



Curbside Recycling Roll-Out Cart 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 Curbside Recycling Roll-out Cart 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 your NC DEAO contact. Your DEAO contact will review the draft report, note necessary changes or additions, and return it 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.

Curbside Recycling Roll-Out Cart 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 each of points 1 through 9 below, with headers for each paragraph identifying the paragraph topic.

1. Contact Page including:

- Final Report Title
- Beginning and End Date of Grant
- Name and title of main contact
- Organization
- Address
- Phone number
- Fax number
- E-mail address

2. Description of project accomplishments

Provide a description of your implementation of the roll-out cart program. Include the number of households/units served, the service provider (local government or contract hauler), the number of carts purchased, the brand of carts purchased, the size (gallons) of the roll-out carts purchased, collection frequency, collection method (fully automated or semi-automated), and the name and location of your recycling processor.

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. Evaluation of experience and satisfaction with brand of carts purchased, satisfaction with cart vendor, and assessment of experience with RFID Technology.

6. Description of unanticipated events (negative and positive) in conducting the project.

7. Description of what you would do differently if you could do the project over again.

8. Description of the waste reduction impact of the project. (e.g., amount and kind of materials recycled).

List materials collected using roll out carts. Please include if possible an exact projection of how many tons of permanent annual diversion of materials from disposal will take place as a result of the grant project.

9. **Description of any materials developed as a result of the project.** (e.g., brochures, fact sheets, mailings, or other documents). Please attach copies of the materials and copies of any press or publicity articles related to the grant project.
10. **Description of any planned improvements or changes to project.**
11. **Final Fiscal Report.** Attach a **final fiscal report** that outlines project costs and shows state fund and matching fund expenditures (including the cash match, in-kind contributions, and other funds). The format should be similar to the following table. **Total revenues and expenditures should match exactly.**

Revenues	DEAO Funds	Grantee Match	Other Funds	Total Invoice
				\$___
Total Project Revenues				\$___
Expenditures	DEAO Funds	Grantee Match	Other Funds	Total Invoice
Description Invoice # _____				\$___
Description Invoice # _____				\$___
Total Project Expenditures				\$___

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 your grant administrator. If you are not able to submit via electronic copy, please print **double-sided and on recycled paper with at least 30 percent post-consumer content.**