

# RWD AND TIRE GRANTS REPORTING AND INVOICING

Recovered Materials and Abatement Program  
Solid Waste Trust Fund Grant Program



## Welcome to the Meeting

- Please keep your video off so that it does not interfere with the recording
- Presentation and resources available at:  
<https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/solid-waste-0>



# Solid Waste Trust Fund Grant Program Team



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<https://epd.georgia.gov/solid-waste-trust-fund-grant-program>

# Agenda

Reporting

Invoicing

Question and  
Answer Session

# Logging In

The screenshot shows the login interface for the Tire Products Grant Portal. At the top, there is the Georgia Department of Natural Resources logo and the text "ENVIRONMENTAL PROTECTION DIVISION". Below this, the page is titled "Tire Products Grant Portal".

On the left side, there are three sections:

- First time here?**: A link to "Sign Up" to create a new login.
- Returning User?**: A link to "Log In" and a link for "Forgot your password?". A note states: "If you created a profile under the Recycling and Waste Division Grant or STAR Grant portals, you will use that same email and password to sign in. Sign in to pick up where you left off."
- Forgot your password?**: A link to "Forgot your Password?" with a note: "Click 'Forgot your Password?' A recovery email will be sent to create a new password."

On the right side, there is a "Sign In" form with fields for "Email" and "Password", a "Log In" button, and a "Need an Account?" section with a "Sign Up" button.

At the bottom, there is a "wizehive" logo.

- Navigate to the individual grant login screen
- Current awardees will begin by clicking the “Forgot your password?” button
- Users will then follow the steps entering the email of the main point of contact that was listed on your application

The screenshot shows the user profile completion page. At the top, it says: "Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click 'Edit'." Below this is a "Profile" card with a "Complete" button and an "Edit" button.

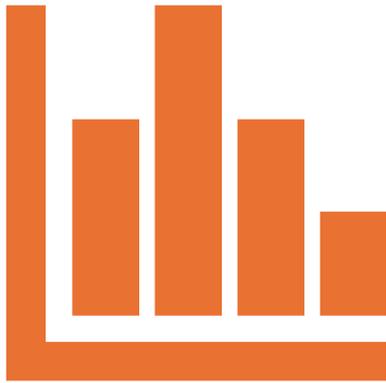
Below the card, it says: "Now that you have created your profile, you can begin the submission process for the FY25 Tire Products Grant application. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required."

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **gray**, no action is needed at this time. For questions, please reach out at [swtf.grant@dnr.ga.gov](mailto:swtf.grant@dnr.ga.gov).

For more information about the SWTF Grant Program and Zengine please go to [EPD's Website](#).

At the bottom, there is a card for "DNR | Test" with a status bar that is blue. A red arrow points to this card. Below the card, it says "Created on 09/10/2024" and there is a button labeled "Active Grant Reporting".

- Once users have successfully reset your password and logged in, users will be taken to the grant homepage
- To access all of the reporting and invoicing forms, users will click on the “Active Grant Reporting” card.



# Quarterly Reports

# Quarterly Reports

The screenshot displays a user interface for grant management. At the top, there is a section titled "Quarterly Reports" with a blue "Open" button. Below this is a section titled "Active Grant Reporting" with a blue minus sign icon and a grey "Close Project" button. Under "Active Grant Reporting", there are two items: "Final Report" with a blue "Open" button and the text "Submit your final report when the project is complete", and "Reimbursement Requests" with a blue "Open" button. Both items have "Action Required" written in blue text to their right.

After logging into the grant portal and accessing your project, you will see three new sections at the top of the page.

- Quarterly Reports
- Final Report
- Reimbursement Requests

# Quarterly Reports

Quarterly Reports

Please click Open to access reports. You can filter the list to view reports with "Action Required" or "Past Due"

[Open](#)

**Active Grant Reporting** [Close Project](#)

**Final Report** [Action Required](#) [Open](#)

Submit your final report when the project is complete

**Reimbursement Requests** [Action Required](#) [Open](#)

The Quarterly Reports are located at the top of the page.

Users will hit the “Open” button to access the quarterly reports.

# Quarterly Reports

The screenshot displays a user interface for 'Quarterly Reports'. At the top left, the title 'Quarterly Reports' is shown next to a 'Close' button. On the top right, there is a 'View:' dropdown menu currently set to 'All'. Below this, a list of four report entries is shown, each in a white box with a light gray border. Each entry contains the text 'Quarterly Report', a date-related field, and a blue 'Open' button. The first entry has a 'Due Date: September 30, 2024' and a blue 'Action Required' label. The second entry has a 'Start Date: October 1, 2024'. The third entry has a 'Start Date: January 1, 2025'. The fourth entry has a 'Start Date: April 1, 2025'.

| Report Title     | Due/Start Date               | Status          | Action |
|------------------|------------------------------|-----------------|--------|
| Quarterly Report | Due Date: September 30, 2024 | Action Required | Open   |
| Quarterly Report | Start Date: October 1, 2024  |                 | Open   |
| Quarterly Report | Start Date: January 1, 2025  |                 | Open   |
| Quarterly Report | Start Date: April 1, 2025    |                 | Open   |

If users open the Quarterly Reports section, they will be able to access all of the quarterly reports.

Note that only one report is open at a time.

# Quarterly Reports

**Project Completion Percentage \***

Percent of project completed

**Project Activities Completed this Quarter**

**Describe the project activities completed this quarter**  
For example, "tore up existing surfacing" or "poured new rubber asphalt mix".

**Completed Item 1 \***

**Completed Item 2**

**Completed Item 3**

**Completed Item 4**

**Completed Item 5**

The first section of the quarterly report includes:

- Project Completion Percentage
- Project Activities Completed this Quarter

# Quarterly Reports

## Project Activities In Progress

Describe the project activities in progress this quarter. For example, "Continue materials testing".

**In Progress Item 1**

**In Progress Item 2**

**In Progress Item 3**

**In Progress Item 4**

**In Progress Item 5**

## Supporting Documents

Include pictures, reports, etc, along with this quarterly report depicting project activities.

**Supporting Upload 1**

**Supporting Upload 2**

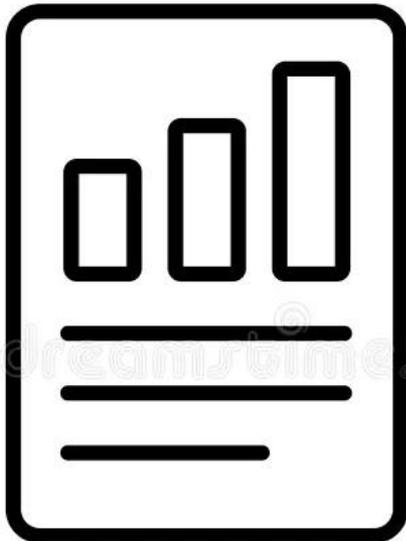
**Supporting Upload 3**

Last saved at 8:53:35 AM

The second part of the quarterly report includes:

- Project Activities In Progress
- Supporting Documents

# Quarterly Reports



quarterly report

## Things to Keep in Mind

- Reported activities should match activities listed in your project timeline
- Give detailed information about activities completed and in progress
- Tip: when evaluating project completion and activities, review your application to ensure proper reporting

# Example

## Timeline Example

| Activity Line Item                | Timeline      |
|-----------------------------------|---------------|
| Begin Baler Procurement           | October 2023  |
| Purchase Baler                    | November 2023 |
| Baler installation and electrical | January 2024  |
| Begin baler operations            | February 2024 |

## Reporting Example

**Project Completion Percentage \***

Percent of project completed

**Project Activities Completed this Quarter**

**Describe the project activities completed this quarter**  
For example, "tore up existing surfacing" or "poured new rubber asphalt mix".

**Completed Item 1 \***

**Completed Item 2**

**Project Activities In Progress**

**Describe the project activities in progress this quarter** For example, "Continue materials testing".

**In Progress Item 1**

# Quarterly Reports – Supporting Documents

We want to see some pictures!



# Quarterly Reports

The screenshot displays a web interface titled "Quarterly Reports". In the top right corner, there is a "Close" button and a "View:" dropdown menu currently set to "All". Below this, a list of three report entries is shown, each in a light gray box with a shadow. The first entry is labeled "Quarterly Report" and has a status of "Completed" on the right, with a "View" button. The second entry is also labeled "Quarterly Report" and includes the text "Start Date: October 1, 2024" on the right, with an "Open" button. The third entry is labeled "Quarterly Report" and includes the text "Start Date: January 1, 2025" on the right, with an "Open" button.

After users have filled out all required sections and hit the “Mark Complete” button, they will have submitted the quarterly report.

Please note that you will not be able to edit the report after submitting.

# Reporting Schedule

## 2024 Quarterly Report Due Dates:

~~March 31, 2024~~

~~June 30, 2024~~

**September 30, 2024**

**December 31, 2024**

## 2025 Quarterly Report Due Dates:

**March 31, 2025**

**June 30, 2025**

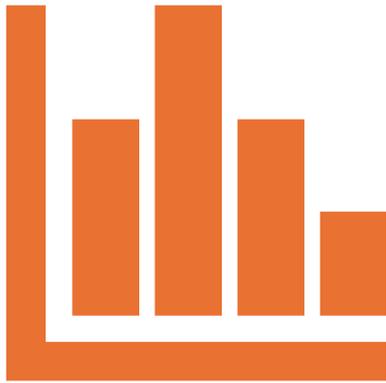
**September 30, 2025**

**December 31, 2025**

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

A Final Report must be submitted within 90 days at the end of the project.

Grant Staff will issue reminders for when Quarterly Reports are due.



# Final Report

# Final Report

The screenshot displays a user interface with three main sections. The top section is titled "Quarterly Reports" and includes an "Open" button. The middle section is titled "Active Grant Reporting" and contains two items: "Final Report" and "Reimbursement Requests". The "Final Report" item has a red box around its "Open" button. The "Reimbursement Requests" item also has an "Open" button. A "Close Project" button is located in the top right of the "Active Grant Reporting" section.

Quarterly Reports Open

Please click Open to access reports. You can filter the list to view reports with "Action Required" or "Past Due"

**Active Grant Reporting** Close Project

Final Report Action Required Open

Submit your final report when the project is complete

Reimbursement Requests Action Required Open

The Final Report is located under the “Active Grant Reporting” section. Users will hit the “Open” button to begin filling out the final report.

# Final Report

Final Report ▾ Save Draft Mark Complete Close

**Project Completion Date**

**Grant Type \***

**Supporting Documents**  
Include pictures of the completed project.

**Supporting Document 1** **Supporting Document 2** **Supporting Document 3**

For the Tire Grant, users will first have to select which track they were awarded for before developing the report.

# Final Report

**Project Completion Date**  
10/18/2024

**Grant Type \***  
Tire Products

**Project Summary and Metrics**

**Final amount (lbs.) of TDP used in the project \*** **Provide an overall summary of the project \***

12,000

Test

**Outreach**  
Describe how you shared information about the project with the community

Test

**Supporting Documents**  
Include pictures of the completed project.

**Supporting Document 1** **Supporting Document 2** **Supporting Document 3**

+ Select a file   + Select a file   + Select a file  

The Final Report includes:

- Project Completion Date
- Narrative about what the project accomplished
- Metrics
- Supporting Documents

# Final Report



## Things to Include

- Overall summary of the project
- Detailed description of project accomplishments
- Project metrics
  - RWD: Tons of materials recycled or waste diverted
  - Tire Products: Tons of TDP utilized in the project
  - Tire Research: Industry impacts and innovations
  - Other metrics as identified in the application
- Include photos and other supporting materials

# RWD City of Norcross Final Report



The City of Norcross was awarded \$40,000 to hold a Household Hazardous Waste Collection Event. The event was held in June of 2023.

- 115 vehicles participated
- 2,820 lbs. of household hazardous waste diverted from the landfill
- 20% reduction in residential bin contamination

# Tire City of Snellville Final Report



The City of Snellville was awarded \$174,993 to install pour-in-place surfacing at two playgrounds. An estimated **63,750 lbs.** of TDP were used.

# Final Report

DNR | Test Order by: Newest to Oldest ▾

Quarterly Reports Open

Please click Open to access reports. You can filter the list to view reports with "Action Required" or "Past Due"

☰ Active Grant Reporting Close Project

Final Report Complete Edit

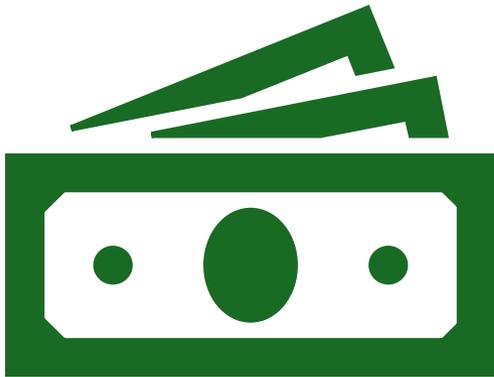
Submit your final report when the project is complete

Reimbursement Requests Action Required Open

After completing all required sections and hitting the “Mark Complete” button, users will have successfully submitted their Final Report.

Users will still be able to edit the report until they close out the project.

Questions?



# Invoicing – Reimbursement Requests

# Reimbursement Requests

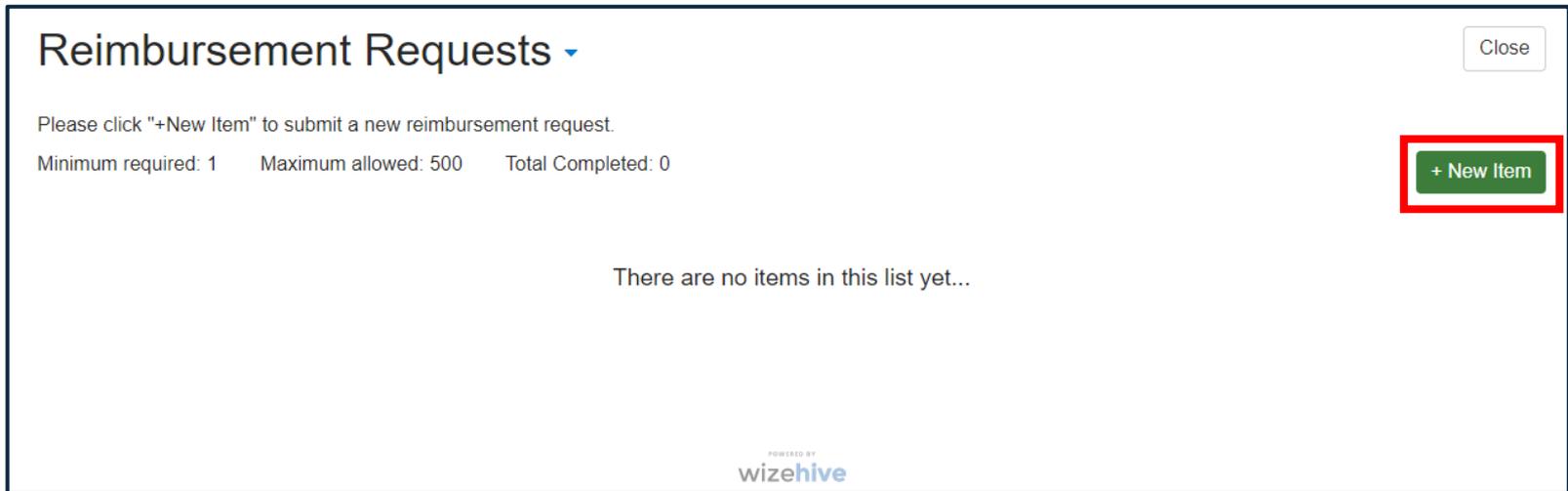
The screenshot displays a web interface with the following elements:

- Quarterly Reports**: A section with a blue **Open** button and a note: "Please click Open to access reports. You can filter the list to view reports with 'Action Required' or 'Past Due'".
- Active Grant Reporting**: A section header with a minus sign icon and a grey **Close Project** button.
- Final Report**: A card with the text "Submit your final report when the project is complete", a blue **Open** button, and the status "Action Required".
- Reimbursement Requests**: A card with a blue **Open** button (highlighted with a red box) and the status "Action Required".

Reimbursement Requests are located under the “Active Grant Reporting” section.

Users will hit the “Open” button to begin.

# Reimbursement Requests



Reimbursement Requests ▾

Please click "+New Item" to submit a new reimbursement request.

Minimum required: 1    Maximum allowed: 500    Total Completed: 0

+ New Item

There are no items in this list yet...

POWERED BY  
wizehive

The screenshot shows a web interface for 'Reimbursement Requests'. At the top left is the title 'Reimbursement Requests' with a dropdown arrow. To the right is a 'Close' button. Below the title is a instruction: 'Please click "+New Item" to submit a new reimbursement request.' Underneath are statistics: 'Minimum required: 1', 'Maximum allowed: 500', and 'Total Completed: 0'. A green button with a white plus sign and the text '+ New Item' is highlighted with a red rectangular border. Below this is the text 'There are no items in this list yet...'. At the bottom center is the logo 'POWERED BY wizehive'.

Users will be taken to the Reimbursement Requests landing page.

To begin, users should hit the “New Item” button.

# Reimbursement Requests

**Project Type**

Research and Innovation

---

**Request**

**Reimbursement Request Number:**

1

**Date: \***

10/12/2024

Date of reimbursement request form submission

**Is this for Final Reimbursement? \***

Yes

No

**Period**

**Date From**

08/28/2024

**Date Through**

09/20/2024

Users will begin by indicating:

- Request number
- Date of submission
- If this is for Final Reimbursement
- Period of request

# Reimbursement Requests

How many reimbursement items are you submitting for? \*

Please enter a number 1-10. If there are more than 10, please fill out this form again after you complete the 10th item.

Item Name 1 \*  Reimbursement Request Amount \*

Description \*

Cash Match \*  In-Kind Match \*

Request Summary

Total Reimbursement

Total Cash Match  Total In-Kind Match

Supporting Documents

Supporting Document \*

Supporting Document

Supporting Document

Users then will indicate how many items they would like to submit. After entering the desired number of items, additional questions will appear. There will also be a section to upload supporting materials.

# Reimbursement Requests

## Reimbursement Requests ▾

Close

Please click "+New Item" to submit a new reimbursement request.

You have met the required minimum for this step. You can continue adding items if necessary up to the stated maximum.

Minimum required: 1    Maximum allowed: 500    Total Completed: 1

+ New Item

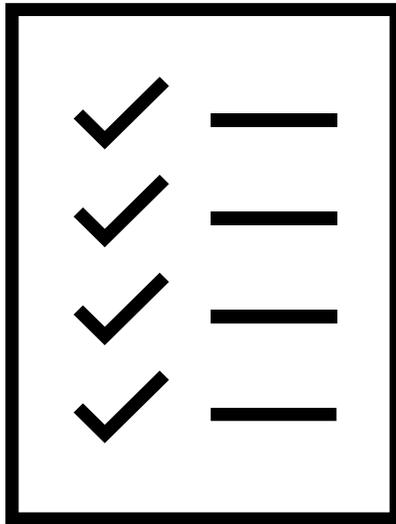
| Request Number ▾ | Date: ▾    |      |
|------------------|------------|------|
| 1                | 10/12/2024 | Edit |

POWERED BY  
wizehive

After hitting the “Mark Complete” button, the request will show up on the landing page.

You will be able to submit as many requests as needed.

# Reimbursement Requests



- ✓ Do the line items you are requesting reimbursement for match what is on your budget? (Use the exact language from your budget)
- ✓ Do you have invoices for each line item you are requesting reimbursement for?
- ✓ Do you have proof of payment for each of the line items you are requesting reimbursement for?
- ✓ Have you included all documentation for any match items?
- ✓ Have you labeled any documents that go together or grouped them together?

# Example Reimbursement Request

**Running Total of Grant Funds Requested**

\$ 53,306.40

**Total Project Cost (including TDP and associated services)**

\$ 75,000.00

| Budget Line Item *        | Grant Funds Requested |
|---------------------------|-----------------------|
| Poured In Place Surfacing | \$ 53,306.40          |

**Are the funds attributable to a GA business? \***

Yes

No

Budget

**Reimbursement Items**

**How many reimbursement items are you submitting for? \***

1

Please enter a number 1-10. If there are more than 10, please fill out this form again after your complete the 10th item.

| Item Name 1 *             | Reimbursement Request Amount * |
|---------------------------|--------------------------------|
| Poured In Place Surfacing | \$ 53,306.40                   |

**Description \***

Poured In Place Surfacing from Softline Solutions (Highlighted on Invoice)

Reimbursement Request

# Example Invoice

|    |          | <b>INVOICE</b>  |             |
|--|----------|---|-------------|
|  |          | Softline Solutions<br>2100 Scott Lake Road<br>Waterford Township, Michigan 48328<br>United States       |             |
| <b>BILL TO</b>   |          | <b>Invoice Number:</b> 1156   |             |
|  |          | <b>Invoice Date:</b> April 18, 2024   |             |
|  |          | <b>Payment Due:</b> May 18, 2024  |             |
|  |          | <b>Amount Due (USD):</b> \$53,306.40  |             |
|  |          |  Pay Securely Online |             |
| Items  | Quantity | Price   | Amount      |
| <b>Softline FirstBase Poured In Place Surface System</b><br>FirstBaseTM - 7'<br>Supply and Install Pour in place Softline Firstbase rubber surfacing - Finish 1" 100% Full Colored Recycled Rubber with a Total depth of 3 1/2" for 7' fall height. Base layer is 100% Black Recycled Rubber. Comes with Aromatic resin. | 12692    | \$4.20  | \$53,306.40 |
| TOTAL PURCHASE ORDER = \$266,532.00<br>**Note: Base Preparation is an optional extra billable amount - not included in purchase order**  |          |   |             |
| 12692s.f. @ \$21.00/s.f. = \$266,532.00  |          |   |             |
| LESS:<br>30% DEPOSIT INVOICE:<br>12692s.f. @ \$6.30/s.f = \$ 79,959.60   |          |   |             |
| LESS:<br>INTERIM BILLING:<br>12692s.f. @ \$10.50/s.f. = \$133,266.00   |          |   |             |

# Example Proof of Payment

THIS DOCUMENT IS PRINTED IN TWO COLORS. DO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

DATE 05/03/2024

AMOUNT **\$53,306.40**

VOID AFTER 90 DAYS

PAY: —Fifty Three Thousand Three Hundred Six Dollars and 40/100 Cents—

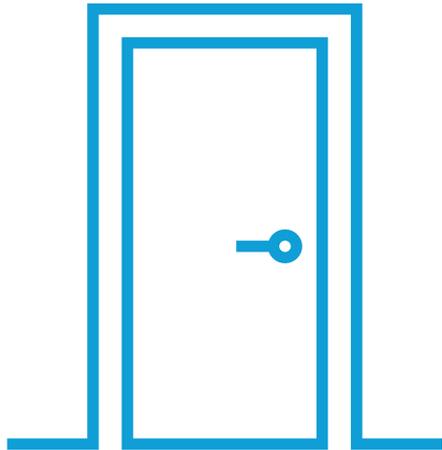
TO THE ORDER OF: SOFTLINE SOLUTIONS  
2100 SCOTT LAKE ROAD  
WATERFORD, MI 48328-

DO NOT WRITE

DO NOT ACCEPT IF COLOR COPY. DO NOT ENDORSE HERE

HOLD AT RISK TO THE ENDORSEMENT

ENDORSE BELOW THIS LINE



# Project Close-out

# Project Close-out

The screenshot shows a web interface for a project titled "DNR | Test". At the top right, there is a dropdown menu for "Order by:" set to "Newest to Oldest". Below the title, there is a section for "Quarterly Reports" with a blue "Open" button. A message below reads: "Please click Open to access reports. You can filter the list to view reports with 'Action Required' or 'Past Due'".

The main section is titled "Active Grant Reporting" with a minus sign icon on the left. A green "Close Project" button is highlighted with a red rectangular box. Below this, there are two rows of information:

- Final Report**: Status is "Complete", with an "Edit" button. Subtext: "Submit your final report when the project is complete".
- Reimbursement Requests**: Status is "Complete", with an "Edit" button.

Once users have submitted both their final report and final reimbursement request the project can be closed. This can be done by hitting the “Close Project” button. Users will not be able to make any changes after closing the project, unless opened by grant staff.

# Questions?



Submit Questions to: [SWTF.Grant@dnr.ga.gov](mailto:SWTF.Grant@dnr.ga.gov)