

# Convenience Center Commingled Recycling Collection Grant Program

## FINAL REPORT GUIDELINES

N.C. Department of Environmental Quality  
Division of Environmental Assistance and Customer Service

### **Requirement**

As a condition set forth in the Convenience Center Commingled Recycling Collection Grant Program Application Guidelines, any North Carolina municipality, county or solid waste authority that receives a reimbursement grant shall submit a Final Report to the N.C. Department of Environmental Quality (NC DEQ) prior to the end of the grant contract.

### **Procedures**

Grantees should review these Final Report Guidelines several months before the grant period end date to determine the data and information that will be required to complete the Final Report. Grantees should plan to prepare and submit a draft Final Report to their Division of Environmental Assistance and Customer Service (DEACS) grant administrator roughly one month prior to the end of the grant contract. The DEACS grant administrator will review the draft report, note necessary changes or additions, and return it to the grantee for modification and finalization.

When all requested modifications have been made to the Final Report the grantee will submit an electronic version of the Final Report to DEACS along with a cover letter. The cover letter must indicate that the grantee has completed the grant project and is submitting the Final Report. The cover letter must also request payment of any grant funds due the grantee that have yet to be distributed. If the Final Report is submitted with a request for reimbursement for expenditures that have not been submitted previously, then attachments documenting the new expenditures (e.g. copies of invoices) and attachments providing proof of payment must also be submitted. Acceptable proof of payment may include:

- Copies of invoices that have been signed or stamped as approved for payment,
- Statements or receipts from vendor(s) indicating payment has been received,
- Copies of canceled checks, and / or
- Expense account reports or general ledger statements from local government accounting systems that indicate the financial transactions have been completed.

**An approved Final Report must be received before the end of your grant contract term.  
Expenditures made outside of the grant contract term will not be reimbursed.**

### **Convenience Center Commingled Recycling Collection Grant Program Final Report Format:**

The following information outlines the mandatory components of the Final Report. The Final Report is a stand-alone document and not a part of the cover letter. Follow the format described below when preparing the Final Report. **Do not submit the report in the form of a letter.** Final Reports must include responses for each of the points 1 through 11 below with headers for each item identifying the topic addressed.

#### **1. Grant and Contact Information**

- Name of Grantee
- Convenience Center Commingled Recycling Collection Grant Contract # XXXX
- Contract Term: beginning and end date of grant contract
- Grantee Contact Information: name and title of main contact, address, phone number, fax number, and e-mail address

**2. Description of Project as Implemented**

Provide a brief description of the implementation of recycling using the compacting roll-off system. Include details such as the name of the site where the compactor was installed, the type of compactor purchased (make and manufacturer), the size and horsepower of the compactor motor, the volume of the compactor receiver, information on who hauls the compactor (local government or contract hauler), the materials accepted in the compactor, and the name and location of the recycling processor receiving the materials collected using the compacting roll-off system.

**3. Assessment of Adherence to Scope of Work and Timeline**

Explain whether the project was implemented as originally contemplated in the grant proposal. Highlight any differences between the scope of work in the grant proposal and the actual implementation. If the project was amended, extended, or changed in any way please describe those changes and the reasons they were necessary.

**4. Evaluation of Project Success**

Describe / explain whether the implementation of commingled recycling using a compacting roll-off system was successful. Consider the factors that impacted the project positively or negatively and please include thoughts or recommendations for communities contemplating similar projects.

**5. Description of Lessons Learned, Unanticipated Events, and / or Planned Improvements**

Reflect on the lessons learned during the implementation of the grant project and describe what would be done differently if the project were done over again. This information is particularly important for other communities considering the implementation of recycling using compacting roll-off systems. Please describe any unanticipated events or planned improvements, changes, or expansions being considering to the project going forward and how these anticipated changes will benefit the project and the community. If no unanticipated events occurred, or if no changes or improvements are planned, please indicate this.

**6. Satisfaction with Equipment Installed**

Describe or explain the degree of satisfaction with the style of compactor purchased (self-contained or stationary), and explain the reasons that the particular style of equipment was chosen. Provide feedback about individual brand of equipment installed and the particular specifications of the equipment if this feedback would be beneficial to communities considering similar equipment.

**7. Description of the Waste Reduction and Program Efficiency Impact**

Provide before and after data about the amounts of recyclables collected at the location(s) where the compacting roll-off system(s) were installed. Please provide a projection of how many new tons of recyclables will be collected annually as a result of the project. Provide before and after information about recycling service frequency at the site(s) where the compactor(s) were installed, including information about the number of hauls / pulls / trips per week or month. Provide data on the average payload for compactor loads.

**8. Description of Cost Savings Impact**

To the degree possible, please provide before and after data about the cost of collecting recyclables at the location(s) where the compacting roll-off system(s) were installed. Please provide a projection of the annual financial savings as a result of the project. If collection is provided using public staff and equipment, a projection of the savings in the amount of staff time spent collecting recyclables may be used as a surrogate for financial savings if calculating the dollar value of savings is not possible.

The following table may be used as a sample for providing summary data for sections 7 and 8 of this final report.:

Convenience Site Name = XXXXXXXXX							
BEFORE				AFTER			
Month/Year	Recycling Tonnage	# of Service Trips	Service Cost	Month/Year	Recycling Tonnage	# of Service Trips	Service Cost
Total				Total			
Average Before =				Average After =			

**9. Description of Materials Developed**

Indicate whether the grant project included state funding for the purchase of recycling outreach materials. Please list or describe any materials developed as a result of the project (e.g., signs, brochures, fact sheets, promotional materials, or other documents). Please attach copies and / or pictures of signs or other materials developed related to the grant project.

**10. Final Fiscal Report**

This section of the Final Report should consist of a table that provides an itemized list of project expenditures. The expenditure summary should include the dollar amounts assigned to state funds and grantee funds (if applicable). It is not necessary to include expenditures related to the project that were not part of the Program Budget submitted with the grant application. Please use the sample table below as a template:

Project Expenditures	DEACS Funds	Grantee Funds (if any)	Total Expenditure
<i>Item Description and Quantity</i>			\$
<i>Item Description and Quantity</i>			\$
<b>Total Project Expenditures</b>			\$

**11. Photographs**

Please provide photographs of the installed compacting roll-off system(s) as part of your Final Report. Photographs can be embedded in the Final Report document or may be submitted as separate electronic files.

**REMINDER: Expenditures made outside of the grant contract term cannot be reimbursed.**

**How to Submit Final Reports**

Please submit the cover letter, the Final Report, photographs and all supporting documents electronically via email to the appropriate DEACS grant administrator. If not able to submit electronic documents, please ask the grant administrator for information on how to submit hard copies.