

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

Name _____

Quarterly Progress Report

For Quarter Ending _____

Recycling Assistance Grant Quarterly Report Check-off List

Each Quarterly Progress Report must include the following:

- Quarterly Progress Report Cover Sheet (RG-3)
- Recyclable Material and Equipment Sheet (RG-3A)
- Expenditure Sheet for the Quarter (RG-3B)
- Expenditure Cover Sheet for Each Expenditure
- Evidence of Each Expenditure (Invoice, Employee Time Sheets, etc)
- Bank Statements for Each Month of the Quarter
- Copies of Cancelled Checks (if not included on bank statements)
- Other Supporting Information (Class II Legal 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 first lien holder for equipment titled through the WV DMV
- Itemized Certificate of Insurance listing WVDEP-REAP as the Certificate Holder

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"/>		

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

