

TIRE GRANT (PRODUCTS TRACK)

Recovered Materials and Abatement Program
Solid Waste Trust Fund Grant Program



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 available at:
<https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/tire-products>

Solid Waste Trust Fund Grant Program Team



**LENA
CHAMBLESS**
RMA PROGRAM
MANAGER



SARAH KNAPP
RMU MANAGER
RWD GRANT



CASSIE ROWICKI
TIRE GRANT
RWD GRANT



HANNAH TRIPP
STAR PROGRAM

SWTF.Grant@dnr.ga.gov

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



Congratulations!

Housekeeping



We will pause throughout the presentation to allow time for Q&A.



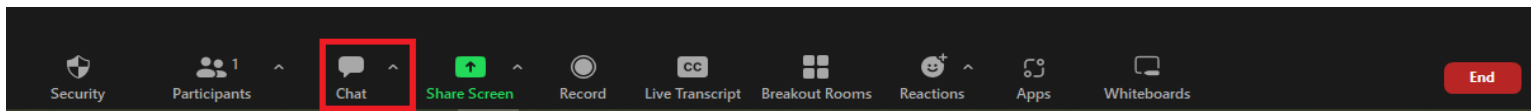
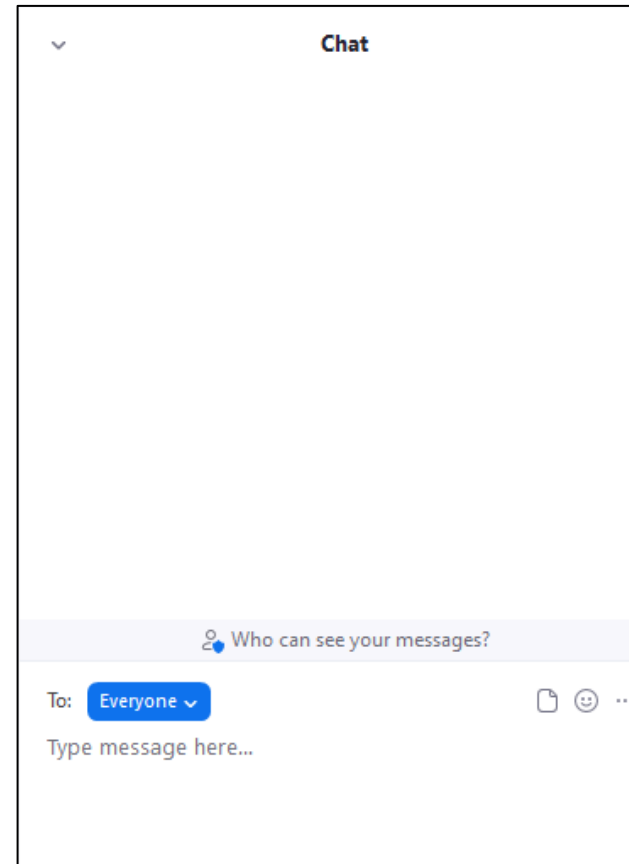
If you have joined online, use the chat at the bottom of the screen to ask questions or comments.



Please list your name and affiliation in the chat to be added for the queue.



Questions in chat will be read in the order received.



Agenda

You've been awarded. Now what?

Awardee Communication Expectations

Reporting

Dates & Forms

Invoicing

Over budget line items

Question and Answer Session

You've
been
awarded...
now what?

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

Awardee Communication Expectations

- Primary Grant Administrator
 - Main point of contact for all grant-related communication and questions
 - EPD's contact for all reports and requests
 - Submits quarterly reports, final report, and reimbursement requests
- Responsible Official for Approvals
 - Individual who signs agreement/amendment documentation

Tire-Derived Products Application

SECTION ONE: Cover Sheet

Project Title			
Local Government/Entity			
Federal Tax ID			
Mailing Address			
City			
ZIP			
County			
Primary Grant Administrator Contact Name (this should be the main point of contact for the project)		Responsible Official for Approvals (if grant is awarded) Contact Name	
Title		Title	
Organization		Organization	
Phone		Phone	
E-Mail		Email	



Quarterly reports

Reporting

- 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.

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

Reporting

**Tire Products Grant
Tire-derived Products Track
QUARTERLY REPORT FORM**

1. Agreement #:	<input type="text"/>	2. Page:	<input type="text" value="1/"/>	3. Date:	<input type="text"/>
4. Grantee:	<input type="text"/>				
5. Project Name:	<input type="text"/>	6. Project Completion %:	<input type="text"/>		
7. Quarter:	<input type="text"/>				

Reporting

Item	Project Activities Completed this Quarter
1	Tore up existing surfacing
2	Installed poured in place surfacing
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

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

Reporting

Final Report

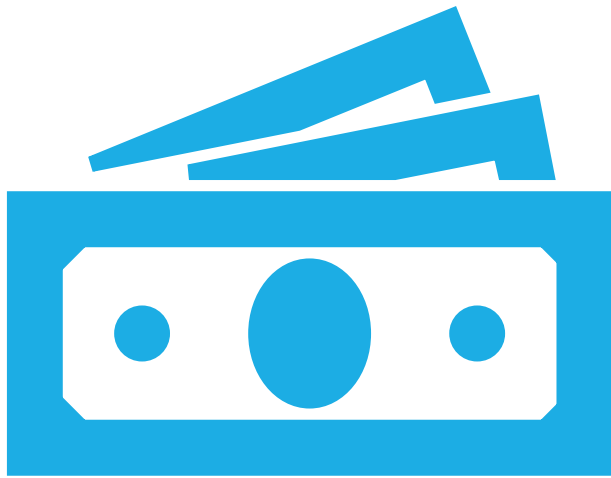
Project Summary and Metrics

Provide an overall summary of the project. List the final amount lbs. of TDP used in the project. List the actual final costs to utilize the TDP and/or associated services.

Outreach

Describe how you shared information about the project with the community.

- 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 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.

**Tire Products Grant
Tire-derived Products Track
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

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

Project History

9. Total Grant Amount:

10. Execution Date:

11. Completion Date:

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

Invoicing

Request This Period		
12. Period From: <input type="text"/>	13. To: <input type="text"/>	14. Is this for Final Reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No

Include proof of payment for reimbursement.

Item	Expense Description	Reimbursement
1	Purchase of TDP product	
2		
3	Hauling costs	
4		
5		
6		
7		
8		
9		
10		
11		



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

Invoicing

Documentation for proof of payment must be provided.

- Expenditure ledger
- Cancelled check

Invoices or receipts for expenditures must be provided.



Account: ASB Free Checking *XXXX | Check Number: 123 | Date Posted: X/XX/XXXX | Amount: \$250.00

RIO Name 123 ST. HONOLULU, HI 96822		123
DATE Nov. 1, 2010		
PAY TO THE ORDER OF Jane Smith		\$ 250.00
Two hundred and fifty and 00/100 cents		DOLLARS
MEMO For food		John Doe
XXXXXXXXXX 123 XXXXX		

XXXXXXXXXX XXXXXXXX XXXX XXX XX	National Piggy Bank Honolulu Hawaii XXXXXXXXXX XXXXXXXX XX XXXXX XXXXXXXX XXXXXX XX XX	XXXXXXXXXX DEPOSIT ONLY
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Shows that the other bank received the check



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.
 - **Cannot go over \$250,000 cap.**

Questions?



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