Mercury Products Recycling Grant Program

Final Report Guidelines

N.C. Department of Environment and Natural Resources
Division of Environmental Assistance and Outreach

Requirement

As a condition and term set forth in the Mercury Products Recycling Grant Program Application Guidelines, any North Carolina municipality, county and solid waste authority that receives a reimbursement grant shall submit a final report to the NC DENR prior to the end of the grant contract.

Procedures

One month prior to the end of the grant contract, please submit a draft final report to Sandee Roof at sandee.roof@ncdenr.gov. Upon review of the draft report, any necessary changes or additions will be noted and returned to you for modification. When all the modifications are made, **submit the final report back to DEAO along with a final invoice/cover letter requesting grant funds still outstanding, along with receipts, P.O.s or other documentation of expenditures.** An approved Final Report must be received before the end of your contract period.

Mercury Products Recycling Grant Program Final Report Format:

The following information outlines the mandatory components of the final report.

Follow the format described below in writing your final report**. Do not submit the report in the form of a letter**. Write at least one paragraph for 2 through 9 below, with headers for each paragraph identifying the paragraph topic.

1. **Contact Information** including:
    - Contract number
    - Beginning and End Date of Grant
    - Name and title of main contact
    - Organization
    - Address
    - Phone number
    - E-mail address
2. **Description of project accomplishments.** Provide a description of your implementation of the mercury products recycling program. Include the location of the new collection site(s), days and hours of operation, description or picture of the collection site(s) (including shed and containers, if possible) and collection frequency.
3. **Assessment of adherence to contract Scope of Work and Timeline**.
4. **Evaluation of success of the project** (i.e., did the project meet its goals).
5. **Description of unanticipated events (negative and positive) in conducting the project**.
6. **Description of what you would do differently if you could do the project over again**. Evaluate your overall experience.
7. **Description of mercury products collected throughout the project.** List all mercury materials by type and amount collected by weight. If available, the number of residents using the service. Total percentage of mercury collected as compared to all HHW.
8. **Description of any education materials developed as a result of the project.** (e.g., brochures, fact sheets, mailings or links to website additions/changes). Please attach copies of the materials and copies of any press releases or articles related to the grant project.
9. **Description of any planned improvements or changes to project.**
10. **Final Fiscal Report**. Your final report should include a **final fiscal report** with two tables, one that that itemizes project expenditures, and one that summarizes expenditures by category, and lists the sources of funds used for the project including state fund reimbursements. The format should be

similar to the following tables. List all expenditures made for any costs associated with the Mercury Products Recycling Grant.

Final Fiscal Report Table 1 – Grant Project Related Expenditures

Date	Description	Invoice #	Amount
			$
			$
			$
			$
			$
			$
Total Expenses			$

Final Fiscal Report Table 2 – Summary of Expenses and Sources of Funding

Mercury Product Recycling Program Expenses		**Mercury Recycling Program Funding Sources**	
Items (Sheds, boxes, signs, etc...)	$	State grant revenues	$
Education and Outreach	$	Local funds	$
Recycling/Disposal	$	Funds from other sources	$
Total Program Expenses	$	Total Program Funds	$

NOTE: Any expenses incurred before a contract is signed by both DENR and the grant recipient are not reimbursable.

How to Submit Final Reports:
Please submit all drafts and the final report as an electronic copy via email to Sandee Roof at sandee.roof@ncdenr.gov.