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:
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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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
**Metrics**

| List the metrics described in your application: |
REPORTING

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Activities Completed this Quarter</th>
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<tbody>
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- 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.
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.
INVOICING

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Expense Description</th>
<th>Reimbursement</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
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<tbody>
<tr>
<td>1</td>
<td>purchase of bins</td>
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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.