

West Virginia Department of Environmental Protection



West Virginia REAP Recycling Assistance Grant Fund

Managing Your Grant

Administered by the
West Virginia Department of Environmental Protection

Recycling Assistance Grant

- ▶ Please have your grant award package with you during this training so that you may review your documents as you go along.
- ▶ Reminder: This training session should be completed by the person(s) responsible for completing quarterly reporting and expending the grant funds throughout the grant cycle. More than one person may take the training.
- ▶ Upon completion, please send an email notification to depREAPgrants@wv.gov and Travis.L.Cooper@wv.gov.

Topics for Review

- ▶ I. Forms and Documents
- ▶ II. Getting Started
- ▶ III. Making Purchases
- ▶ IV. Reporting
- ▶ V. Other Administrative Requirements

Forms and Documents

▶ Notice of Award

- ▶ The Notice of Award is a signed agreement between you and the WVDEP
- ▶ Gives a very brief description of how the grant is to be spent
- ▶ Shows other general information such as:
 - ▶ Amount of Grant
 - ▶ Grant Period
 - ▶ Recipient Information
- ▶ Other legal verbiage and designations

Forms and Documents

▶ Terms and Conditions

- ▶ Identifies your grant payment schedule
- ▶ Identifies other documents that are incorporated into the grant and become a part of the agreement
- ▶ Identifies requirements that relate to purchasing procedures, asset management, and other assurances

Forms and Documents

▶ Budget Analysis Form

- ▶ Lists items requested in your original budget request
- ▶ Indicates the items approved by the Review Committee and the amounts approved for each item
- ▶ Your grant funds must be spent according to and within the limits of the budget analysis unless you have obtained approval for a modification from the Grant Program Office

Forms and Documents

▶ **Purchasing Compliance Agreement**

- ▶ Everyone signs this form regardless of your approved budget
- ▶ States that you agree to comply with certain purchasing procedures and asset management requirements
- ▶ Sign in blue ink, scan, and email to depREAPgrants@wv.gov; acts as our record that you understand and agree to comply with all requirements stated in the document

Forms and Documents

▶ **§12-4-14 Statement of Compliance**

- ▶ This form states that you agree to abide by the additional reporting requirements required by the State Auditor's Office for entities receiving state grant funding.
- ▶ To determine your reporting requirements, you must consider the amount of grant funding you received from any and all state agencies.

Forms and Documents


▶ Quarterly Invoice

- ▶ Due to changes at the State Auditor's office, no funds will be released for any grant without a "Request for Funds" form being submitted with the correct official sub-recipient name, signature, and date.
- ▶ Contains general information such as: sub-recipient name, contact information, allotment amount, funding period, signature line, etc.
- ▶ Four of these invoice forms (one for each quarterly allotment) will be included in your original packet. The corresponding invoice must be signed and returned with your quarterly reports.
- ▶ Please note that if your address changes you **MUST** contact us immediately. If not, grant allotments will be delayed.

Please take time now to review the forms and documents in their entirety that have been covered to this point.

Forms and Documents - Examples

To begin the process of releasing your first grant fund allotment, please sign in blue ink, scan, and email the Notice of Award, Purchasing Compliance Agreement, 12-4-14 Statement of Compliance, and 1st Quarter Invoice to: depREAPgrants@wv.gov

		CFDA#	WV CODE	CSR
		N/A	§22-15A-19(h)(1)	33-10
Recipient Type:	Grant Year:	Grant Number:	Mailing Date:	Date of Award:
Non Profit	2018	B41	N/A	01/01/2017
Sub Recipient: (Include FEIN)		Sub Recipient Contact:		
Berkeley County SWA PO Box 1227 Inwood, WV 25428 FEIN# 550685115		Clint Hoggins office@berkeleycountyrecycling.com 304-267-9370		
Project Description:				
To assist with the purchase of a skid loader, scale system, forklift and open top single stream roll-off.				
Performance Period:		Total Sub Grant Award:		
January 1, 2018 to February 28, 2019		\$65,050.00		
NOTICE OF AWARD				
The West Virginia Department of Environmental Protection (WVDEP) under Chapter 22 Article 15A of the Code of West Virginia is authorized to provide grants to assist municipalities, counties, and other interested parties in the planning and implementation of recycling programs, public education programs and recycling procurement efforts.				
This award may be terminated by WVDEP without further cause if the sub recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Sub Grant Unit listed below within 21 days after receipt. This agreement is subject to applicable federal and state statutory provisions, and all terms and conditions of this agreement and any attachments.				
AWARD APPROVAL OFFICE				
ORGANIZATION / ADDRESS				
Randy C. Huffman, Cabinet Secretary West Virginia Department of Environmental Protection 601 57 th Street, S.E. Charleston, WV 25304				
WVDEP Comptroller:	WVDEP Sub Grant Unit:	WVDEP (Project Manager):		
WVDEP Randy Taylor, Comptroller Business & Technology Office 601 57 th Street, S.E. Charleston, WV 25304 Phone: 304-926-0499 ext 1552	WVDEP Gary Rogers, ERS III Business & Technology Office 601 57 th Street, S.E. Charleston, WV 25304 Phone: 304-926-0499 ext 1115	WVDEP Sandy Rogers, REAP Grants Manager Division of Land Restoration 601 57 th Street, S.E. Charleston, WV 25304 Phone: 304-926-0499 ext 1004		
WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION				
Signature of Award Official		Typed Name and Title		Date
Digital signature applied by WVDEP Award Official		Randy C. Huffman, Cabinet Secretary WVDEP		11/27/2016
AFFIRMATION OF AWARD				
BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION				
Signature	Typed Name and Title		Date	

WVDEP-PCA07

PURCHASING COMPLIANCE AGREEMENT

January 1, 2018

As a recipient of a grant from the West Virginia Recycling Assistance Fund, I understand that I must advertise for bids on all purchases or contracts costing \$5,000 or more.

I understand that I must obtain these bids by public notice using a Class II legal advertisement. These advertisements shall be published in the newspaper with the largest circulation serving my general area and will be published twice within fourteen days preceding the final date of submitting bids.

I further understand that all equipment purchased with grant funds shall have a lien attached to that equipment at the time of the purchase, for a period of five years. The West Virginia Department of Environmental Protection shall be the first lien holder on all equipment purchased with grant funds. I am aware that I cannot sell the equipment, or use the equipment as collateral for other financing, during the lien period. In the event that the equipment has not been used for 180 consecutive days, the equipment will be repossessed and placed in a WV recycling operation where it will be used more efficiently and effectively.

I understand that I assume all risk of loss to the equipment and I am responsible for keeping the equipment in good repair through regular and proper maintenance. I agree to keep maintenance records on the equipment and adequately insure the equipment during the lien period.

I understand that the West Virginia Department of Environmental Protection will hold the actual title to all equipment purchased with grant funds, which are required to be titled by the Division of Motor Vehicles. The title shall list the West Virginia Department of Environmental Protection as the first lien holder.

I understand that I will have to sign a Security Agreement on each piece of equipment purchased with grant funds for the West Virginia Department of Environmental Protection.

I understand that failure to comply with the purchasing procedures, holding periods, security agreements, and titling requirements of this agreement will be cause for the disapproval of those grant expenditures, whether during the grant period or the lien period, and that the cost of those expenditures will be reimbursed to the West Virginia Department of Environmental Protection Recycling Assistance Fund.

Signature of Authorized Person _____ Date _____

Organization/Entity (Please Print) _____

Forms and Documents - Examples Cont.

WVDEP SUB GRANT INVOICE			
Request Number:		4	
(must be consecutive)			
MUST BE DATED		WVDEP Use Only	
Date:	/ /	GRTAWD #:	22*98745
Sub Recipient Name:	ACME Solutions	Vendor Id:	*555555
Sub Recipient Contact:	Wiley Coyote	Total Amount Requested:	\$2,140.00
Sub Recipient Address:	PO BOX 697	Funding Period:	Oct. 1 2023 to Dec. 31, 2023
	Acme, WV 22222	CFDA #	
Sub Recipient FEIN:	55-6008912	FINAL PAYMENT	
Phone No:			
Email:	wileycoyote@acme.com	REF:	PAYMENT #4
COMMENTS: REAP GRANT #			
Invoice for final allotment Oct. 1 2022 to Dec. 31, 2022			
Project Description To fund a roll-off container, transportation costs, and recycling bins and bags.			
SUB RECIPIENT APPROVALS		WVDEP APPROVALS	
Sub Recipient Printed Name and Title		WVDEP Printed Name and Title	
Sub Recipient Official Signature	Date	WVDEP Authorized Signature	Date
MUST BE PRINTED & SIGNED IN BLUE INK			

Getting Started

▶ Receiving your First Allotment

- ▶ §33-10-12.7 states “The grant recipient shall deposit the grant immediately upon receipt in a separate checking account.”
- ▶ Grantees that have signed up to receive direct deposit from the State Auditor’s Office, by setup of a wvOASIS vendor account, can move the grant allotment into a separate checking account after the funds have posted to the initial bank account.
- ▶ The account may be interest bearing or non-interest bearing
- ▶ The WVDEP may waive the separate account requirement if the grant recipient meets certain criteria:
 - ▶ Minimal number of grant expenditures (generally 4 or less)
 - ▶ Maintains high level of accountability

Getting Started

- ▶ **Proper receiving, handling, and safeguarding of Cash**
 - ▶ A useful resource to help programs establish and document the procedures for processing Cash (which includes checks) receipts and provide guidelines for the proper receiving, handling, and safeguarding of Cash and Cash equivalents by Spending Units and employees can be found on the West Virginia Treasurer's Office website:
<https://wvtreasury.com/Portals/wvtreasury/content/Banking/Accounting/Cash%20Receipts%20Handbook.pdf?ver=2021-01-07-130935-270>

- ▶ **Organizing Your Grant**
 - ▶ Set up a filing system with the following folders:
 - ▶ Grant Award Documents (NOA, Terms & Conditions, etc.)
 - ▶ Monthly Bank Statements
 - ▶ Invoices for Purchases
 - ▶ Bidding Documents (Affidavits, Ads, Bids Received)
 - ▶ Grant Budget and Modifications
 - ▶ Reports
 - ▶ Equipment Documentation (Maintenance logs, Security Agreements, Certificate of Insurance)

 - ▶ During and after the grant period, DEP representatives conduct site visits, and your records must always be made available upon request during the retention period.

Making Purchases

- ▶ **It's my money, and I need it now!**
 - ▶ Well, no...it's not yours until it has been spent on an approved item in your grant budget
 - ▶ It is allowable to use other funding to make purchases and then reimburse that account
 - ▶ It is NOT allowable to use other funding that creates a primary lien on the item purchased
 - ▶ Grant funds cannot be used to pay interest or penalties

Making Purchases

▶ Methods of Payment

- ▶ You must use a method of payment that is readily traceable:
 - ▶ Check
 - ▶ Debit Card (only on grant account)

▶ Cash transactions are unallowable.

- ▶ Reimbursing cash transactions is unallowable.
- ▶ No personal checks or credit card transactions (personal or otherwise), and reimbursing credit card transactions are unallowable. We do not want folks' personal financial information involved in the reporting and auditing process.

Making Purchases

▶ Purchases Under \$5,000

- ▶ The \$5,000 threshold refers to a single item purchased or a collective purchase of similar or like items.
- ▶ Purchases that have a value of less than \$5,000 are not subject to the bidding requirements.
- ▶ Any attempt to segregate the purchase into sections to avoid bidding requirements is unallowable (i.e. if you have \$6,000 to spend on gaylord boxes, purchasing 50 at a time does not exempt you from bidding requirements. You must bid out with specs stating that you want to purchase small orders throughout the year).

Making Purchases

▶ Purchases Over \$5,000

- ▶ §33-10-12.9 states “The grant recipient shall solicit sealed bids for all purchases which have an estimated value of \$5,000 or more.”
- ▶ This includes but is not limited to equipment, contractors, large orders of homogenous supplies (e.g. Gaylord boxes, recycling containers). This does not include employees of your organization that are paid with grant funds.
- ▶ As an alternative to the class II legal ad, grantees may find cost savings by utilizing state contracts when possible; however, you must still submit your purchase request to us PRIOR to making the actual purchase.
- ▶ To determine cost allocations, grantees are to begin required bid processes no later than November 1. This allows all grant associated costs to be known by the December 31st deadline to modify budgets. This will also help in completing final expenditures before the February 28th deadline.

Making Purchases

▶ Purchases over \$5,000 (Bidding)

You must place a **Class II legal advertisement** in the newspaper with the largest circulation serving your region (e.g., Parkersburg News and Sentinel, Charleston Gazette).

- ▶ The ad must run once a week, for two consecutive weeks
- ▶ The total bidding period must be at least 14 days, from the day the first ad ran in the newspaper until the deadline to receive bids. You can have a longer bidding period if you choose.

You should begin soliciting bids by phone or email after the Class II Legal has been published in the newspaper. You must try to obtain at least 3 bids if possible. A list of contacted vendors will be requested if your bid package has less than three bids attached.

Do not use local county newspapers. You may publish in more than one newspaper if you choose to increase your reach. It is perfectly acceptable to advertise in other regions especially if there are no known vendors in your region for the item sought after.

Making Purchases

► Purchases over \$5,000 (Bidding)

Your Class II legal advertisement should include:

- Specifications of equipment or services (if using a brand/model as a reference you must also state “OR EQUIVALENT”)
- Date/Time of deadline to receive all bids
- Contact Information
- If specifications or other information are lengthy, you may create a separate Specification/Bidding Instruction Sheet and state in your ad “contact us for complete Bidding Instruction/Specification Sheet”
- In your specifications, you may set a time frame for delivery and installation (recommended)
- Include the language “(entity name) reserves the right to accept or reject any and all bids”
- Specify New/Used/or Both; specify that cost of shipping/delivery/installation must be included on the proposal
- State in your advertisement: “Please contact DEP-REAP at 1-800-322-5530 to report your bid submission.”
- **Call us if you are unsure of the ad you have written or want to review it with someone before publishing

Making Purchases

▶ Selecting a Bid

- ▶ Determine the lowest bid that meets all your advertised specifications
- ▶ **Prior to making a purchase** you must email your bid package to depREAPgrants@wv.gov which must include:
 - ▶ A copy of your Class II legal ad and publisher's affidavit
 - ▶ Specification sheet and/or instructions to bid
 - ▶ All bids that you received and a list of at least 3 vendors you contacted to solicit sealed bids if you have less than three bids
 - ▶ A letter/statement indicating which bid you selected and why
- ▶ **You must receive REAP Office approval for the bid package before proceeding with the purchase**

Making Purchases

▶ Selecting a Bid cont'd

- ▶ We encourage you to call vendors and solicit sealed bids once the ad is published in the newspaper.
- ▶ If you received zero bids during the bidding period and did not attempt to solicit and obtain at least 3 bids, you will have to repeat the Class II legal ad bidding process.
- ▶ If zero bids are received even after solicitation, you will be required to submit a list of vendors that were contacted to the REAP Office. Next, you will work with the Grant Program Manager on how to proceed with your purchase.
- ▶ **NO PURCHASES (over \$5,000) ARE TO BE MADE UNTIL APPROVAL FROM DEP-REAP IS RECEIVED.**

Making Purchases

- ▶ **Why do I submit my bid package?**
 - ▶ REAP will:
 - ▶ Assure that the bid you selected meets all the specifications of your legal ad
 - ▶ Assure that the bid you selected is the lowest or most reasonable bid
 - ▶ Approve, reject, or make another recommendation as to which bid you accept
 - ▶ You will be notified by email as to the decision

Making Purchases

▶ Equipment Purchases

- ▶ A lien will be placed on all equipment that has a purchase value of \$1,000 or more, regardless of whether the equipment is required to be titled.
- ▶ The WVDEP shall hold title on equipment purchased with grant funds and be listed as the first lien holder.
- ▶ The lien requirement applies regardless of whether the equipment was purchased entirely with grant funds, or only partial grant funds.
- ▶ If you have unwanted/unused equipment, even if it is no longer under lien, please let us know so that we can assist in finding that item a new home.

Making Purchases

▶ Equipment Purchases

▶ Security Agreements

- ▶ When you receive your equipment, you must complete a Security Agreement Form, have it notarized, and mail the original to the REAP Grant Program office immediately.
- ▶ The WVDEP will file the Security Agreement and record a Uniform Commercial Code (UCC) with the WV Secretary of States Office.
- ▶ All liens are attached for a period of five (5) years from the date of the grant award or a period determined appropriate by the WVDEP.

Making Purchases

▶ Insurance for your Equipment

- ▶ All grant recipients are required to carry insurance on all equipment purchased with grant funds for the entire duration of the lien period.
- ▶ The West Virginia Department of Environmental Protection shall be listed as the certificate holder on the insurance policy using the WVDEP address.

Encumbrance of Grant Funds

- ▶ Grant funds are encumbered once a bid has been accepted by the grantee which creates a contract between two parties.
- ▶ For instance, you advertise and accept a bid for a baler in October 2023, but the delivery and subsequent payment will not occur until March 10, 2024. The grant cycle ends on February 29th. Can you expend those funds after February 29th? The answer is yes. You may expend those grant funds after the end date because the piece of equipment was bid out and the winning bid was accepted prior to the grant cycle ending so those funds are considered encumbered.
- ▶ If you have any questions whatsoever regarding this, please contact us prior to expending the funds in question.

Reporting

▶ Quarterly Reports

▶ Reporting Schedule

<u>Quarter Ending</u>	<u>Report Due Date</u>
March 31, 2023	April 30, 2023
June 30, 2023	July 31, 2023
September 30, 2023	October 31, 2023
December 31, 2023	January 31, 2024

Most Importantly: You are also required to file a 5th, **Final Comprehensive Report** at the end of the grant period. It is due on **March 31, 2024**.

****Any entity failing to meet the final comprehensive report deadline will be penalized by becoming ineligible for a future recycling grant for the next 2 years following receipt of the late report.**

Reporting

- ▶ Quarterly Reports

(A training attachment was included in your grant package with an example quarterly report for your reference)

- ▶ Submitting your quarterly reports

- ▶ You must submit your report to WVDEP regardless of whether you have expenditures or not.
- ▶ The report can be mailed or emailed (must be color scan to show blue signatures) to:
depREAPgrants@wv.gov

Reporting

- ▶ **Quarterly Reports**

- ▶ **Report Coversheet**

- ▶ Report Cover Sheet- complete and submit to provide the following information:
 - ▶ Your organization's name
 - ▶ The quarter for which you are filing
 - ▶ Check list - to ensure that all required information is included in your report before you submit it

Reporting

▶ Quarterly Reports

▶ Quarterly Progress Summary (RG-3):

Complete and submit to provide the following information:

- ▶ Grantee contact information
- ▶ Summary of accomplishments during the quarter
- ▶ Summary of what you expect to accomplish in the next quarter
- ▶ Base your summaries on the timeline graph submitted in your proposal

Reporting

▶ Quarterly Reports

▶ Quarterly Material & Equipment Data (RG-3A):

Complete and submit to provide the following information:

- ▶ List material recycled during the quarter
 - ▶ Amount Collected (coming into your operation)
 - ▶ Amount Recycled (going out of your operation)
- ▶ List of equipment purchased during the quarter
 - ▶ Describe the equipment and brand (e.g., Ford box truck)
 - ▶ Serial number (or other product number)
 - ▶ Mileage or hours (at time of purchase)
 - ▶ Whether it is new or used

Reporting

▶ Quarterly Reports

▶ Expenditure Report (RG-3B):

- ▶ **Original Approved Budget** - Details your current approved budget. (Identical to your Budget Analysis Sheet. Refer to the training attachments example RG-3B and example budget analysis and view together to see format and how to set up your expenditure tracking sheet).
 - ▶ Does not change unless you get a budget modification
- ▶ **Remaining Budgeted Amounts** - Amount of funding, per line item, remaining in your budget from the previous quarter and/or before any expenditures during the current quarter.
 - ▶ Should equal **Remaining Budgeted Amounts Carried Forward** from previous quarter's report
- ▶ **Interest Earned** - If any interest was earned during the quarter enter the total interest earned for the three months in the box.
- ▶ **Check O/S** - You are required to submit your bank statements for the quarter along with your report. If any check written during the quarter is not shown on the bank statements, enter a checkmark next to those checks in this column.

▶ Expenditure Report (RG-3B)

(Example 1: Entering Budget line items)

Reporting

▶ Quarterly Reports

- ▶ **Left half of form** - Enter Check Number, Date, Who the check was written to, and the full amount of the check.
- ▶ **Right half of form** - From each check, enter the amount you want applied to a specific budgeted line item or items.

▶ Expenditure Report (RG-3B)

(Example 2: Entering expenses in budget columns)

- ▶ Totals - Enter the total amount of expenditures for the quarter in each column
- ▶ Remaining Budgeted Amounts Carried Forward:
 - ▶ For each column:
 - ▶ **Remaining Budgeted Amount minus Totals**

Reporting

▶ Quarterly Reports

▶ Personnel Time Sheet (RG-3C)

- ▶ For employees in an administrative, educational, or managerial capacity only (e.g., recycling coordinators, executive directors, facilities manager)
- ▶ Whether salaried or hourly, you must enter days and hours worked.
- ▶ What did you do that day?

Reporting

▶ Quarterly Reports

▶ Expenditure Cover Sheet:

- ▶ Attach one of these forms to each invoice you submit as evidence of your grant expenditure.
- ▶ Information on this form must correspond to the expenditure listed on the RG-3B.
- ▶ Attach copy of check. If your bank statements have check imaging, you do not have to attach a copy of the check.

Reporting

▶ Final Comprehensive Report

▶ Cover Sheet / Check Off List

- ▶ Name of organization
- ▶ Ensures that all items required to be included in your report are submitted.

Reporting

- ▶ **Final Comprehensive Report**
- ▶ **(Please view the blank forms of this report while training)**
 - ▶ Page 1
 - ▶ Summary of your project/operation
 - ▶ What area your project/operation collects from
 - ▶ How your materials are collected
 - ▶ Is the material processed at your facility
 - ▶ What methods of processing and preparing material do you use
 - ▶ Do you ship to an end user or other intermediate processing facility or does your market pick up the materials at your facility

Reporting

▶ Final Comprehensive Report

▶ Page 1

▶ Summary of successes and failures

- ▶ Did you accomplish the tasks you planned to complete in your grant proposal
- ▶ Why do you consider it a success? Did it increase productivity or efficiency? If so, by how much?
- ▶ Failures - What was unable to be accomplished and why?

Reporting

▶ Final Comprehensive Report

▶ Page 2

▶ Budget Information

▶ Governmental Entities

- ▶ Total Costs of operating your project for the year, which is grant dollars plus other funding required to operate your project

▶ Private Sector

- ▶ Can use either Total Costs or grant dollars only when reporting your project costs

Reporting

▶ Final Comprehensive Report

▶ Page 2

▶ Evaluation of Community Support

▶ Estimated Total Population

- ▶ Based on the Census count, what is the total population of the counties or municipalities you believe has reasonable access to your project/program, whether they participate or not

▶ Estimated Number of People Participating

- ▶ How many people do you believe participate in your project

Reporting

▶ Final Comprehensive Report

▶ Page 2

▶ Analysis of Economic Development Achievements

- ▶ Were any jobs created as a result of your project
- ▶ Did any other businesses develop as a result of your project

Reporting

- ▶ Final Comprehensive Report

- ▶ Page 3

- ▶ Solid waste diversion

- ▶ List all material that you recycled during the 12-month grant period and the amount of each material recycled.
 - ▶ Easiest way to get this total is by adding all the amounts recycled from your quarterly reports.

- ▶ Cost per ton to recycle

- ▶ Total Cost During Grant Period = Total balance from list of costs on page 2 of the comprehensive report
 - ▶ Total Tonnage Recycled = Amount of solid waste diverted, from first question on page 3 of comprehensive report

Reporting

▶ Final Comprehensive Report

▶ Page 3

▶ Future of your program

- ▶ Explain how your program will be able to continue without future grant funding. Does it generate enough revenue on its own to continue operations?

▶ Complete accounting of grant funds

- ▶ Unless there have been any changes, you can attach copies of the RG-3B forms from your previously submitted quarterly reports and complete an RG-3B for the period from January 1, 2024, to February 28, 2024. Also include the expenditure cover sheets, copies of invoices/payment and bank statements for expenditures made during this final period of January 2024 through February 2024 as you did in previous reports.

Other Requirements

▶ On Site Visits by DEP

▶ During your grant period

- ▶ A DEP representative will conduct periodic site visits to your operation to:
 - ▶ Review your grant records and to possibly resolve any discrepancies with your grant expenditures
 - ▶ Tour your operation
 - ▶ Discuss any issues you may have with your grant

Other Requirements

▶ On Site Visits by DEP

▶ After the grant period

- ▶ A DEP representative will conduct annual site visits after your grant period if you purchased equipment to:
 - ▶ Ensure that the equipment is still in operation for the purpose intended
 - ▶ Ensure that the equipment is being properly maintained
 - ▶ You will be required to complete a questionnaire relating to each piece of equipment

Other Requirements

Budget Adjustments

▶ RG-5 Budget Modification Form

- ▶ Budget Adjustments will be considered if:
 - ▶ Your request does not materially alter the original grant proposal approved by the review committee
 - ▶ Your request is a result of conservative spending, allowing any remaining funding from other line items to be rebudgeted
- ▶ Submitting your request
 - ▶ All requests must be on form RG-5
 - ▶ You must attach a letter of justification to the RG-5 explaining your reasons for the change
 - ▶ Must be submitted on or before **December 31**

Other Requirements

- ▶ **Request for a Time Extension**
 - ▶ Extensions to spend grant funding or to file reports beyond the required grant period(s) are not considered. Any funds expended after the February 29, 2024, deadline must be encumbered during the grant cycle by means of contract or other legal agreement.
 - ▶ Failure to file your final comprehensive report by **March 31, 2024**, will cause the grant recipient to be ineligible for funding for two years from the date the report is received

Other Requirements

▶ Post Grant Requirements

▶ Record Retention

- ▶ All financial records, supporting documents, statistical information, and all other records relating to the grant shall be retained for a period of five years
- ▶ All grant records shall be made available to DEP upon request an any time during the retention period

Other Requirements

▶ Audit Submissions

- ▶ WV Code §12-4-14 requires grant recipients to submit to the granting agency a report prepared by an independent CPA attesting to the grant expenditures or a sworn statement of expenditures, whichever may apply, within 2 years after the grant period
 - ▶ \$50,000 or more - report attested by a CPA
 - ▶ Less than \$50,000 - sworn statement of expenditures

Contacts

▶ REAP Staff

- ▶ REAP mailbox: depreapgrants@wv.gov

Created to speedup response time to grantees.

- ▶ Niki Davis, REAP Office Programs Supervisor
 - ▶ Phone: (304) 926-0499 Ext. 49755
 - ▶ Email: Niki.N.Davis@wv.gov
- ▶ Travis Cooper, Environmental Resources Specialist II
 - ▶ Phone: (304) 926-0499 Ext. 49754
 - ▶ Email: Travis.L.Cooper@wv.gov
- ▶ Lisa Facemyer, Office Assistant
 - ▶ Phone: (304) 926-0499 Ext. 49757
 - ▶ Email: Lisa.I.Facemyer@wv.gov

Contacts

▶ Fiscal Staff

▶ Kathy Anderson, Financial Reporting Specialist I

▶ Phone: (304) 926-0499 Ext. 41932

▶ Email: Kathy.Anderson@wv.gov

▶ Gary Rogers, Accounting Manager

▶ Phone: (304) 926-0499 Ext. 41946

▶ Email: Gary.W.Rogers@wv.gov



Have questions or need
clarification?

Please contact the grant
program staff; no matter how
big or small the issue is.
We are here to help you!