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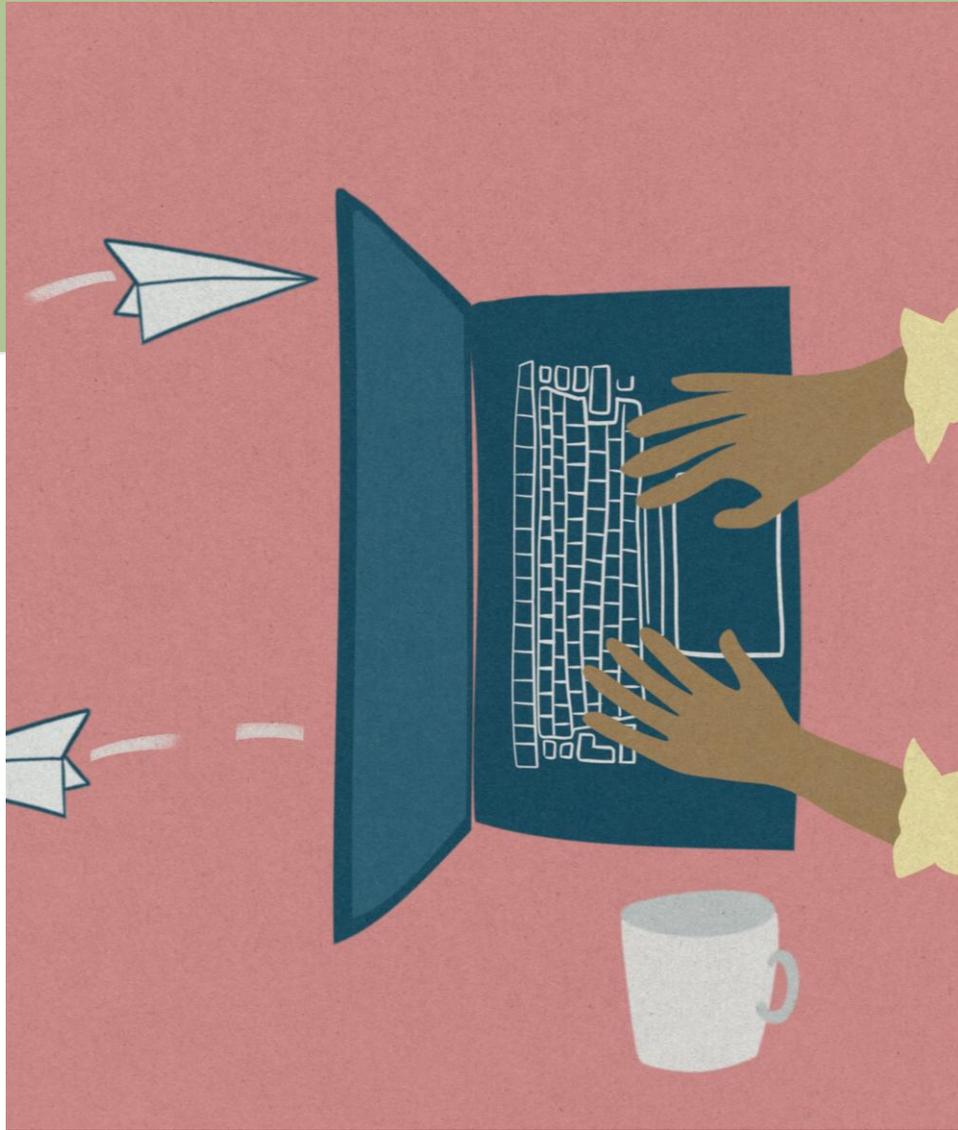
Designate one Primary Contact/Primary Grant Administrator. This person will be:

- o The point of contact for all grant-related communication and questions

- o EPD's contact for all reports and requests

- o Responsible for submitting quarterly reports, final report, and reimbursement requests

# Awardee Communication Expectations

We can only have <u>one</u> user per account in the Portal.

If you need to change your primary grant administrator:

- Let us know as soon as possible

- <u>Do not create a new account</u> 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.
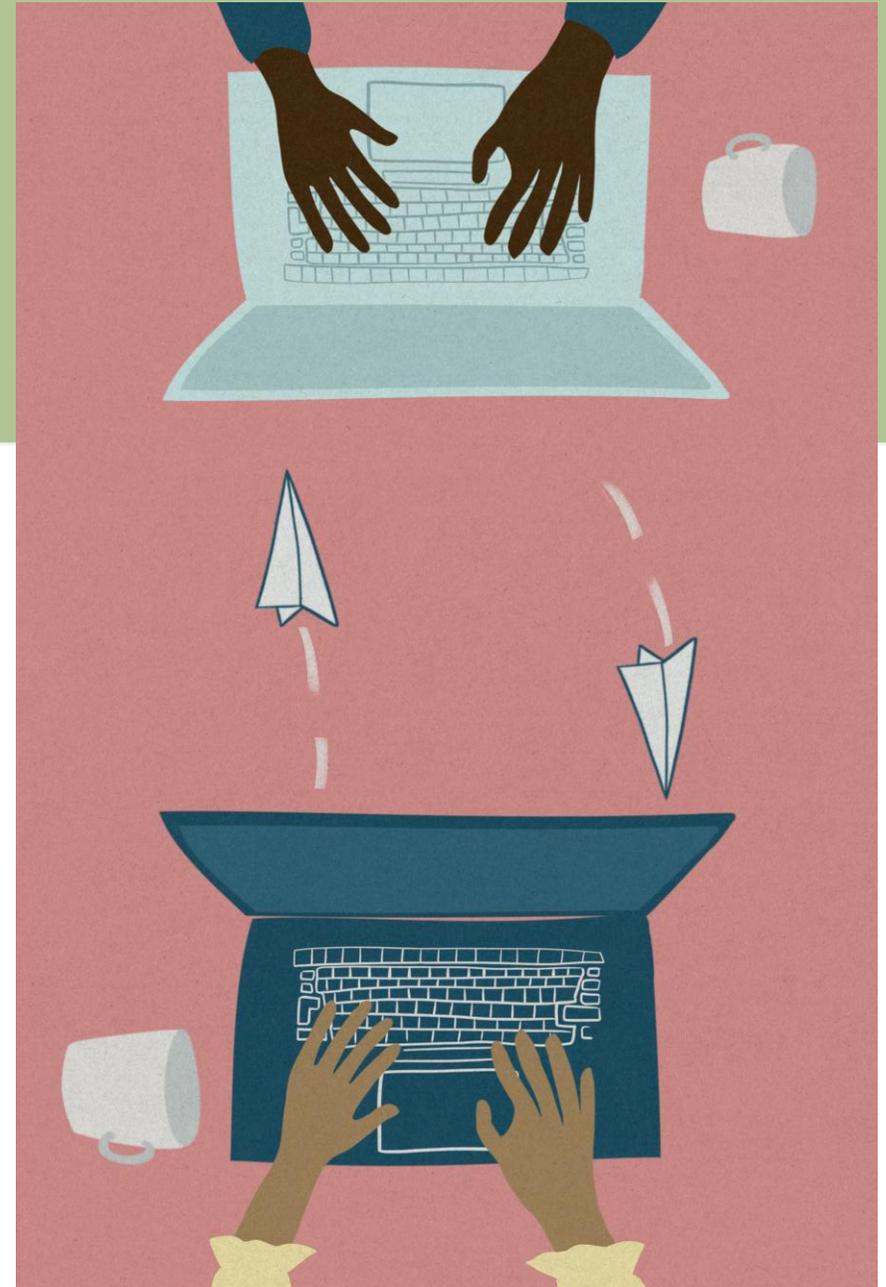
Reporting
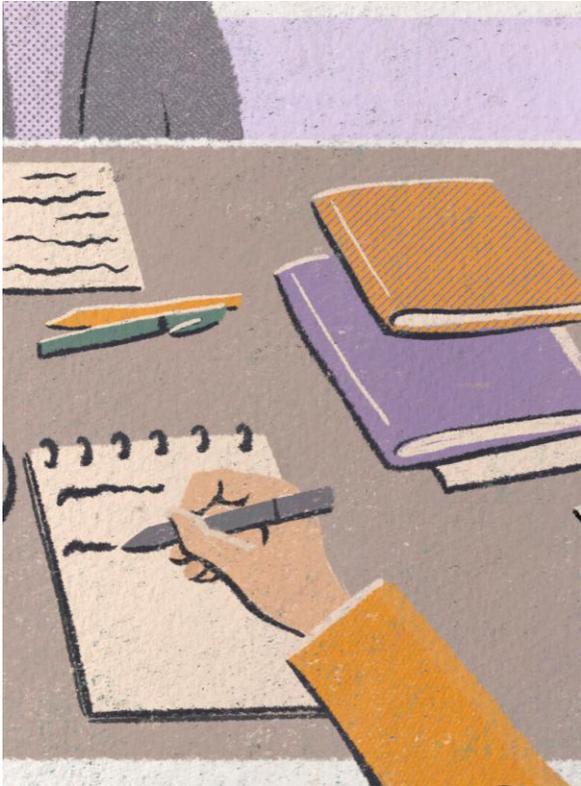
Awardees are required to submit **Quarterly Reports** to EPD throughout the duration of the project to document progress.

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

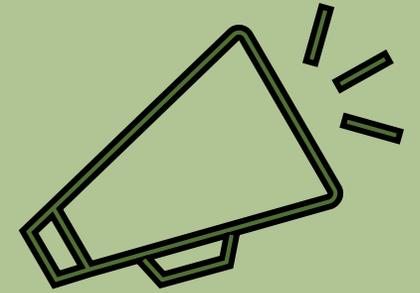## 2027 Quarterly Report Due Dates:

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

Quarterly Reports   Open

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

Close Project

➖ **Active Grant Reporting**

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.

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.

Quarterly Reports

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

Open

Close Project

⊟ Active Grant Reporting

Final Report

Submit your final report when the project is complete

Action Required

Open

Reimbursement Requests

Action Required

Open

Final Report

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

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 *

12,000

Provide an overall summary of the project *

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

+ Select a file

Supporting Document 2

+ Select a file

Supporting Document 3

+ 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

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

Submit your final report when the project is complete
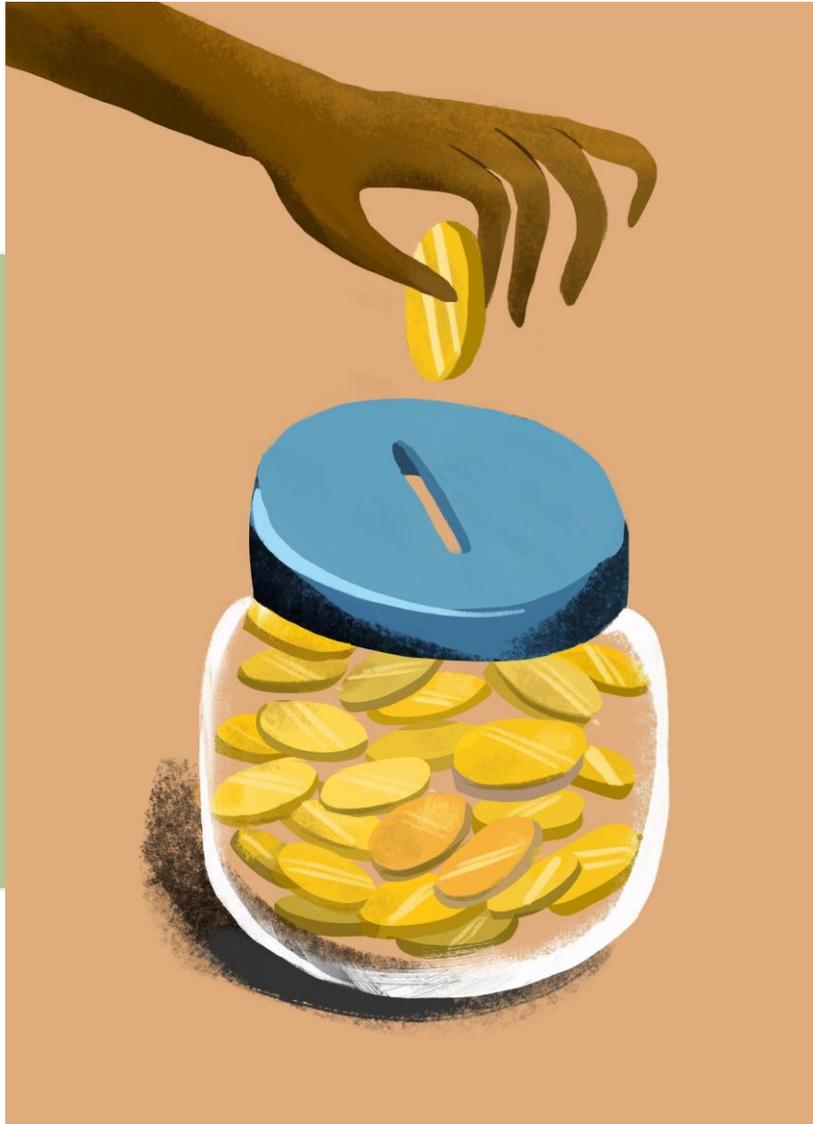
Complete [Edit]

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.

Reimbursement Requests

Users will be taken to the Reimbursement Requests landing page.

To begin users should hit the "New Item" button.
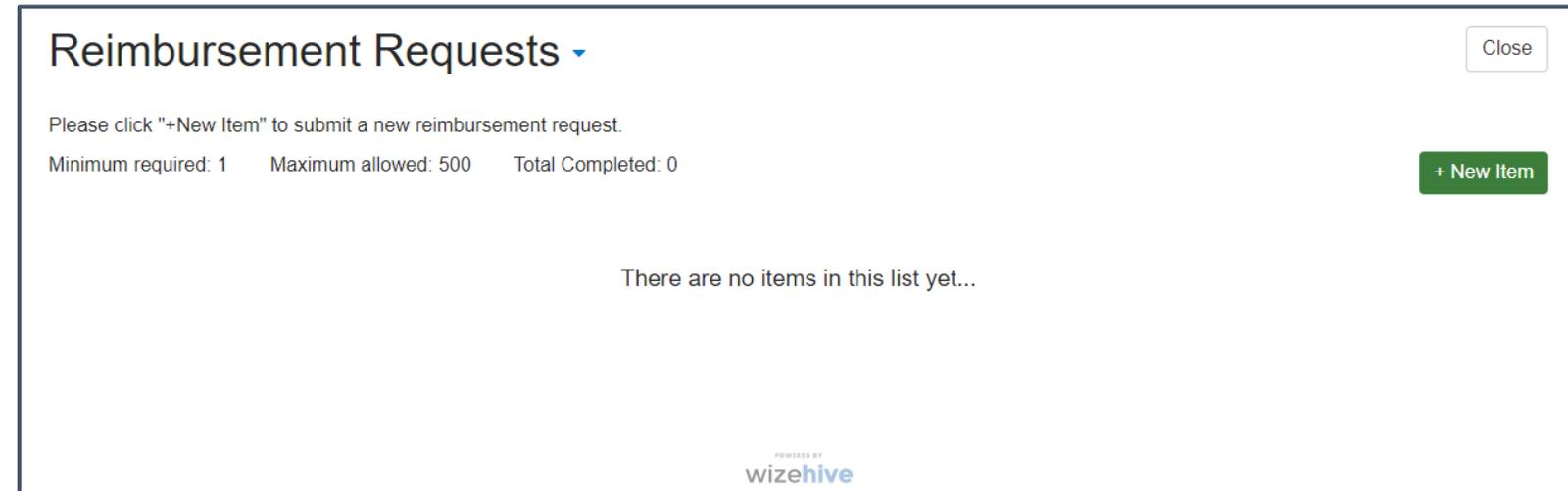
Reimbursement Requests ▾   Close

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

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 <u>and</u> match items you will be submitting.

There will also be a section to upload supporting materials.

Reibursement 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 *

TDP

Reimbursement Request Amount *

$ 10,000.00

Description *

Tire Derived Product

Cash Match *

$ 5,000.00

In-Kind Match *

$ 0.00

Request Summary

Total Reimbursement

$ 10,000.00

Total Cash Match

$ 5,000.00

Total In-Kind Match

$ 0.00

Supporting Documents

Supporting Document *

➕ Select a file

Supporting Document

➕ Select a file

Supporting Document

➕ Select a file

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

Invoice

Proof of Payment

Reimbursement Requests

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

Budget Line Item Materials & Supplies	**Grant Funds Requested** $1,200.00
Match Contribution - In-Kind $0.00	**Match Contribution - Cash** $0.00
Budget Line Item Unrecovered F&A	**Grant Funds Requested** $0.00
Match Contribution - In-Kind $0.00	**Match Contribution - Cash** $14,779.26
Budget Line Item F&A	**Grant Funds Requested** $59,106.90
Match Contribution - In-Kind $0.00	**Match Contribution - Cash** $0.00
Budget Line Item Non-Faculty Researcher Salary (Lab Coordinator)	**Grant Funds Requested** $0.00
Match Contribution - In-Kind $0.00	**Match Contribution - Cash** $10,643.94
Budget Line Item PhD & Master's Tuition	**Grant Funds Requested** $0.00
Match Contribution - In-Kind $0.00	**Match Contribution - Cash** $20,442.60
Budget Line Item Non-Faculty Researcher Fringe (Lab Coordinator)	**Grant Funds Requested** $0.00
Match Contribution - In-Kind $0.00	**Match Contribution - Cash** $4,102.20

|	
Item Name 2 Materials and Supplies	**Reimbursement Request Amount** $162.00
Description Materials and Supplies - purchase from Applied Test Systems	
Cash Match $0.00	**In-Kind Match** $0.00
Item Name 3 F&A on direct costs	**Reimbursement Request Amount** $1,916.04
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	
Cash Match $3,259.45	**In-Kind Match** $0.00
Item Name 4 Salaries - Staff	**Reimbursement Request Amount** $0.00
Description Salaries - Staff	
Cash Match $1,747.79	**In-Kind Match** $0.00
Item Name 5 Graduate Assistant Tuition Waiver	**Reimbursement Request Amount** $0.00
Description Graduate Assistant Tuition Waiver - Fall'24	
Cash Match $5,112.00	**In-Kind Match** $0.00
Item Name 6 Fringes	**Reimbursement Request Amount** $0.00
Description Fringes on cash match staff salary	
Cash Match $900.80	**In-Kind Match** $0.00

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.**
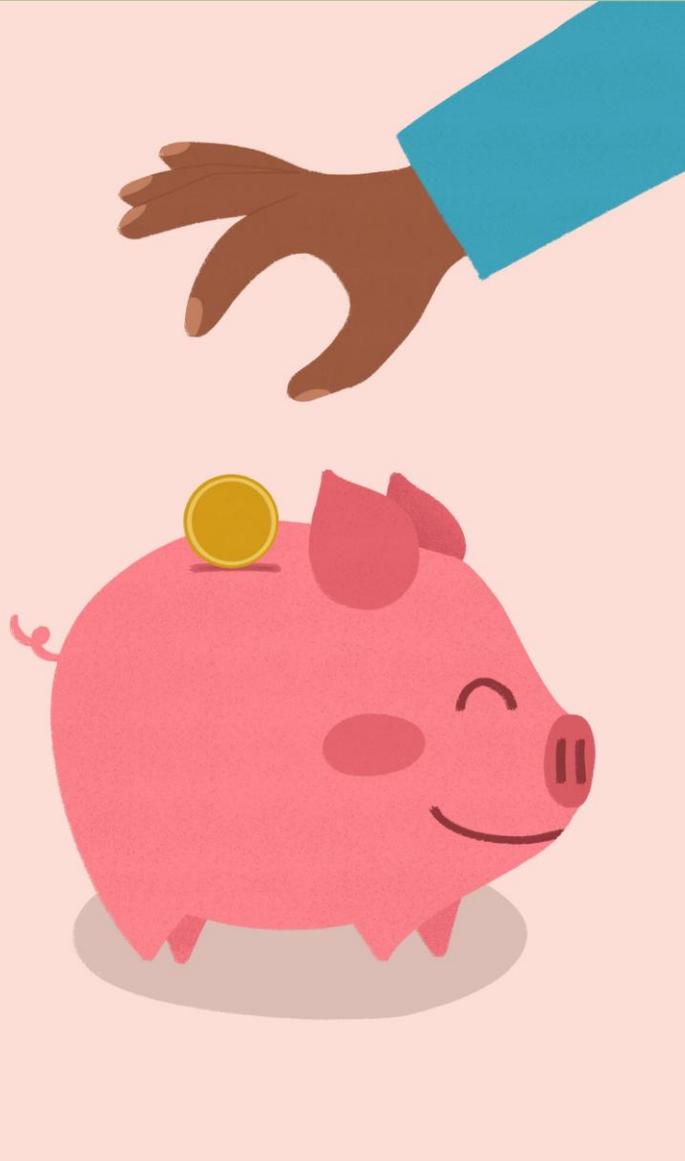
Reimbursement Requests

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.

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.

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   **Complete**   [Edit]

Questions?

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

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