

FY202_ WV CED RECYCLING GRANT FINAL PERFORMANCE AND ACCOUNTING REPORT FORM

GRANT PERIOD: October 1, 202__ THROUGH September 30, 202__

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.	
<input type="checkbox"/> Continuous Collection Program	<input type="checkbox"/> Collection Event(s) - Number of Events Held:

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

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
 - § 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 contact Travis Cooper at 304-926-0499 ext. 1117 or Travis.L.Cooper@wv.gov.