FY2022 WV CED RECYCLING GRANT FINAL PERFORMANCE AND ACCOUNTING REPORT FORM

GRAN	Г PERIOD: <u> </u>	ctober 1, 2021	THROUGH	September 30, 2022
Applicant's Name				
Applicant's Address				
City	State	Count	у	Zip
Report Prepared By:			Email:	
Title:			Phone:	
Provide an evaluation of a	accomplishments in	implementing the	e original proposa	ıl's work tasks.
Continuous Colle	ction Program	□ Collection	Event(s) - Nun	nber of Events Held:

Provide an evaluation of any failures encountered in implementing the original proposal's work tasks.

Dravide on analysis of the type and an event of material merceled during the grant named						
Provide an analysis of the type and amount of material recycled during the grant period.						
Type (e.g. TVs)	Quantity	Weight Total				
Total for CEDs						
CRTs						
	Combined Quantity	Combined Weight				

Give a detailed description of the processes and methods used to 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.

EXPENDITURES REPORT COVERED ELECTRONIC DEVICES GRANT FUNDS

Applicant's Name _____

Did you include proof of deposit?

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

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.

MATCHING FUND REPORT - IF APPLICABLE COVERED ELECTRONIC DEVICES GRANT FUNDS

Applicant's Name

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.

PERSONNEL TIME SHEET

Grant Number			Employe	ee
				le
Rate of Pay \$		per hr	Pay Perio	od
Date		End Time		Details of Work Completed

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)
- 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
 - **S** Specifications
 - **§** All bids received
 - **§** 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 <u>Travis.L.Cooper@wv.gov</u>.