

**WV Department of Environmental Protection  
Recycling Assistance Grant**

**Grantee Name** \_\_\_\_\_

## Final Comprehensive Report

### Recycling Assistance Grant Comprehensive Report Check-off List

The Comprehensive Report must include the following:

- Comprehensive Report Cover Sheet (Page 1)
- Costs and Analysis Sheet (Page 2)
- Waste Diversion and Continuing Operations (Page 3)
- Expenditure Sheets for Entire Grant Period (RG-3B)
- Individual Expenditures During Closing Period (Expenditure cover sheet, invoice)
- Bank Statements for Closing Period
- Any additional supporting information; Copies of Class II ads, bids, specs, etc.
- Solid Waste Authorities must include copies of monthly meeting minutes

Equipment purchases of \$1,000.00 or more must include the following:

- Notarized Security Agreement(s) for each piece of equipment
- WVDEP-REAP listed as the first lien holder for equipment titled through the DMV
- Itemized Certificate of Insurance listing equipment and WVDEP-REAP as the holder





Provide the amount of waste that this project diverted from the solid waste stream during the project period. List by material.					
Batteries		Non-Ferrous Metals			
Building Materials		Paper			
Cardboard		Plastics 1-2			
Co-Mingled		Plastics 3-7			
Electronics		Textiles			
Glass		Tires			
Houshold Materials		Yard Waste			
Ferrous Metals					
Total:					

Calculate the cost per ton to recycle that volume. Do not factor in any revenues generated through recycling.

Total Cost During Grant Period	divided by	Total Tonnage Recycled	equals	Cost Per Ton
_____	/	_____	=	_____

Discuss the future of your recycling project. Explain how it will continue to operate after the grant period if it is not subsidized by grants.

Attach a complete accounting of the grant funds. You should attach the quarterly expenditure sheets from the past four quarterly reports and complete a new expenditure sheet for the period from January 1 to February 28 with the supporting documentation. To summarize, you must account for every grant expenditure during the 14 month grant period.

Expenditure Statements for the entire grant period attached?  Yes  No

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



# RECYCLING ASSISTANCE GRANT EXPENDITURE COVER SHEET

Grantee	<input type="text"/>	Grant No.	<input type="text"/>
Paid To	<input type="text"/>		
Check #	<input type="text"/>	Amount	<input type="text"/>
		Date	<input type="text"/>
Purpose	<input type="text"/>		
	<input type="text"/>		
Budget Line Item	<input type="text"/>		

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Photocopy or tape/paste copy of check below or attach electronic check imaging. This may be a copy of the returned check from the bank, or a copy prior to mailing. If the check is a reimbursement to another account, please include original payment check as well. Invoice(s) must be attached to the back of this sheet to provide reason for expenditure. Please use the checklists below to ensure you submit required documents

