

EXHIBIT B
PROCEDURES AND REQUIREMENTS
Tire-Derived Product (TDP) Grant Program
Fiscal Year 2009/10 Cycle 9

INTRODUCTION

These Procedures and Requirements of the California Integrated Waste Management Board's (CIWMB) Tire-Derived Product (TDP) Program Grant Agreement (Agreement) describe 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 until you receive a Notice to Proceed from your CIWMB grant manager.

PROJECT REQUIREMENTS

- Products must be installed at the location(s) specified in the approved Grant Application.
- Project(s) must be completed by March 31, 2012 to ensure full reimbursement.
- Products must be made from 100% recycled California (CA) waste tires.
- Project(s) must divert a minimum of 2,500 CA tires. Multiple products/projects may be combined to achieve a combined minimum of 2,500 CA tires diverted.
- Project(s) must not have previously received CIWMB grant funds.

PROJECT CHANGE OR MODIFICATION

Proposed changes or modifications to the approved project must be requested in writing to the CIWMB Grant Manager. The CIWMB Grant Manager must approve the proposed changes in writing prior to the Grantee performing the changed work. In order to approve the request, the Grantee must submit a new Tire-Derived Product Certification form (CIWMB 227) to ensure project requirements will still be met.

For Playground Projects Only:

The following applies to all playground projects.

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 product must be inspected and found in compliance by a certified playground inspector before CIWMB can approve a payment request. See *Grant Payment and Required Documentation* section for more information.

**SIGNAGE/
ACKNOWLEDGEMENT
REQUIREMENTS**

The Grantee must install a permanent sign at the project site upon completion of the project, no later than March 31, 2012. See the “Acknowledgements” and “Advertising/Public Education” provisions in Exhibit A – *Terms and Conditions*, for signage requirement information. In addition, see Attachment II – *Signage*, for an example and sign specifications. A high resolution file for production purposes can be found on the tire resources web site, <http://www.ciwmb.ca.gov/Tires/Grants/Resources/>. The example may be modified, however it must include the following:

1. “Funded by a Grant from the California Integrated Waste Management Board”;
2. CIWMB logo, and;
3. Number of CA waste tires diverted from the waste stream.

**PRIOR TO
COMMENCING WORK**

CONTRACTOR RELIABILITY REQUIREMENT

Prior to commencing work, the CIWMB Grant Manager must receive and approve in writing 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. This requirement is applicable for those who hire a contractor to complete the project.

TIRE-DERIVED PRODUCT REQUIREMENT

Prior to commencing work, the CIWMB Grant Manager must receive and approve in writing any proposed changes to the product manufacturer, supplier/vendor, and/or (sub) contractor from the one identified in Grantee's approved Grant Application. In addition, the Grantee must submit new Tire-Derived Product Certification Form (CIWMB 227) with the new product manufacturer, supplier/vendor, and/or (sub) contractor information.

To obtain the Reliable Contractor Declaration form (CIWMB 168) and the Tire-Derived Product Certification Form (CIWMB 227), see Attachment I – Forms. Or visit the tire forms web site, <http://www.ciwmb.ca.gov/Tires/Grants/Forms.htm>

**REPORTING
REQUIREMENTS**

Two Progress Reports and a Final Report are required by this Agreement. All reports must be current, include all required sections/documents, and must be approved by the CIWMB Grant Manager before Payment Requests can be processed. Failure to comply with the specified reporting requirements may result in the termination of this Agreement or suspension of any outstanding Payment Requests. Any problems or delays must be reported immediately to the CIWMB Grant Manager.

All documents submitted must be printed double-sided on recycled-content paper containing one hundred percent (100%) post consumer fiber. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper.

Failure to submit the Final Report and Final Payment Request, with appropriate documentation, by March 31, 2012, 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.

**PROGRESS REPORT
DUE DATES**

The Grantee must submit the Progress Reports to the CIWMB Grant Manager at any time prior to but no later than the due dates listed below. Each Progress Report must address the work completed during the Reporting Period. The reporting period begins with receipt of the Notice to Proceed issued by the CIWMB notifying the Grantee to begin the grant project.

Reporting Period	Report Due
Notice to Proceed Date – September 1, 2010	September 1, 2010
September 1, 2010 – September 1, 2011	September 1, 2011

**PROGRESS REPORT
FORMAT**

The Progress Report must be prepared in the format specified below.

Report Components	Description
Cover Page	<ul style="list-style-type: none"> • 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 California Integrated Waste Management Board, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."
Project Summary & Status	Provide a summary of the project which includes information about: <ul style="list-style-type: none"> • Securing vendor • Site preparation • Products purchased • Products installed • Proposed changes and/or problems • Status of the project

**FINAL REPORT
DUE DATE**

The Grantee may submit a Final Report to the CIWMB Grant Manager at any time after the project is completed, but no later than **March 31, 2012**. The Final Report must address the work completed during the entire grant term. The Final Report must be accompanied by the Final Payment Request and all required supporting documentation.

Reporting Period	Report Due
Notice to Proceed Date –March 31, 2012	March 31, 2012

FINAL REPORT FORMAT

The Final Report must be prepared in the format specified below.

Report Components	Description
Cover Page	<ul style="list-style-type: none"> • Name of the Grantee • Grant number • Amount of grant award • Number of CA waste tires diverted from the waste stream • 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 California Integrated Waste Management Board, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."
Table of Contents	Identify report contents and corresponding page numbers.
Project Summary	Provide a summary of the project including information about: <ul style="list-style-type: none"> • Type of products purchased • Location of project/product • Number of CA waste tires diverted from the waste stream as a result of the project's completion • Cost per tire diverted • Amount of product used (lbs.) • Size of project (sq. ft.)
Product Manufacturer, Supplier/Vendor, and/or Contractor Summary	List all product manufacturers, suppliers/vendors, contractors and subcontractors involved in the project. For each product manufacturer, supplier/vendor, contractor and subcontractor include the following information: <ul style="list-style-type: none"> • Name • Address • Evaluation of work completed • Time period in which the work was completed • Amount paid
Evaluation	Describe project successes, lessons learned and problems encountered.
Future Intent	Describe how the project/product will be maintained.

Photographs	Submit at <u>least two printed and digital</u> photographs of the completed project/product, including signage. Two pre-construction photographs are highly recommended, but not mandatory.
Publications Regarding Project	Submit all: <ul style="list-style-type: none"> • Brochures • Flyers • Newspaper articles, and • Any print or other materials related to this grant project.

GRANT PAYMENT INFORMATION

- Payments to the Grantee for grant expenses are made on a **reimbursement basis only** and for only those services and goods specified in the approved Grant Application.
- All reports must be current and approved before Payment Requests can be processed.
- Grant payments may be requested intermittently throughout the grant term as long as grant reports are up to date.
- 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 purchased goods and services.
- Ten percent (10%) of each Payment Request will be withheld and retained until all conditions stipulated in the Grant Agreement have been satisfied. Reimbursement of the 10% retention will be release once the Final Report is approved by the 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 Grant Manager.
- Failure to comply with the specified reporting requirements may result in the suspension of any outstanding Payment Requests or termination of this Agreement. Any problems or delays must be immediately reported in writing to the CIWMB Grant Manager.

ELIGIBLE COSTS

Eligible costs are limited to the actual Grant Project of tire-derived material, including passenger tire buffing*, tax, and shipping up to a maximum of five dollars (\$5). These costs must be incurred during the period from Grantee’s receipt of its Notice to Proceed to March 31, 2012.

**Passenger tire buffings is a shredded mulch or small nugget mulch material created from passenger tires, typically sport utility vehicles and light duty truck tires.*

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Any costs that are not waste tire material, tax or shipping costs as described in the approved Grant Application.
- Any costs incurred prior to the receipt of the Notice to Proceed or after March 31, 2012.
- Equipment installation and labor costs.
- Cost of materials made from non-CA waste tires or truck tire buffings.
Note: Truck tire buffings may be used in the project, but will not be reimbursed by CIWMB under this grant program.
- Costs that exceed the cost per CA waste tire cap of \$5 per tire.

**GRANT PAYMENT
REQUEST
PROCESS &
REQUIRED
DOCUMENTATION**

-
1. Submit a Grant Payment Request (CIWMB 87) with an original signature of the authorized signatory or his/her designee, as authorized by Grantee's resolution, to:
California Integrated Waste Management Board
Tire Derived Product (TDP) Grant Program
Grant and Loan Resources Branch, 9th Floor
1001 I Street, P.O. Box 4025
Sacramento, CA 95812-4025

Copies of or faxed Grant Payment Request forms will not be approved for payment.

2. Provide supporting documentation with the Payment Request.
Acceptable supporting documentation must include one of the following:
 - a. 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 must include one of the following:

 - b. Proof of payment (e.g., copies of cancelled checks, invoice marked as paid, receipts, accounting reports if they contain check number, date, product manufacturer, supplier/vendor, and/or contractor name and amount.)
3. Submit an up-to-date Tire-Derived Product Certification form (CIWMB 227) to certify that a) the waste tire product material used in the grant project is 100% CA waste tires, b) does not include truck tire buffings, and c) the cost per CA waste tire diverted does not exceed the cap amount of \$5. The form must be completed by the product manufacturer, supplier/vendor, and/or Contractor.
4. Submit an up-to-date General Checklist of Business Permits, Licenses and Filings form (CIWMB 669) if the status has changed since the last submitted form.
5. For the Final Payment Request only: submit a completed and signed Self Assessment Checklist Form (CIWMB 641). This form is designed to aid the Grantee and the CIWMB in measuring compliance with grant administrative requirements.

See Attachment I - Forms of the grant agreement package for all forms listed above or visit the tire forms web site, <http://www.ciwmb.ca.gov/Tires/Grants/Forms.htm>.

For Playground Projects Only:

The following applies to all playground projects.

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 product must be inspected and found in compliance by a certified playground inspector before CIWMB can approve a payment request. **The Grantee must submit documentation of compliance to CIWMB before a Payment Request can be approved.**

The required documentation must include:

- Playground location, including name & address;
 - Clear statement about meeting the minimum requirements;
 - Playground inspector's certified playground safety inspector number assigned by the National Playground Safety Institute; and
 - Playground inspector's signature.
-

**GRANT PAYMENT
REQUEST
PROCESS &
REQUIRED
DOCUMENTATION
(CONT.)**

The California Parks & Recreation Society (CPRS) provides examples of playground inspection documents on their website at <http://www.cprs.org/training-information.htm>. Scroll down and look for the *Playground Safety Inspector Worksheets*. Playground projects that are only replacing the surfacing, must submit documentation that the surfacing (after installation) meets applicable ASTM and CPSC guidelines. For those projects, reference the *Surfacing Worksheet*.

These documents may be used as a reference; however, your playground inspector will make the final determination of the safety of the playground equipment and appropriate inspection practice. The TDP Grant Program does not require the use of these particular documents, but does encourage their use for easy review.

Please visit the California Department of Public Health website for information regarding playground safety and standards;

<http://ww2.cdph.ca.gov/HealthInfo/injviosaf/Pages/PlaygroundSafety.aspx>.

**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 28, 2013	Completion of Project – June 28, 2013
June 30, 2014	July 1, 2013 – June 30, 2014
June 30, 2015	July 1, 2014 – June 30, 2015
June 30, 2016	July 1, 2015 – June 30, 2016
June 30, 2017	July 1, 2016 – June 30, 2017

The annual online survey may be accessed online at <http://www.ciwmb.ca.gov/Tires/Grants/Product/Survey.htm>. If you are unable to access the online survey for any reason, you may download; print and mail in the annual survey form (CIWMB 223).

**REPORT,
PAYMENT
REQUEST,
SURVEY
SUBMITTAL**

Please submit all reports and payment requests:

California Integrated Waste Management Board
Tire Derived Product (TDP) Grant Program
Financial Assistance Division, 9th Floor
1001 I Street, P.O. Box 4025
Sacramento, CA 95812-4025

QUESTIONS?

Phone: (916) 341-5062

Email: grants@ciwmb.ca.gov
