FY2023 WV CED RECYCLING GRANT FINAL PERFORMANCE AND ACCOUNTING REPORT FORM

GRANT PERIOD: October 1, 2022 THROUGH September 30, 2023							
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.							
☐ Continuous Collection Program ☐ Collection Event(s) - Number of Events Held:							
Provide an evaluation of any failures encountered in implementing the original proposal's work							
tasks.							

Provide an analysis of the type a	and amount of material recycled	during the grant period.		
Type (e.g. LCD TVs)	Quantity	Weight Total (in tor		
Total for CEDs				
CRTs	0 1: 10 ::	G 1' 1W' 1.		
	Combined Quantity	Combined Weight		
No. of full time No. of figure jobs created jobs sus				
-				
Give a detailed description of the	ne processes and methods used to	o collect the covered electronic		
devices.				
Signature of Authorized Person	Date			

Please note that grant funding for equipment purchases over \$1,000 will be required to have a security lien placed upon the equipment. If applicable, equipment to be titled must have WV DEP REAP listed as first lien holder. All equipment will be subject to on-site inspections for a period of five years.

CED-R

Applicant's Name Did you include proof ACTUAL GRANT EXPENDITURES				ou include proof	of deposit?				
				Required Documentation Included Mark Y, N, or NA for each expenditure					
DATE	CHECK #			AMOUNT	Invoice Proof of Payment		Bid Documents	Timesheet	

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

TOTAL GRANT FUNDS EXPENDED

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.

ACTUAL CASH EXPENDITURES FOR MATCH					Required Documentation Included Mark Y, N, or NA for each expenditure			
DATE	CHECK #	ТО	PURPOSE	AMOUNT	Invoice	Proof of Payment	Bid Documents	Timesheet

TOTAL GRANT FUNDS EXPENDED

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.

Grant Number			Employe	ee
			Position Titl	le
Rate of Pay \$		per hr	Pay Perio	d
Date	Start Time	End Time	Total Time	Details of Work Completed
				-
	I	I	1	

WV Department of Environmental Protection Covered Electronic Devices Recycling Grant Program Final Performance and Accounting Report Form Pre-Submission Checklist

- Did you include proof of deposit? (bank statement)
- o Did any of your purchases meet the threshold for bidding requirements? If so, submit the following:
 - **S** Copy of Class II legal ad
 - **S** Affidavit of Publication
 - **S** Specifications
 - § All bids received
 - **S** Written approval from REAP to proceed with the purchase
- Was your grant for labor wages? If so, you must submit timesheets and copies of their paystubs showing withholdings and paychecks.
- 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 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 contract Travis Cooper at 304-926-0499 ext. 1117 or Travis.L.Cooper@wv.gov.