



Community Waste Reduction and Recycling Grant Program Final Report Guidelines

NC Department of Environment and Natural Resources
Division of Environmental Assistance and Outreach

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 Outreach (DEAO) prior to the end of the grant contract.

Procedures

One month prior to the end of the grant contract, please submit a draft of your final report to your DEAO grant administrator. If you are not sure who your grant administrator is, 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 DEAO grant administrator will review the draft report, note necessary changes or additions, and return it to you for modification. When all modifications have been made, submit the final report to DEAO along with a cover letter. The cover letter should indicate that you are submitting your final report and should request payment of any grant funds yet to be distributed. If you are requesting reimbursement of funds beyond the ten percent withheld by DEAO pending approval of the final report, then you must also include attachments that document expenditures and include proof of payment. Proof of payment may include copies of invoices that have been 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.

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

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 in writing your 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. **Title and Contact Information**, including:
 - Title, Name of Grantee, and Grant Cycle. Please follow example below:
Final Report – Alamance County Community Waste Reduction and Recycling Grant
 - Contract Term: Beginning and end dates of grant contract;
 - Contact Information, including contact name, title, address, phone number, fax number and email address.
2. **Description of project accomplishments.**
3. **Assessment of adherence to contract Scope of Work** (or modified Scope of Work if negotiated).
4. **Evaluation of success of the project** (i.e., did the project meet its goals) including thoughts for communities contemplating similar projects.
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.

7. **Description of the waste reduction impact of the grant.** Please include the amount and type of materials recycled, and if possible provide a projection of how many tons of permanent annual diversion of materials from disposal will take place as a result of the grant project.
8. **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.
9. **Description of any planned improvements or changes to project.**
10. **Final Fiscal Report** – include a Final Fiscal Report that outlines project revenues and costs and that shows state fund and matching fund expenditures (including the cash match, in-kind contributions, and other funds). The format of the Final Fiscal Report should be similar to the following table. Total revenues and expenditures should match exactly.

Revenues	DEAO Funds	Grantee Match	Other Funds	Total Revenues
Item descriptions (if needed)				\$___
Total Project Revenues				\$___
Expenditures	DEAO Funds	Grantee Match	Other Funds	Total Invoice
Item Description and Quantity				\$___
Item Description and Quantity				\$___
Total Project Expenditures				\$___

NOTE: 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 drafts and the final report as an electronic copy via email to your grant administrator. If you are not able to submit an electronic copy, please print **double-sided and on recycled paper with at least 30 percent post-consumer content.**