

Instructions for Tire Accountability Program Quarterly Progress Report
(Form TAP-9)

Choose from the drop down menu the name of district. Check the box that applies to the quarter ending date that covers this quarterly progress report.

Item 1. Beginning Cash Reserves From All Sources

Enter beginning cash reserves from all sources.

Revenue during quarter:

- a. Enter used tire management, marketing, and incentive grant amount;
- b. Enter waste tire abatement grant amount;
- c. Enter district fees on fee-waived paid tires;
- d. If any other revenue list here with an explanation and amount;
- e. If more than one other revenue list here with explanation and amount;
- f. Enter interest amount; and
- g. This line will automatically configure the total revenues and reserves.

Program costs for quarter:

Level 1 Expenses

- h. Enter wages amount paid;
- i. Enter personal services matching amount paid;
- j. Enter mileage amount paid;
- k. Enter insurance amount paid;
- l. Enter rent amount paid;
- m. Enter utilities amount paid;
- n. Enter communications amount paid;
- o. Enter office expenses amount paid;
- p. Enter advertising amount paid; and
- q. Enter contractual services amount paid.

Level 2 Expenses

- r. Enter IDCO position amount paid.

Level 3 Expenses

- s. Enter equipment purchases amount paid;
- t. Enter vehicle purchases amount paid; and
- u. Enter maintenance and repair amount paid.
- v. This line will automatically configure the total quarter expenses.
- w. This line will automatically configure the ending cash reserves from all sources.

Check box after attaching documentation of reserve funds, revenues, and expenditures for the quarter per Reg. 36.

Item 2. Tires Processed During Reporting Quarter

In this section, enter amount of fee-paid small, large, and extra-large tires processed during quarter, if none, enter 0. The total box will configure the amount of fee-paid small, large, and extra-large tires. Enter the amount of fee-waived small, large, and extra-large tires processed during quarter, if none, enter 0. The total box will automatically configure the amount of fee-waived, paid small, large, and extra-large tires.

Item 3. Reported Management Costs Per Tire

- a. The reported management cost per tire is automatically configured. (program costs-program revenues/quantity of tires managed) This is the equation used to figure the reported management costs per tire.
- b. The total reported management costs are automatically configured. (management costs per tire *quantity of tires managed) This is the equation used to figure the total reported management costs.
- c. Enter the approved business plan rate of management costs per tire in the provided box.

Item 4. Certification

This section serves as certification that everything entered in the application is true and correct. The authorized agent needs to sign his/her name, print or type name and title, and date this section.