

## REAP LITTER GRANT FINAL PERFORMANCE AND ACCOUNTING REPORT FORM

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GRANT PERIOD: July 1, 20 THROUGH June 30, 20

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Report Prepared By: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Provide an evaluation of accomplishments in implementing the original proposal's work tasks.

You must provide applicable data below regarding your program during the grant period.

*Pounds of litter collected:		No. of tires collected:		No. of Community Cleanup Events:	
No. of Structures Razed:		Did you utilize day report labor?		No. of Volunteers:	
No. of Volunteer Hours:		No. of Citations Issued:		No. Litter/cigarette Receptacles Placed:	
Miles of roadway cleaned:				No. of dumps eradicated:	

\*If exact is unknown, you may multiply the number of bags by 20lbs.

**Please Note: Failure to comply with all grant reporting and deadlines will penalize future grant applications.**

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

**LC-G-5**

**Did you include proof of deposit? Y or N**

[illegible]

**ATTACH A COPY OF BANK STATEMENT SHOWING THE DEPOSIT OF THE GRANT FUNDS INTO YOUR ACCOUNT.**

**You MUST attach copies of checks and invoices (include timesheets if you have personnel costs) to support the expenditures listed above. Reimbursements to general accounts must be itemized along with backup documentation for each item. Unsupported expenditures will be disallowed by the Department of Environmental Protection.**

**MATCHING FUND REPORT  
LITTER CONTROL GRANT**

**LC-G-5**

Applicant's Name \_\_\_\_\_

ACTUAL CASH EXPENDITURES FOR MATCH					Required Documentation Included Mark Y, No, or NA for each expenditure			
DATE	CHECK #	TO	PURPOSE	AMOUNT	Invoice	Proof of Payment	Bid Documents	Timesheets

**PROPERTY DONATED AT FAIR MARKET VALUE**

DATE DONATED	DESCRIPTION	USE IN PROGRAM	AGE OF PROPERTY	ESTIMATED FAIR VALUE

**VOLUNTEER SERVICES PROVIDED WITHOUT COMPENSATION**

**USE MINIMUM WAGE RATE UNLESS JUSTIFIED IN USING HIGHER WAGE RATE**

NAME OF VOLUNTEER	SERVICE PROVIDED	DATE	HOURS	WAGE RATE	HRS x RATE

**ATTACH COPIES OF CHECKS, INVOICES, TIME SHEETS, TITLES, OR OTHER EVIDENCE TO SUPPORT THESE EXPENDITURES AND ESTIMATES. MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY TO CONTINUE LISTING EXPENDITURES.**

# PERSONNEL TIME SHEET

**RG-3C**

**Grant Number** \_\_\_\_\_

**Employee** \_\_\_\_\_

**Position Title** \_\_\_\_\_

**Rate of Pay \$ \_\_\_\_\_ per hr**

**Pay Period** \_\_\_\_\_

Date

Start Time

End Time

Total Time

### Details of Work Completed

[illegible]

WV Department of Environmental Protection  
Litter Control Grant

**Final Performance and Accounting Report Form Pre-Submission Checklist**

- Did you include proof of deposit? (bank statement)
- Did any of your purchases meet the threshold for bidding requirements? If so, submit the following:
  - Copy of Class II legal ad
  - Affidavit of Publication
  - Specifications
  - All bids received
  - Written approval from REAP to proceed with the purchase
- Was your grant for labor wages? If so, you must submit detailed timesheets and copies of their paychecks and paystubs showing withholdings.
- Was your grant for Litter Control Officer wages? If so, please include a citation log to go with their time sheets and copies of their paychecks and paystubs.
- Was your grant for roadside or open dump cleanups? If so, please include a list of areas cleaned.
- Was your grant for razing? If so, you must include before and after pictures.
- Was your grant for advertising? If so, you must include a copy of the advertisement (such as a tear sheet).
- For ALL expenditures, you must submit a copy of the invoice and proof of payment, preferably check imaging. Please refrain from issuing payments with a credit card.
  - For instances when you can only pay with a credit card, you will have to submit the following for proper reconciliation: invoice, receipt, credit card statement, and proof of payment to the credit card company.
- Are you reimbursing a general account from the grant account? If so, you must include the invoice, proof of the original method of payment, and proof of reimbursement to the original account.
- Did you purchase any equipment over \$1,000.00? If so, you must submit a notarized Security Agreement and a Certificate of Insurance listing WVDEP-REAP as the Certificate Holder.
- Did your equipment purchase come with a title? If so, you MUST list WVDEP-REAP as first lien holder and submit the original title to us.

If you need blank forms, or if you have any questions regarding what must be submitted for the Final Performance and Accounting Report Form, please contact Travis Cooper at 304-926-0499 ext. 49754 or [Travis.L.Cooper@wv.gov](mailto:Travis.L.Cooper@wv.gov).