process removes the worn tread from an old truck tire and the particles of rubber that are produced are referred to as "buffings" or "buffing dust."

Cost/funding levels are determined based on the following calculation, not to exceed the maximum award amount of $150,000.

Product Weight in lbs. (CA Waste Tires)	/	**Passenger Tire Equivalent (PTE)** (Use 12 lbs.)	=	**Number of Tires Diverted** (In PTEs)	X	**Cost Per Tire** (CalRecycle will reimburse up to $5 per tire diverted – may include shipping & tax, not to exceed $5)	=	**Material Cost**

Passenger tire equivalent is the weight of waste tires or parts of waste tires equivalent to the average weight of one waste passenger tire. Use 12 lbs. to calculate the number of PTEs.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Any costs incurred prior to the date indicated in the NTP or after April 1, 2018;
- Materials that are not made from only California-generated waste tires, not processed in California, or that were not made into a final product in California;
- 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;
- Proportion of rubber derived from truck tire buffings;
- Equipment, installation, signage, playground inspection costs, and labor costs; and
- Any costs the CalRecycle Grant Manager (Grant Manager) deemed unreasonable or unrelated to the purpose of the grant.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY REQUIREMENT

Consistent with CalRecycle's core values, all applicants are required to develop, adopt, and implement an EPPP Policy for their organizations. Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the application. Applicants that do not have an EPPP Policy must adopt one by the secondary due date or the application will be disqualified.

To see concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies, open the EPPP Information document located in the Resource Document section on the Summary Tab of the grant application.

QUESTION-AND-ANSWER PROCESS

Questions regarding the application and its requirements must be in writing and emailed to grants@calrecycle.ca.gov. Questions must be received by September 18, 2015, or they will not be accepted.

Periodically, during the Question and Answer (Q&A) period, Q&As will be posted on the Q&As website. The Q&A website can be accessed from the Notice of Funds Available or from the application. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&As will be posted approximately two weeks after the deadline and are subject to updates. It is the applicant's responsibility to check this website for the latest information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at the CalRecycle WebPass site (https://secure.calrecycle.ca.gov/WebPass/).

When you are ready to start an application, log into GMS (https://secure.calrecycle.ca.gov/Grants), select "Apply for a Grant" on the left. Open grant cycles are displayed in a table. Find Tire-Derived Product Grant Program, TDP16, FY 2015-16 and select "Start Application." A pop-up window will appear asking for contact information. You will automatically be added as the first contact and Primary Contact for the new grant application however, this can be updated later. The application then opens to the Summary Tab.

APPLICATION CONTENTS AND INSTRUCTIONS

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab and detailed information about the requirements for each tab is listed below.

It is the applicant's responsibility to ensure the online application and all required documents are signed and uploaded by the due date(s). Failure to do so will result in disqualification from the TDP grant program. Examples of disqualifications include:

- Applicant does not meet the eligibility requirements
- Project is not eligible
- Failure to use required CalRecycle documents or forms
- Uploading incomplete or blank documents to the Documents tab
- Signature Authority fails to sign Application Certification
- Missing information in the online application as required below

Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate due date.

Applicant/Participant Tab

The applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded. Do not enter your personal name.

- Select the Add Applicant/Participant button and type in the Applicant Name and County.
- Search the table for the correct applicant name and select Add Applicant/Participant.
- Choose the Lead Participant radio button. Every application must have a Lead Participant even if it is an individual application with no participating jurisdictions.
- If it is not listed, click on Add New Applicant/Participant. Complete the items marked with a red asterisk and save the information.

- Enter the applicant/participant name as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab
Complete this tab as follows:

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of $150,000. Please round all amounts to the nearest whole dollar.
- Matching Funds are not required for this grant, skip the Matching Funds field.
- Enter the Assembly Districts and Senate Districts. To select more than one district hold the "Ctrl" key while selecting the numbers.
- Enter the applicant's department name, e.g. "General Services." If the applicant does not have a department the applicant's name may be entered.
- Enter the grant payment mailing address.
- Project Summary/Statement of Use: Provide a brief description (3-5 sentences) identifying the proposed project(s).
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
- Select the appropriate answer for Program Questions.

Contacts Tab
The application is required to have only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact's detail screen. The contact will be able to log into GMS using his/her own CalRecycle WebPass and access the application.

- **Primary Contact**. One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority**. The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact**. A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required)
- **Consultant**. A professional who provides advice in a particular area of expertise. If the applicant is awarded a grant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required)

Budget Tab
Select the applicable budget category and enter a dollar amount and budget detail information as listed below. The Total must equal the Grant Funds Requested amount shown on the Detail tab. In addition, the budget cannot exceed the total material cost from the Tire-Derived Product Certification (CalRecycle 227).

Site(s) Tab
Applicants must enter project site(s) information for the proposed project in each field under the Address/Site Type tab section of the application. Applicants, who have multiple project sites, must provide complete information for each site. **Failure to provide complete information for each site may result in loss of funding for those sites.** To complete this section:

- Enter the Site Name(s).
- Select the appropriate Site Type: Agricultural/Landscape, Recreation, or Transportation.
- Provide complete address information for the project site(s).
- Under the Budget Amount tab, enter the requested grant amount for each site. If you have multiple project sites, the total for all project site(s) should equal the total requested amount.
- Under the Summary tab, provide a brief summary for each proposed project site.

Documents Tab
See the Application Documents section (under the Summary Tab) for documents that must be uploaded in the Documents tab. When uploading a document, enter a document title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select "today's date."

After all the application documents are uploaded, return to the **Summary Tab** and print the **Application Certification** from the **Application Submission** section. The applicant must obtain a signature from the authorized Signature Authority (identified in your resolution or letter of commitment), scan the document, upload it, and retain the original hard copy document.

APPLICATION SUBMITTAL and DEADLINE
The **Submit Application** button will be enabled after all required documents have been uploaded. Click the **Submit Application** button and then the application status will change to **Submitted**. The application can only be submitted once, however you will be able to upload documents until the secondary due date.

Applications <u>must</u> be submitted no later than 11:59 p.m. on October 15, 2015. Customer service will be available until 4:00 p.m. on the application due date.

APPLICATION DOCUMENTS

CALRECYCLE DOCUMENTS

You can locate the CalRecycle documents on the Summary tab in the Application Documents section. To access the document, click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Below is a list of the documents.

- TDP Certification (CalRecycle Form 227)
- Proposed Work Plan

Environmentally Preferable Purchasing and Practices Policy Notification

If you checked "No our organization does not have an EPPP Policy" on the Detail tab of your application, your organization must adopt one by the secondary due date of November 16, 2015, and upload the EPPP Notification or your application will be disqualified. **Do not upload a copy of your organization's policy. Your policy does not replace the required EPPP Notification document.**

Tire-Derived Product Certification

The Tire-Derived Product Certification form has several purposes. For applicants, it provides required application information on which the price quote and certification of product eligibility are based. For grantees, it supports project or product provider modification requests and Payment Requests.

Applicants must submit a TDP Certification form (CalRecycle 227) completed and signed by a tire-derived product supplier, with the Price Quote box checked. See TDP Certification form for instructions to complete the form.

Proposed Work Plan
Identify in phases each activity, task, subtask and timelines necessary to complete the proposed project(s). The project must begin after the projected NTP date (see timeline) and completed by April 1, 2017. See proposed work plan example below for example purposes only.

PROPOSED WORK PLAN EXAMPLE			
List the individual activities, tasks or subtasks, and timelines necessary to complete the project(s). **The timeframe must be within the grant term.** *Note: If additional space is needed, the Work Plan Task Form may be reproduced as necessary.*			
Pre-Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use actual task dates)
1.	Develop & Advertise Contractor Bid Package	Playground Designer Secured	April – May 2015
2.	Design Project Site	Project Site Designed	June 2015
Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use actual task dates)
3.	Site Preparation	Demolition & Curbing	July 2016
4.	Install Surfacing	Surfacing Installed	July – August 2016
5.	Monitor Project	Project Success	April 2016 – April 2017
Post-Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use actual task dates)
6.	Hire Playground Inspector	Playground tested	August 2017
7.	Purchase & Install Signage	Signage Installed	September 2017
8.	Evaluate Project	Project Evaluation	March 2018
9.	Develop Final Report	Final Report	March – April 2018

APPLICANT'S DOCUMENTS

Below is a list of documents that the applicant is responsible for preparing and uploading to their application. For examples of these documents, please see the **Resolution and Letter Examples** link found on the **Summary Tab** under **Resource Links**.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific grant-related matters. A copy of the authorizing Resolution is a required application document that must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified. See the **Resolution and Letter Examples** link for more information.

Individual Application Requirements:

1. The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible.
2. The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than five years are acceptable. If a Resolution does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
3. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Letter of Commitment

Applicants that are not subject to a governing body must upload a Letter of Commitment no later than the secondary due date or the application will be deemed incomplete and will be disqualified. The letter with the original signature must be maintained in the applicant/grantee grant file. This letter must:

- Authorize submittal of the Tire-Derived Product Grant Program application on behalf of applicant.
- Designate the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority).
- Authorize the Signature Authority to delegate this authority (not required but encouraged).

Letter of Designation

A Letter of Designation is required ONLY when the authorized Signature Authority delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the

Signature Authority, the letter must be uploaded when the Application Certification is submitted. The letter must:

- Be on the applicant's letterhead.
- Identify the job title of the Designee.
- Identify the scope of the Designee's authority.
- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2018, then the Letter of Designation may not be effective beyond December 31, 2018). If a time period is not identified then the letter will follow the same time frame as the Resolution.
- It must be signed by the Signature Authority.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications can be considered for award. Applicants may request funding for multiple projects in a single application.

If CalRecycle receives more requests for funding than available monies (i.e., if the program is oversubscribed), staff will rank each of the three categories below, starting with the lowest cost per tire:

1. Parklets and greenways in a disadvantaged community (per Public Resources Code 42872.6)
2. Shovel-ready, drought-related projects
3. All other projects

CalRecycle reserves the right to revise an applicant's calculations that do not appear consistent with prior similar projects or current market conditions.

Notwithstanding the above, applicants that were awarded any TDP grants in the previous three FYs but either withdrew their grant award or used less than 50 percent of their grant award will be considered only after all other eligible applicants have been awarded

GRANT AWARD PROCESS

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or her designee; this is tentatively scheduled for January 2016. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

GRANT AWARD CONDITIONS

When awarded, this grant will be subject to two conditions:

1) The recommended grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle.
2) The recommended grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the grant.

Failure to comply with either requirement will nullify the grant award.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the grant awards, grantees will be emailed the following:

- Award email.
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C **–** Grantee's approved application with revisions, if any, and any amendments.
- Exhibit D – Application Guidelines and Instructions.

REPORTING PROCESS

Grantees are required to report on the progress of their grant on an annual basis.

- A Progress Report is due on April 1, 2017.
- A Final Report is due April 1, 2018

Detailed reporting information is included in Procedures & Requirements – Exhibit B of the Grant Agreement.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Progress Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent of each approved Payment Request amount will be retained by CalRecycle until the Grant Manager approves the Final Progress Report, the final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures and Requirements or failure to receive the Grant Manager's approval of these documents by April 1, 2018, may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in the Procedures and Requirements of the Grant Agreement.