



WELCOME TO THE MEETING

- All participants are joining in mute-only mode
- Please keep your video off so that it does not interfere with the recording
- Instructions on how to ask questions or make comments will be provided once the meeting begins
- Presentation and recording available at:
<https://epd.georgia.gov/recycling-waste-reduction-and-diversion-grant>





GEORGIA
DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

Recycling, Waste Reduction, and Diversion Grant

Reporting and Invoicing Webinar

February 22, 2023 @ 10:00 AM

Lena Chambless, Sarah Knapp, Scarlett Fuller
Recovered Materials and Abatement Program
Recovered Materials Unit Grant Team
Georgia EPD



SWTF GRANT PROGRAM CONTACTS

Your fabulous grant team...

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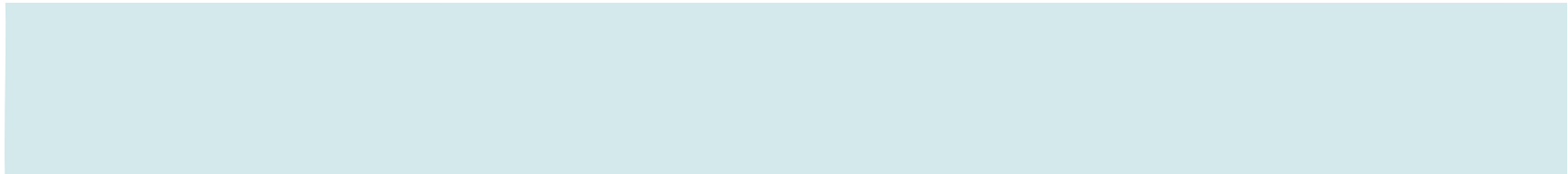
470-524-0532



Send Questions to: SWTF.Grant@dnr.ga.gov



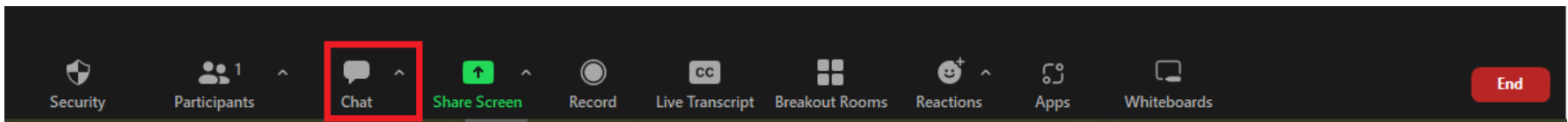
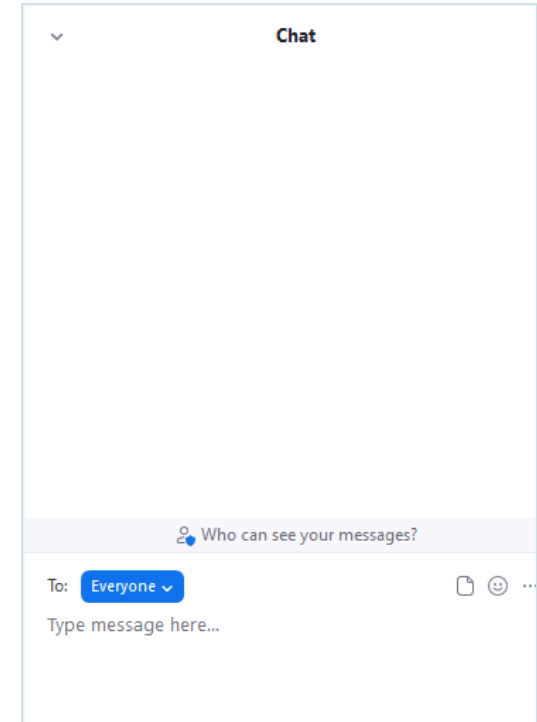
CONGRATULATIONS!





HOUSEKEEPING

- We will review questions at the end of the presentation.
- If you have joined online, use the chat at the bottom of the screen to ask questions or comments.
- Please list your name and affiliation in the chat to be added for the queue.
- If you type your comment or question in the chat, we will read your question in the order it was received.

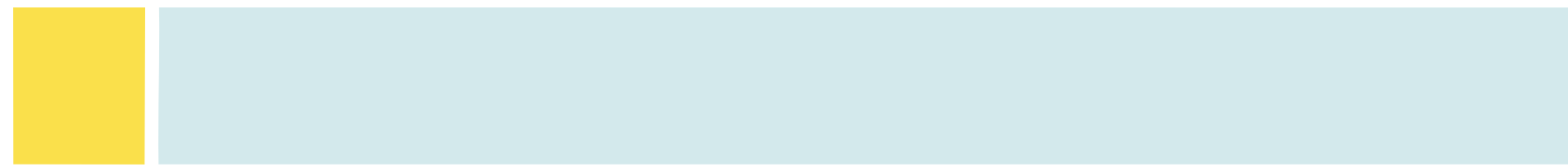
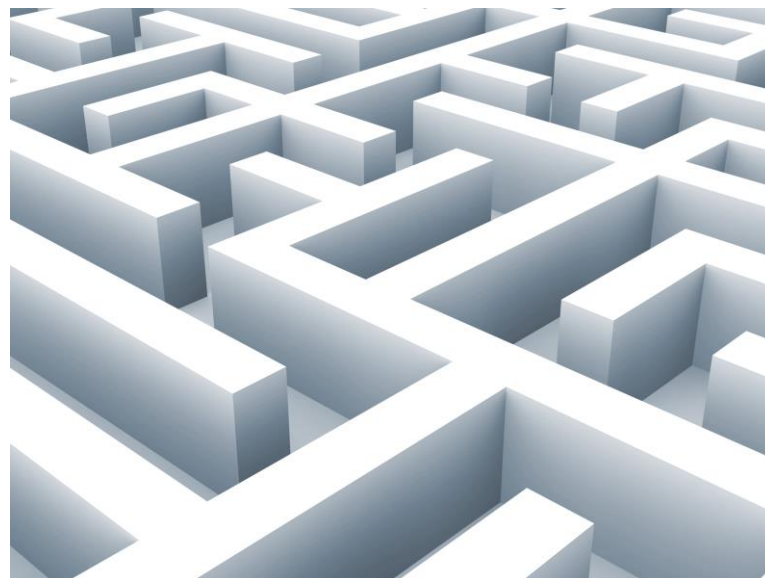




AGENDA

You've been awarded. Now what?

- **Reporting**
 - Dates & Forms
- **Invoicing**
 - Over budget line items
- **Question and Answer Session**



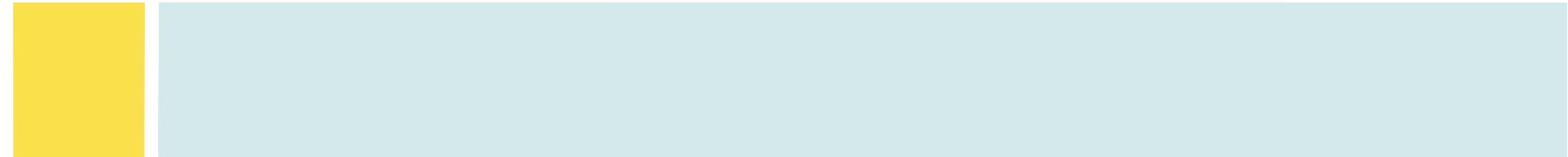


AWARDEE NEXT STEPS

- **By now, you should have received:**
 - Fully executed agreement
 - Reporting form
 - Reimbursement form
- **Project should commence within 30 days of effective date (date signed by Director)**
 - Follow project timeline
- **Project must be completed within 24 months of effective date**



QUARTERLY REPORTS





REPORTING

- Recipients are required to submit **Quarterly Reports** to EPD throughout the duration of the project to document progress.

2023 Quarterly Report Due Dates:

March 31, 2023

June 30, 2023

September 30, 2023

December 31, 2023

- A **Final Report** must be submitted within 90 days at the end of the project. It should include:
 - A summary of the project
 - Metrics quantifying the project's success



REPORTING

Recycling, Waste Reduction, and Diversion Grant QUARTERLY REPORT FORM

1. Agreement #:

2. Page: /

3. Date:

4. Grantee:

5. Project Name:

6. Project Completion %:

7. Quarter:

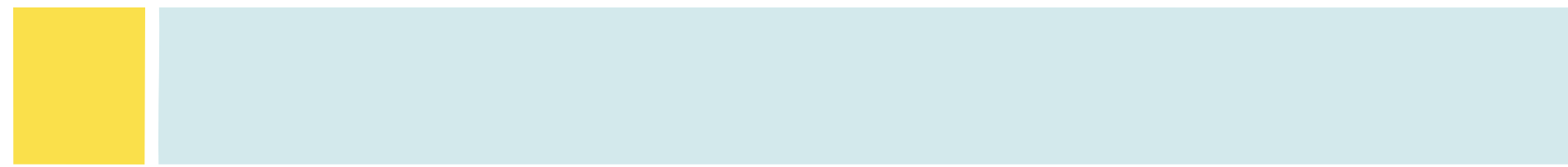
8. Is this the Final Report? Yes No



REPORTING

Metrics

List the metrics described in your application:





REPORTING

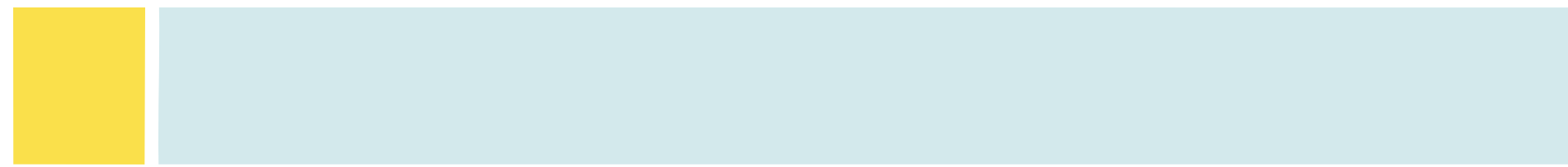
Item	Project Activities Completed this Quarter
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

- Include pictures
- Submit to swtf.grant@dnr.ga.gov





INVOICING – REIMBURSEMENT REQUESTS





INVOICING

Reimbursement Request Form

- Grant recipients must submit a Reimbursement Request Form to EPD with invoices/receipts and proof of payment for grant expenditures.
- Reimbursement Request Forms may be submitted along with the Quarterly Reports or as needed, OR no more than once every 30 days.
- Final reimbursement requests must be submitted within 90 days of project completion.
- Description of the reimbursement requested expense should match the description provided in your submitted budget.
- Documentation for proof of payment must be provided and may include expenditure ledger along with a cancelled check.



INVOICING

Tip: This is the same information as in your quarterly report. Copy this information and save as a template so you don't have to repeat the same information each time

Recycling, Waste Reduction, and Diversion Grant REIMBURSEMENT REQUEST FORM

1. Reimbursement Request Number:

2. Page:

1/

3. Agreement #:

4. FEIN #:

5. Date:

6. Grantee:

7. Project Name:

8. Project Completion %:



INVOICING

Project History

9. Total Grant Amount:

10. Total In-Kind Match:

11. Total Cash Match:

12. Total Project Amount:

\$0.00

13. Execution Date:

14. Completion Date:

The total project amount will auto-calculate

Tip: Enter this information and save as a template so that you don't have to repeat each time



INVOICING

Request This Period

15. Period From: 16. To: 17. Is this for Final Reimbursement? Yes No

Include proof of payment for reimbursement. Include documentation to demonstrate cash or in-kind match.

Item	Expense Description	Reimbursement	Cash Match	In-Kind Match
1	purchase of bins			
2				
3				
4	staffing expenses for event management			
5				
6				
7	signage			
8				
9				
10				
11				

Submit this form and all supporting documentation to swtf.grant@dnr.ga.gov.



INVOICING

Over Budget Line Items

- What do I do if an estimated budgeted item is now overbudget?
 - Send an email to SWTF.grant@dnr.ga.gov describing the budgeted item for approval to proceed.
 - We will continue to process up to the award amount and then submit an amendment towards the end of the grant life cycle.
 - Item must be the same as what was included in your initial application.





QUESTIONS?

List your name and affiliation to be added to the queue for comments and questions.

