

**LOCAL GOVERNMENT WASTE TIRE CLEANUP GRANT PROGRAM
PROGRESS/FINAL PAYMENT REQUEST CHECKLIST AND REPORT FORM**

Complete both sides of this form and upload to the Reports tab

All forms can be found at: <https://www.calrecycle.ca.gov/Funding/Forms/>

PROGRESS & FINAL PAYMENT REQUEST CHECKLIST

Grantee Name:

Grant Number:

Date:

Reporting Period

Final Report

Other Reporting Period - From:

To:

Upload all of the following to the Payment Request tab in GMS. Refer to the Procedures and Requirements (P&R's) for upload instructions. *Check off each item uploaded.*

Date on Notice to Proceed Email:

Grant Payment Request (CalRecycle 87)

Grant Number is the same as Grant Agreement

Box 6 check "Reimbursement or Final"

Box 9 contains original signature of person authorized in resolution

Copy of form with original signature uploaded

Expenditure Itemization Summary (CalRecycle 745)

Itemize all expenses since the last payment request.

Contains sufficient detail to match each entry to an invoice

Total and subtotals match amount requested in GMS

All expenditures are:

Included on the approved budget

Organized into the same Budget categories as the approved Budget

Occur on, or *after* the date on Notice to Proceed email, but before **September 28, 2020**

Supporting Documentation Use highlighting and/or notes to indicate applicable information on each document for clarity.

Invoices/documentation for each expenditure showing payment

Reliable Contractor Declaration in Reports tab (if applicable)

Personnel Expenditure Summary (CalRecycle 165 or similar) if personnel hours are claimed

Waste Tire manifests included, or no tire hauling this payment request

Mileage logs (if applicable)

Progress / Final Report Completed

LOCAL GOVERNMENT WASTE TIRE CLEANUP GRANT PROGRAM

PROGRESS / FINAL PROGRESS REPORT FORM

This form (both sides) uploaded to the **Reports** tab in GMS

Grantee agrees with the following disclaimer:

“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.”

Total number of tires removed with grant funds

Provide a summary of the project objectives and how they were accomplished.

Provide an explanation of the success of the grant program in reducing the number of illegally disposed waste tires.

Describe any findings or recommendations for follow up or ongoing activities that might result from the successful completion of the program.

Signature (does not have to be signatory)

Date