



FY26 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 and stay on mute
- Resources available on our website:
 - SWTF Grant Administration Portal: <https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/swtf-grant>
 - RWD Grant: <https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/recovered-materials/recycling-and>
 - Tire Grant: <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 Sassone
RMA Program
Manager



Sarah Knapp
RMU Manager



Hannah Tripp
STAR Grant



Natalie Bailey
RWD Grant



Remembering
♥ Diavion Prince ♥
Tire Grant

SWTF.Grant@dnr.ga.gov

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

Agenda

Reporting

Invoicing

Question and Answer
Session

You've been awarded...now what?

By now, you should have received:

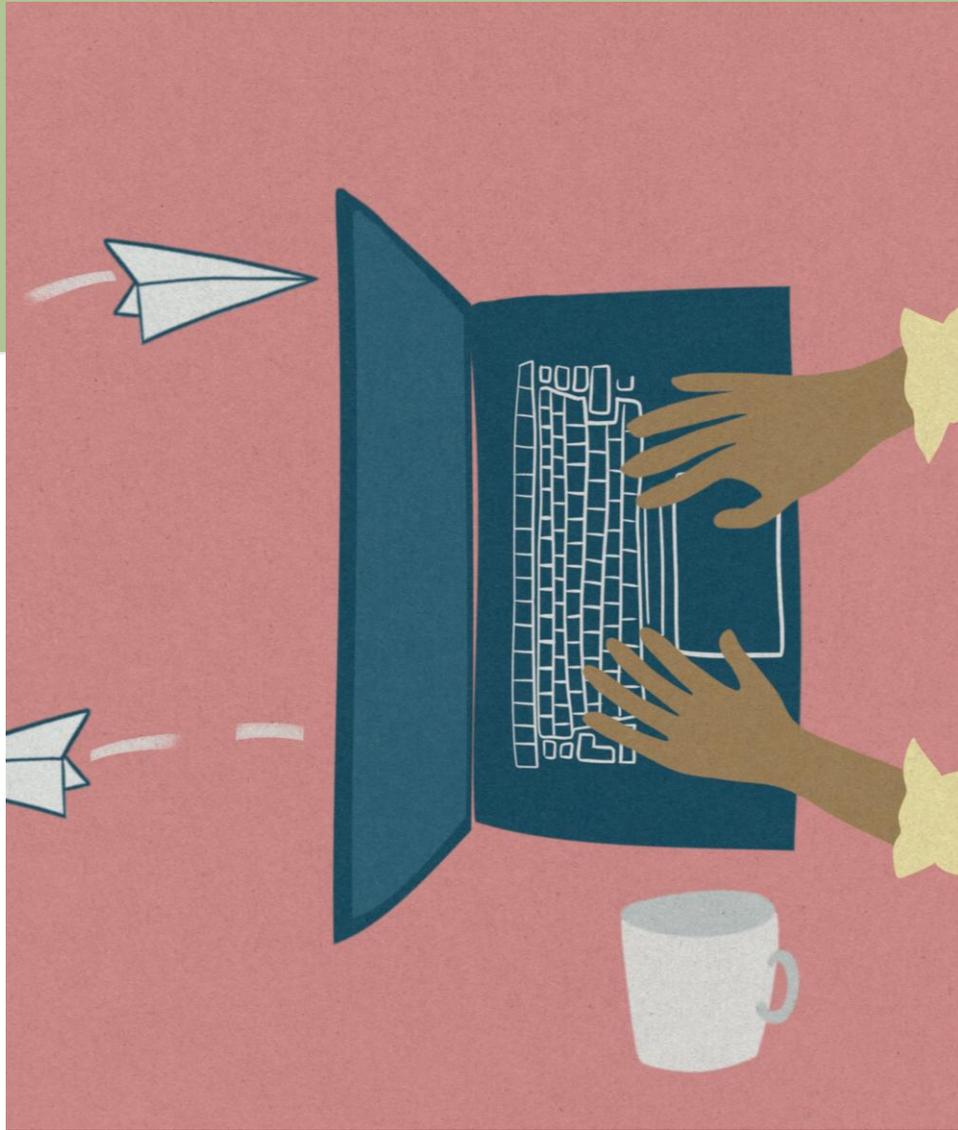
- Fully executed agreement
- Access to the reimbursement and reporting sections in the portal

Projects should commence within 30 days of effective date (date signed by Director) and should follow the project timeline

Projects must be completed within 24 months of effective date



Awardee Communication Expectations



Designate one Primary Contact/Primary Grant Administrator. This person will be:

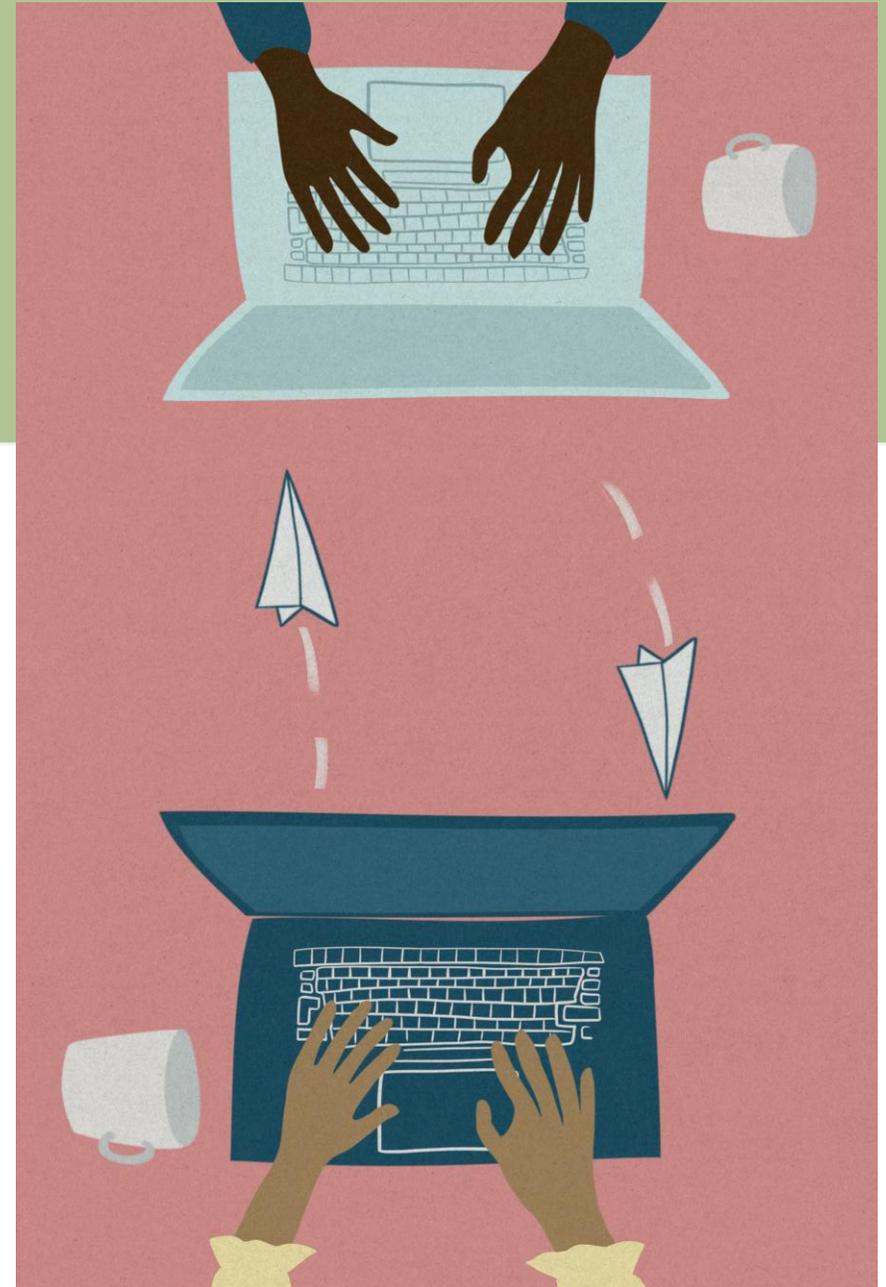
- The point of contact for all grant-related communication and questions
- EPD's contact for all reports and requests
- Responsible for submitting quarterly reports, final report, and reimbursement requests

Awardee Communication Expectations

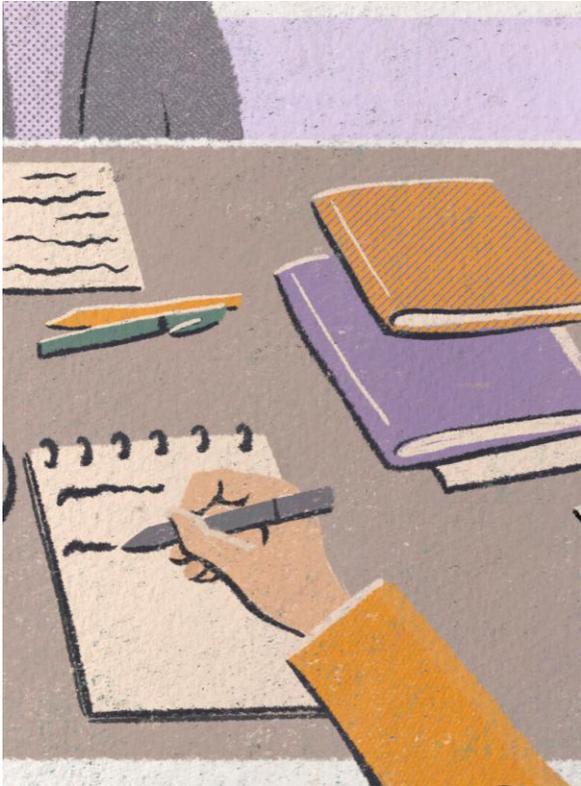
We can only have one user per account in the Portal.

If you need to change your primary grant administrator:

- Let us know as soon as possible
- Do not create a new account for the new administrator in the portal. The new administrator will need to access the original account, and we cannot link a new account to the one associated with the grant.



Reporting



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

An auto-email is sent out 20 days in advance.

A **Final Report** must be submitted within 90 days of project completion.

2026 Quarterly Report Due Dates:

March 31, 2026

June 30, 2026

September 30, 2026

December 31, 2026

2027 Quarterly Report Due Dates:

March 31, 2027

June 30, 2027

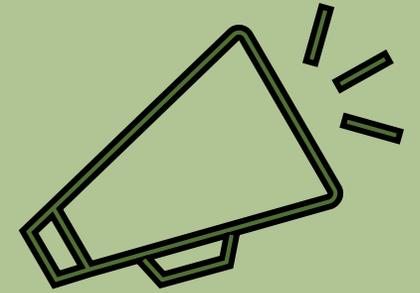
September 30, 2027

December 31, 2027

Quarterly Reports



Quarterly Reports and Portal Issues



We have been experiencing recent issues with quarterly report generation in the portal.

- You should have received an email on March 11, 2026, notifying you that your quarterly report is due on March 31, 2026. We are aware that many did not receive this email.
- We are also aware that for some, the Q1 2026 quarterly report form in the portal was not generated. We will be sending out a quarterly report form template today that you may fill out and submit via email instead.
- If you have any ongoing issues with quarterly reports in the portal, please let us know at swtf.grant@dnr.ga.gov.

Quarterly Reports

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

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 "Close Project" button. Under "Active Grant Reporting", there are two items: "Final Report" with a blue "Open" button and the text "Action Required" and "Submit your final report when the project is complete"; and "Reimbursement Requests" with a blue "Open" button and the text "Action Required".

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

Quarterly Reports

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

Please note: the portal will sometimes show quarterly reports dated before the grant execution date as “past due”. Please disregard these. You are only responsible for quarterly reports dated after your award execution date.

The screenshot displays a web interface titled "Quarterly Reports". At the top right, there is a "Close" button and a "View: All" dropdown menu. 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 (either a due date or start date), and a blue "Open" button. The first entry has a due date of September 30, 2024, and a status of "Action Required". The other three entries have start dates of October 1, 2024, January 1, 2025, and April 1, 2025, respectively.

Report Title	Due Date / 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

Quarterly Reports

The quarterly report will ask for:

- Project name
- Current year and quarter
- Project completion percentage
- Number of activities completed or in progress this quarter – this will generate the corresponding number of lines to fill in
- Supporting documents

Project Activities

Activities should match the descriptions provided in the project timeline submitted in your agreement. You may describe both completed activities and activities in progress. If you have photos to submit, attach them as supporting documents.

Please note that while you may submit invoices as supporting documents, they must be submitted separately in a reimbursement request to be eligible for reimbursement.

Project Activities Completed or in Progress this Quarter

Number of activities completed or in progress this quarter

The number selected here will generate the corresponding number of description fields below.

Describe the project activities completed or in progress this quarter

For example, "installed vertical baler" or "began procurement process for shredder".



Final Report

Final Report

The Final Report is located under the “Active Grant Reporting” section.

Users will hit the “Open” button to begin filling out the final report.

The screenshot displays a user interface with the following elements:

- Quarterly Reports**: A section header with a blue **Open** button on the right. Below it is a text instruction: "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 on the left and a grey **Close Project** button on the right.
- Final Report**: A card with the title "Final Report", a subtitle "Submit your final report when the project is complete", the text "Action Required" on the right, and a blue **Open** button.
- Reimbursement Requests**: A card with the title "Reimbursement Requests", the text "Action Required" on the right, and a blue **Open** button.

Final Report

Note: For the Tire Grant, users will first have to select which track they were awarded for before beginning.

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**

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

Final Report

The Final Report includes:

- Project Completion Date
- Project Questions (Such as final metrics)
- Supporting Documents (We want project photos!)

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 ?

Final Report

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.

Order by: Newest to Oldest ▾

DNR | Test

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

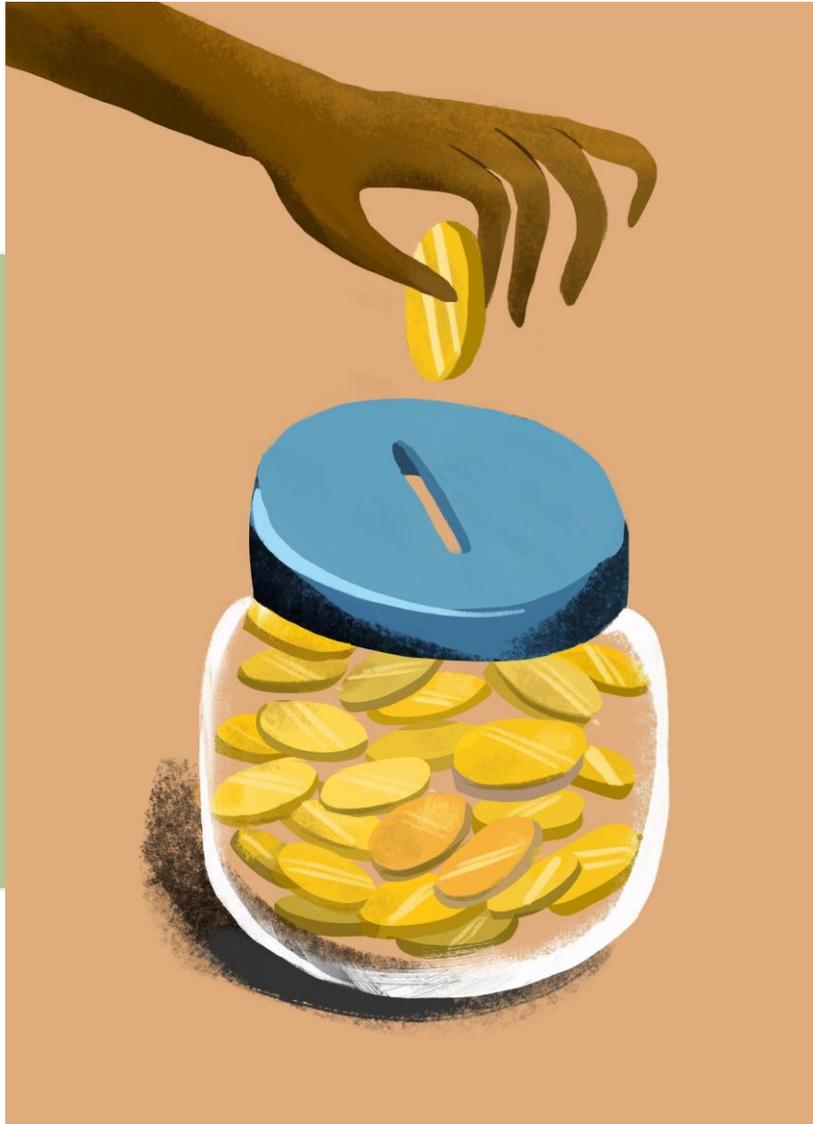
Reimbursement Requests Action Required Open



Questions?



Feel free to raise your hand or
type your question in the chat.



Invoicing – Reimbursement Requests

Invoicing

- Grant recipients must submit reimbursement requests to EPD with invoices/receipts and proof of payment for grant expenditures.
- Reimbursement requests may be submitted no more than once every 30 days.
- Final reimbursement must be submitted within 90 days of project completion.



Reimbursement Requests

- Reimbursement Requests are located under the “Active Grant Reporting” section.
- Users will hit the “Open” button to begin.

The screenshot shows a web interface for "Active Grant Reporting". At the top, there is a section for "Quarterly Reports" with a blue "Open" button. Below this is a section titled "Active Grant Reporting" with a grey "Close Project" button. Underneath, there are two rows of report items. The first row is for a "Final Report" with the text "Submit your final report when the project is complete", a blue "Action Required" label, and a blue "Open" button. The second row is for "Reimbursement Requests" with a blue "Action Required" label and a blue "Open" button.

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](#)

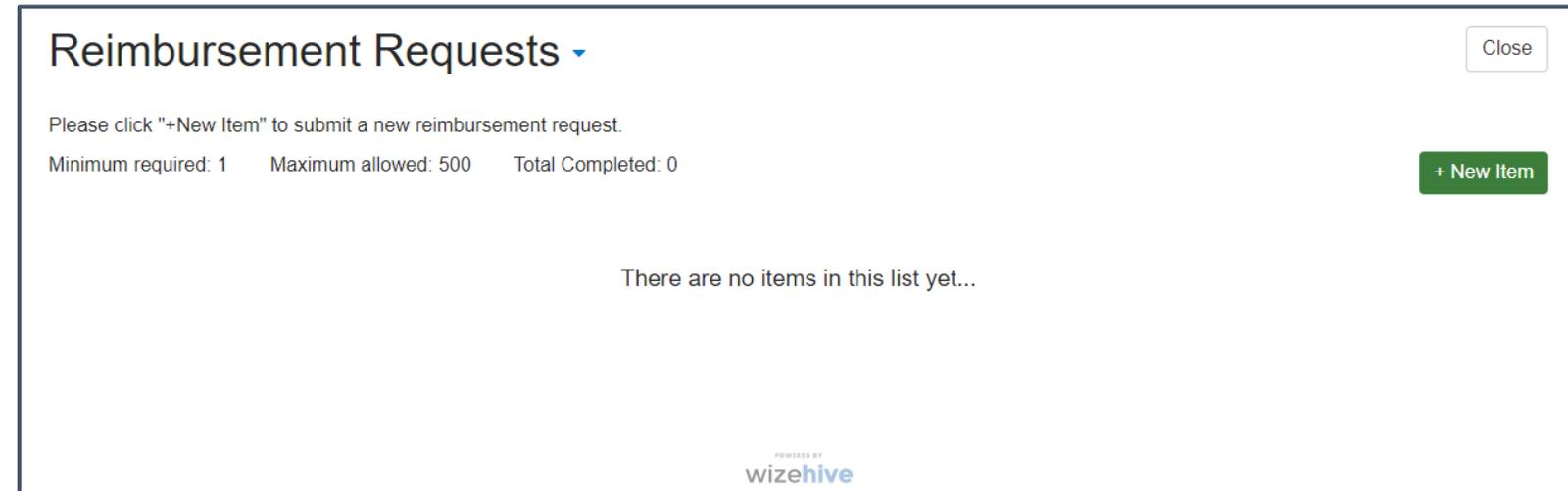
Submit your final report when the project is complete

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

Reimbursement Requests

Users will be taken to the Reimbursement Requests landing page.

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



The screenshot displays a web interface for 'Reimbursement Requests'. At the top left, the title 'Reimbursement Requests' is followed by a downward arrow. In the top right corner, there is a 'Close' button. Below the title, a message reads: 'Please click "+New Item" to submit a new reimbursement request.' Underneath this message, three statistics are shown: 'Minimum required: 1', 'Maximum allowed: 500', and 'Total Completed: 0'. On the right side, there is a prominent green button labeled '+ New Item'. The main content area contains the text 'There are no items in this list yet...'. At the bottom right, the logo 'POWERED BY wizehive' is visible.

Reimbursement Requests: Tire Grant

For Tire Products Grant only: users will begin by submitting:

- Project type (research/innovation or tire products)
- Request number and date
- The cost of conventional materials as per your agreement
- Acknowledgement that you have subtracted this amount from your request total

Project Type

Request

Reimbursement Request Number:

Date: *
Date of reimbursement request form submission

Is this for Final Reimbursement? *

Yes
 No

What was the cost of conventional materials and labor as demonstrated in the executed agreement?

The amount eligible for reimbursement is the cost of the tire-derived products and associated services minus the cost of conventional.

Did I subtract the cost of conventional materials and labor from the reimbursement request amount?

Yes
 No

Period

Number

Enter the cost of conventional materials as estimated in the approved application (review your executed agreement)

Reimbursement Requests: Tire Grant

Reimbursement request total = cost of TDP and assoc. services – cost of conventional materials

•The cost of TDP and associated services includes:

- Labor, including staff time
- TDP materials
- Non-TDP materials, including necessary bonding agents, underlays IF applicable and approved in the agreement
- Freight/shipping and handling
- Installation services

•Conventional costs include:

- Labor, including staff time (*estimate the hourly rate and number of hours*)
- Materials

Reimbursement Requests

For both the RWD and Tire Grants, users will also be asked to enter:

- Submission date
- Period of request
- Is this for final reimbursement?

Is this for Final Reimbursement? *

Yes
 No

Period

Period From: *

12/01/2024

Period To: *

11/30/2025

Reimbursement Requests

Users will then indicate how many items they would like to submit. After entering the desired number of items, additional questions will appear.

Please enter the total number for both reimbursement and match items you will be submitting.

There will also be a section to upload supporting materials.

Reimbursement Items

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 *
<input type="text" value="TDP"/>	<input type="text" value="\$ 10,000.00"/>

Description *

Cash Match *	In-Kind Match *
<input type="text" value="\$ 5,000.00"/>	<input type="text" value="\$ 0.00"/>

Request Summary

Total Reimbursement	<input type="text" value="\$ 10,000.00"/>
Total Cash Match	<input type="text" value="\$ 5,000.00"/>
Total In-Kind Match	<input type="text" value="\$ 0.00"/>

Supporting Documents

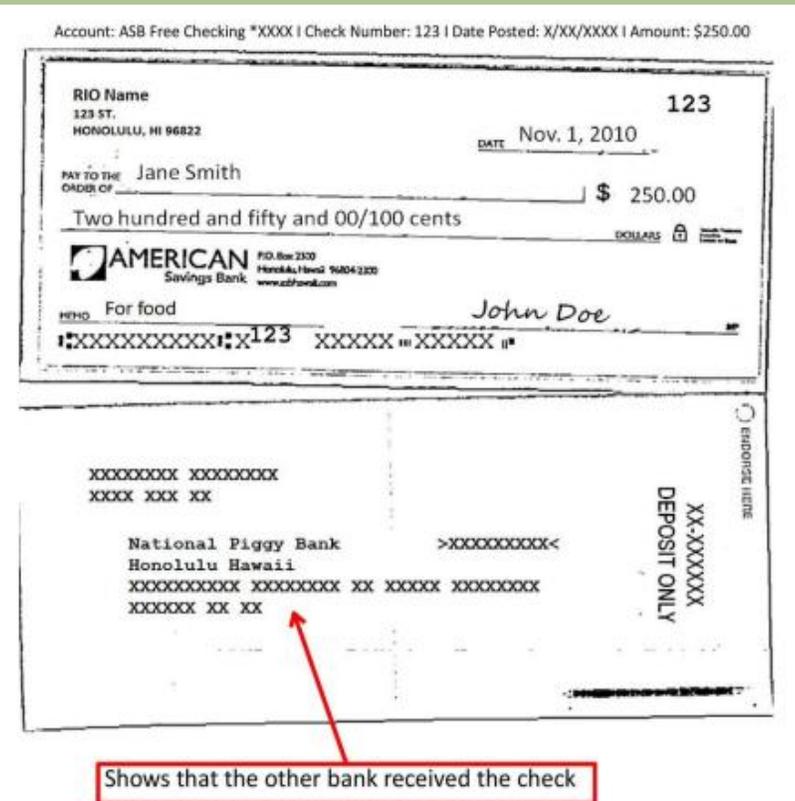
Supporting Document *	Supporting Document	Supporting Document
<input type="button" value="+ Select a file"/> <input type="text"/> ⓘ	<input type="button" value="+ Select a file"/> <input type="text"/> ⓘ	<input type="button" value="+ Select a file"/> <input type="text"/> ⓘ

Reimbursement Requests

Supporting Documentation

For **each** line item submitted for reimbursement or match, awardees must submit:

1. An invoice
2. Documentation of proof of payment (An expenditure ledger, a cleared check, etc.)
3. For Tire projects: documentation of the use of TDP. This can be stated on the invoice or submitted as a separate document.



Reimbursement Requests

Deptid: * Fund: *
 Project: [Redacted] Emplid: *
 Beginning Dt: 08/01/2024
 Ending Dt: 09/30/2024

Payroll Distribution Report

Date: 11/15/2024
Page 1 of 2

Employee Name	Employee ID	Position #	Pay Group	Pay Run ID	Check Date	Description	Acct	Acct Description	Erncd	Amount
Deptid: 0190501 Civil Engineering & Constr.										
[Redacted]	4110404	40067945	39G	48M1	08/30/2024	August 2024 Exempt				
[Redacted]		39G4221R0000	20000	0190501	12100	62000 39G4221	523100	Salaries-Graduate Assistants	A20	1,200.00
[Redacted]	4110404	40067945	39G	49M1	09/30/2024	September 2024 Exempt				
[Redacted]		39G4221R0000	20000	0190501	12100	62000 39G4221	523100	Salaries-Graduate Assistants	A20	1,200.00
[Redacted]	4127654	40067945	39G	48M1	08/30/2024	August 2024 Exempt				
[Redacted]		39G4221R0000	20000	0190501	12100	62000 39G4221	523100	Salaries-Graduate Assistants	REG	1,000.00
[Redacted]	4127654	40067945	39G	49M1	09/30/2024	September 2024 Exempt				
[Redacted]		39G4221R0000	20000	0190501	12100	62000 39G4221	523100	Salaries-Graduate Assistants	A20	1,000.00
Deptid 0190501 Total:										4,400.00

← Invoice

Proof of Payment →

Deptid: * Fund: *
 Project: [Redacted] Emplid: *
 Beginning Dt: 08/01/2024
 Ending Dt: 09/30/2024

Payroll Distribution Report

Date: 11/15/2024
Page 2 of 2

Payroll Distribution Summary by Account		
Account	Account Description	Total
Salary		
523100	Salaries-Graduate Assistants	4,400.00
		4,400.00
Grand Total:		4,400.00

Reimbursement Requests

Line items for reimbursement should match line items in the application budget.

<p>Budget Line Item Materials & Supplies</p> <p>Match Contribution - In-Kind \$0.00</p>	<p>Grant Funds Requested \$1,200.00</p> <p>Match Contribution - Cash \$0.00</p>	<p>Item Name 2 Materials and Supplies</p> <p>Description Materials and Supplies - purchase from Applied Test Systems</p> <p>Cash Match \$0.00</p>	<p>Reimbursement Request Amount \$162.00</p> <p>In-Kind Match \$0.00</p>
<p>Budget Line Item Unrecovered F&A</p> <p>Match Contribution - In-Kind \$0.00</p>	<p>Grant Funds Requested \$0.00</p> <p>Match Contribution - Cash \$14,779.26</p>	<p>Item Name 3 F&A on direct costs</p> <p>Description F&A = 42% x direct costs of \$4,562.00 = \$1,916.04 F&A = 42% of cash match direct costs of \$7,760.59 = \$3,259.45 Unrecovered F&A</p> <p>Cash Match \$3,259.45</p>	<p>Reimbursement Request Amount \$1,916.04</p> <p>In-Kind Match \$0.00</p>
<p>Budget Line Item F&A</p> <p>Match Contribution - In-Kind \$0.00</p>	<p>Grant Funds Requested \$59,106.90</p> <p>Match Contribution - Cash \$0.00</p>	<p>Item Name 4 Salaries - Staff</p> <p>Description Salaries - Staff</p> <p>Cash Match \$1,747.79</p>	<p>Reimbursement Request Amount \$0.00</p> <p>In-Kind Match \$0.00</p>
<p>Budget Line Item Non-Faculty Researcher Salary (Lab Coordinator)</p> <p>Match Contribution - In-Kind \$0.00</p>	<p>Grant Funds Requested \$0.00</p> <p>Match Contribution - Cash \$10,643.94</p>	<p>Item Name 5 Graduate Assistant Tuition Waiver</p> <p>Description Graduate Assistant Tuition Waiver - Fall'24</p> <p>Cash Match \$5,112.00</p>	<p>Reimbursement Request Amount \$0.00</p> <p>In-Kind Match \$0.00</p>
<p>Budget Line Item PhD & Master's Tuition</p> <p>Match Contribution - In-Kind \$0.00</p>	<p>Grant Funds Requested \$0.00</p> <p>Match Contribution - Cash \$20,442.60</p>	<p>Item Name 6 Fringes</p> <p>Description Fringes on cash match staff salary</p> <p>Cash Match \$900.80</p>	<p>Reimbursement Request Amount \$0.00</p> <p>In-Kind Match \$0.00</p>
<p>Budget Line Item Non-Faculty Researcher Fringe (Lab Coordinator)</p> <p>Match Contribution - In-Kind \$0.00</p>	<p>Grant Funds Requested \$0.00</p> <p>Match Contribution - Cash \$4,102.20</p>		

Application budget

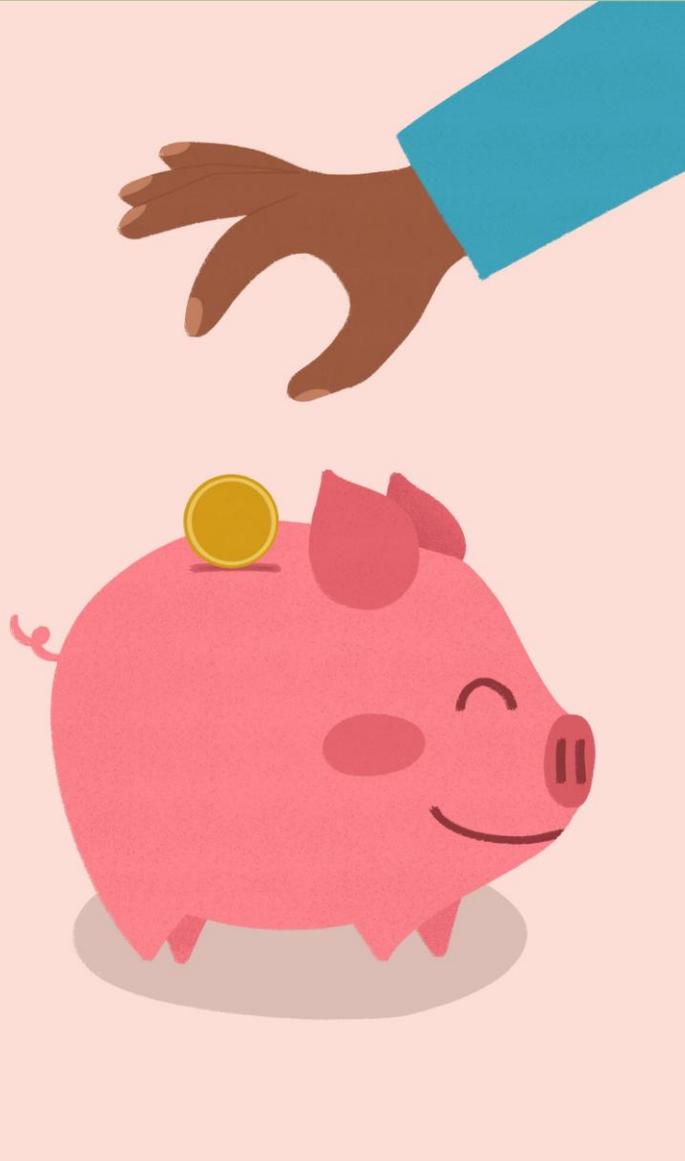
Reimbursement Request

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.
- Tire Grant Projects cannot go over the \$250,000 cap.



Reimbursement Requests

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 necessary.

Please submit no more than one reimbursement request per 30-day period.

Reimbursement Requests ▾

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

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Project Closure

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.

The screenshot shows a web interface for a project titled "DNR | Test". In the top right corner, there is a sorting option "Order by: Newest to Oldest" with a dropdown arrow. The main content area is divided into several sections:

- Quarterly Reports:** A section with a blue "Open" button. Below the title, it says "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 with a blue minus sign icon and the text "Active Grant Reporting". To its right is a green "Close Project" button.
- Final Report:** A card with the title "Final Report" and the text "Submit your final report when the project is complete". On the right side, it says "Complete" in green and has a light blue "Edit" button.
- Reimbursement Requests:** A card with the title "Reimbursement Requests". On the right side, it says "Complete" in green and has a light blue "Edit" button.



Questions?



Feel free to raise your hand or type your question in the chat.



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