**Community Waste Reduction and Recycling Grant Program**
**Final Report Guidelines**

**NC Department of Environment and Natural Resources**
**Division of Environmental Assistance and Customer Service**

## Requirement

As a condition set forth in the Community Waste Reduction and Recycling Grant Program Request for Proposals, any North Carolina municipality, county, council of governments and solid waste authority that receives a reimbursement grant shall submit a Final Report to the Division of Environmental Assistance and Customer Service (DEACS) 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 your DEACS grant administrator. If you are not sure who your grant administrator is, then contact Community and Business Assistance Section staff members Rob Taylor at rob.taylor@ncdenr.gov or 919-707-8139, or Joe Fitzpatrick at joseph.fitzpatrick@ncdenr.gov or 919-707-8121.

Your grant administrator will review the draft Final Report, note necessary changes or additions, and return it to you for modification. When all modifications have been made, submit electronic versions of the Final Report to DEACS along with a cover letter. The cover letter should indicate that you are closing your grant project and submitting your Final Report. This cover letter should also request payment of any grant funds you are due that have yet to be distributed. If you are requesting reimbursement of grant funds for expenditures that have not been submitted previously, then you must also submit attachments that document expenditures and that provide proof of payment. Proof of payment may include:

- copies of invoices that have been signed or stamped as approved for payment,
- statements from vendors indicating receipt of payment,
- copies of canceled checks, and / or
- account reports or general ledger statements indicating financial transactions have been completed.

**An approved Final Report must be received before the end of your grant contract term. Expenditures made after the end of the contract term will not be reimbursed.**

## Final Report Format

The following information outlines the mandatory components of the Final Report. The Final Report is a stand-alone document and not a part of the cover letter. Follow the format described below when preparing your Final Report**. Be sure that the document is titled "Final Report." Do not submit the report in the form of a letter**. Write at least one paragraph for each of the points below with a header identifying each section topic.

1. **Grant Information and Local Contact**
   - Name of Grantee, Grant Cycle, and Grant Contract Number (please follow example below)
     *Alexander County, Community Waste Reduction and Recycling Grant, Contract # 5274*
   - Contract Term: Beginning and end dates of grant contract;
   - Contact Information, including contact name, title, address, phone number, fax number and email address.

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2. **Description of Project as Implemented**
   Provide a brief summary of the grant project accomplishments. Be sure to describe the implementation process and to highlight items that were purchased with grant funds along with the key dates from the project implementation.

3. **Assessment of Adherence to Scope of Work**
   Explain whether the project was implemented as originally contemplated in your grant proposal. Highlight any differences between the scope of work in your proposal and the actual implementation. If the project was amended, extended, or changed in any way please describe those changes and the reasons they were necessary.

4. **Evaluation of Project Success**
   Describe / explain whether the project met its goals. Consider the factors that impacted the project positively or negatively and please include thoughts or recommendations for communities contemplating similar projects.

5. **Description of Unanticipated Events**
   Describe whether you encountered any unanticipated events while implementing / conducting your grant project and describe the impact those events had on the project. Please be sure to consider any unanticipated factors that had either a negative or a positive impact on the project.

6. **Description of Lessons Learned and Planned Improvements or Changes**
   Reflect on the lessons learned during the implementation of this project and describe what you would do differently if you could do the project over again. This information is particularly important for other communities considering the implementation of similar projects. Also, please describe any planned improvements, changes, or expansions you are considering to the project going forward and how you think that those changes will impact the project. If no changes or improvements are planned, please indicate this.

7. **Description of Community Participation and Impact**
   Describe the how the grant project impacts your community. List the number of households, businesses, or citizens that have access to the new service, and if possible estimate the number of households, businesses, or citizens that are participating in or utilizing the service or program created with grant funding.

8. **Description of Waste Reduction Impact**
   Please provide information on the amounts and types of materials that have been recycled as a result of the grant project. List actual weights of materials diverted/recovered if possible (specify pounds or tons). Please be specific about the amount of recycling that can properly be attributed to the grant project. If the project was an enhancement to an existing recycling program or service, is it possible to measure or to estimate the impact of the grant investment on the amount of materials recycled? In addition to providing actual program data, please project how many tons of permanent annual diversion of materials from disposal will take place as a result of the grant project.

9. **Longevity of Project Impact / Life of Investment**
   Briefly describe how long you anticipate the impact of the grant project will last. If the grant supported a capital purchase, what is the anticipated service life of the item purchased?

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10. **Description of Materials Developed**
    Please list or describe any materials developed as a result of the project (e.g., brochures, fact sheets, promotional materials, or other documents). Please attach copies of the materials and copies of any press or publicity articles related to the grant project.

11. **Final Fiscal Report**
    This section of the Final Report should consist of two tables. Please follow the sample tables provided when preparing Final Fiscal Report.

    Table 1 – Project Funds by Source – this table should summarize the sources of funds for the project.

| **Project Funds by Source** | **Dollar Amount Contributed** |
|---|---|
| Local Government Funds | |
| State Grant Funds | |
| **Total Project Funds** | |

    Table 2 – Project Expenditures – this table should provide an itemized list of project expenditures. The expenditure summary should include the dollar amounts assigned to state funds, grantee matching funds, and other funds (if applicable). The amount shown as "Total Project Funds" in Table 1 and "Total Project Expenditures" in Table 2 should match exactly.

| **Project Expenditures** | **DEACS Funds** | **Grantee Funds** | **Other Funds** | **Total Expenditure** |
|---|---|---|---|---|
| *Item Description and Quantity* | | | | $ |
| *Item Description and Quantity* | | | | $ |
| **Total Project Expenditures** | | | | $ |

    N**OTE: Any expenses incurred before a contract is signed by Both DENR and the grant recipient may not be considered as Grantee Matching Funds and are not reimbursable.**

## How to Submit Final Reports

Please submit all documents related to your Final Report electronically via email to your grant administrator. If you are not able to submit electronic documents, please ask your grant administrator for information on how to submit hard copies.