

**Abandoned Manufactured Homes Grant Program
Final Report Guidelines**

**North Carolina Department of Environment and Natural Resources
Division of Environmental Assistance and Outreach**

Requirement:

Any county that receives a reimbursement grant under G.S. 130A-309.99E for the implementation and operation of an Abandoned Manufactured Homes (AMH) clean-up program shall submit a final report to the Division of Environmental Assistance and Outreach (DEAO) prior to the end of the grant contract.

Procedure:

Prior to the end of the AMH grant contract, please submit a draft of your final report to your DEAO AMH grant administrator. If you are not sure who your grant administrator is, contact Rob Taylor at rob.taylor@ncdenr.gov or 919-707-8139. Your grant administrator will review the draft report, note necessary changes or additions, and return it to you for modification. Please be certain to allow enough time between the submittal of the draft final report and the end date of the grant contract for DEAO to review the final report and offer feedback regarding needed changes.

When all the modifications are made, submit the final report to DEAO along with a separate cover letter. The cover letter should indicate that you are submitting your final report and should request payment of any eligible grant funds yet to be distributed. If your AMH Final Report submittal also includes a reimbursement request for abandoned homes that have not been previously invoiced to DEAO, please be sure to include the required Reimbursement Invoice and Project Summaries for each unit.

Final reports, cover letters, and accompanying documentation should be submitted electronically. Any comments or questions about the final report requirements should be directed to your grant administrator.

Report Format:

Follow the guidelines described below in writing your final report and include the indicated information. The AMH Final Report must be submitted in the following format. Identify each section of the final report with a header, and use tables where indicated.

- **Title and Contact Information** - The AMH Final Report must have a title at the top saying: "AMH Final Report for (county)." In addition to the title, please provide the following information:
 - grant contract number,
 - contract term (the beginning and end dates from the grant contract),
 - name and contact information for the local program administrator

- **Number and Type of AMH Units Managed and Material Disposition** – Provide a summary of the number of units and the approximate tonnage of abandoned manufactured homes removed, deconstructed, recycled, and disposed of during the grant contract term. Please use the table provided below as guidance when preparing the required information:

Singlewide (# units)	
Doublewide (# units)	
Triplewide (# units)	
Landfill (tons)	
Recycled (tons)	
Mercury Thermostats (# units)	

- **Program Expenditures and Revenues** – Provide a detailed summary of the county's abandoned manufactured homes program expenditures and revenues during the contract period. Please use the table below or the equivalent when preparing the required information. Please note that “Expense Totals” and “Total Funds Received” must be the same number and that all itemized figures must add up to those totals:

AMH Program Expenses		AMH Program Revenues	
Contractor Fees / Operational Costs	\$	State Grant Fund Reimbursements	\$
Hazardous Materials Disposal Costs	\$	Local Government Funds	\$
Landfill Disposal Costs	\$	Responsible Party Fees	\$
Administrative Costs	\$	Other	\$
Other	\$		
Expense Totals	\$	Total Funds Received	\$

- **Funds from Responsible Parties** - Assess and summarize the County’s approach to requiring responsible parties to help pay for the management of abandoned manufactured homes. Provide information on the county’s efforts to collect responsible party fees for the program, and describe the feasibility of increasing the amount of responsible party fees that could be collected in the future to help fund the clean-up of abandoned manufactured homes in your county.
- **Assessment of Demolition / Deconstruction Activities** - Provide the names of the contractors used for deconstruction and assess their overall performance and their effectiveness in diverting recyclable materials. If multiple contractors were used, please compare the effectiveness of the individual contractors in recovering recyclable materials / diverting material from landfill disposal and compare the cost of service and the proportion of material diverted from disposal. Also summarize the effectiveness of the contractor(s) in complying with the requirement to remove and recycle white goods, mercury thermostats and fluorescent lights. If demolition / deconstruction activities were undertaken using county staff, please assess performance using the same criteria to the extent possible. Finally, evaluate whether it is possible to improve the amount of material recycled by the AMH program, and if so please indicate how will you achieve these results?
- **Progress Cleaning Up Abandoned Manufactured Homes** - Summarize the county's progress in removing, deconstructing, recycling, and disposing of abandoned manufactured homes during the grant contract term. Include a description of challenges, progress, program goals, and other information as needed to fully summarize program efforts for the grant term.
- **Unanticipated Events and Program Changes** - Describe any unanticipated events (negative and positive) that may have been experienced during the grant contract term, indicate what if any changes you would make to your AMH program, and assess County’s interest in pursuing further AMH Grant funding.

****An approved final report must be received before the end of your grant contract term.****