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

RG-3

### WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION RECYCLING ASSISTANCE GRANT PROGRAM QUARTERLY REPORT PROGRESS SUMMARY

Quarter Ending\_\_\_\_\_

GRANTEE				
ADDRESS				
COUNTY		DAYTIME PHONE		
PROJECT N	MANAGER		EMAIL	

Provide a summary of accomplishments during this quarter in implementing the original grant proposals	
work tasks.	

Provide a summary of projections for the next quarter in implementing the original grant proposal's task.

RG-3A

### West Virginia Department of Environmental Protection Recycling Assistance Grant Program RECYCLED MATERIAL AND EQUIPMENT DATA LOG

Grantee

Quarter

# List the type and amount of material you have collected during the quarter. Also, provide how much of that material was actually recycled during the quarter.

Note: For that purpose of this report, "recycled" is defined as material that has been shipped to the market for use, not material simply collected and stored. Also please report your amounts in tons.

			Please provide for
			1st Quarter Report Only
	Amount Collected	Amount Recycled	Amount Recycled
Material	This Quarter (Tons)	This Quarter (Tons)	<b>Previous Year's Totals</b>
Batteries			
Building Materials			
Cardboard			
Co-Mingled			
Electronics			
Glass			
Household Materials			
Ferrous Metals			
Non-Ferrous Metals			
Paper			
Plastics 1-2			
Plastics 3-7			
Textiles			
Tires			
Yard Waste			
Totals:			

#### Provide a detailed description of all equipment purchased with grant funds this quarter.

Description	Serial Number/VIN	Mileage/Hours	New/Used

RG-3B Expenditu	xpenditures for the Quarter			Check here if a	dditional Expe	enditure Shee	t is attached.		
For the Period Of:					Interest Ea	rned This Qu	arter on Grar	nt Account =	
	Original Budget								
	Remaining Budgeted Amounts								
Check Check Number Date			Ck O/S						
	-								
	-								
	-	_							
	-								
	_								
		_							
	Totals		_						
Remaining	g Budgeted Amounts Carried	l I Forward	_						

Attach copies of invoices, canceled checks, titles to equipment, bidding information, payroll sheets, and grant account bank statements to support the expenditures listed above.

I certify that the above expenditures were made in carrying out the purposes and objectives of the WV Recycling Act and that such expenditures are true costs of the approved grant project.

### **RECYCLING ASSISTANCE GRANT EXPENDITURE COVER SHEET**

Grantee	Grant No.
Paid To	
Check #	Amount Date
Purpose	
Budget L	ine Item

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.

### PERSONNEL TIME SHEET

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
			·	