

# **2016 Managers' Manual**

**Community Development Grant  
Litter Management Grant  
Market Development Grant  
Scrap Tire Grant**



**Ohio Environmental Protection Agency  
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DEFA - Recycling & Litter Prevention

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Printed on recycled paper

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## **INTRODUCTION**

This manual will serve as your guide for managing your Ohio Environmental Protection Agency (Agency) grant. The manual provides specific policies in effect to administer the grant project. Although these policies address all management requirements, the Agency reserves the right to make exceptions to these requirements when circumstances warrant.

As part of all grant agreements, this manual is to be used in conjunction with the following documents:

- Application Handbook
- Original Application Package
- Grant Agreement (contract)

Any individuals involved with or responsible for managing the grant program should be familiar with the above documents. By signing the grant agreement, the grantee agrees to follow all policies and procedures in this manual.

## **RELATIONSHIP OF THE AGENCY TO THE GRANTEE**

The Grantee is required to designate an authorized official to administer the grant. This individual signs all documents and is directly responsible for the overall grant. Grantees will follow all policies and procedures in this manual, maintain fiscal and program accountability and ensure that no grant expenditures exceed the budgeted amounts. At no time will the total amount of a grant be increased.

## **GRANT ADMINISTRATION**

### **Accounting System**

The grantee must use an accounting system that complies with “generally accepted accounting principles.” Grantees must record the receipt of funds by type and source, and the expenditure of funds by approved line items. Local government accounting systems that comply with standards and procedures published by Ohio’s state auditor will meet the Agency’s accounting standards. The accounting system must provide a timely and accurate record of transactions and must produce reports that correspond with appropriate receipts and disbursements, the expended and unexpended balance for each line item, invoices, proof of payment and the total funds expended and the unexpended.

## Audits

Grant-related financial records of grantees are subject to Agency, state, and local government audits and must be maintained for a period of **six years** after grant closeout. Audits may result in adjustments to the amount of reimbursement due the grantee or require the grantee to repay the Agency any improperly expended or unaccounted grant funds. In the event of a special audit, the grantee will be responsible for the actual cost of the audit. The Agency, in conjunction with the auditor's office will determine said costs. The auditors will require review of, but not limited to, the following information while on official audits:

- All purchase orders, invoices and vouchers that involve grant and matching funds
- Listing of equipment purchased with grant and matching funds
- Internal accounting ledgers and/or journals showing grant and matching expenditures
- A chart of accounts that identifies the fund and/or account from which grant and matching expenditures are made
- Copies of all reports required by this manager's manual and the grant agreement

The Agency in conjunction with the auditor's office will on an annual basis, perform risk assessments that identify grantees requiring an audit in the coming year. If the original intent of the grant is not satisfied, or if multiple infractions exist, these actions could raise the risk assigned to your organization and result in such an audit. Therefore, it is imperative that all grants be conducted in compliance with grant guidance, all eligible grant expenditures are supported by documentation, and the original intent of the grant is sufficiently satisfied.

## Contract/Sub-Grant Agreement

Grantees are required to enter into a contract with any approved contractor in order to sub-grant grant funds for eligible purposes, as identified in the approved budget. The grantee will obtain prior written approval from the Agency before awarding any contract or sub-grant. The Agency reserves the right to approve or disapprove such awards. Grantees are required to ensure that contracts or sub-grants awarded for the establishment of project-related facilities by a contractor include provisions, guaranteeing the availability of suitable land or property, in or on which to operate. In addition, the grantee and the contractor must obtain any necessary licenses, permits or inspections required by a governmental agency. The property must be maintained in compliance with all directives given by health, safety or fire officials, resulting from regular or special inspections by those agencies. In addition, the grantee must maintain sufficient insurance on any property for which grant funds have been expended to improve the property site, or to help re-establish the physical plant of the operation in case of fire, theft or other destructive occurrence. The grantee must maintain insurance in an amount sufficient to cover the replacement value of any grant-funded equipment. For Market Development Grants (MDG) and Scrap Tire Grants (STG), this section applies to both the grantee and the cooperating enterprise. MDG and STG grantees and cooperating enterprises shall submit all appropriate financial documents, including shipping and receipt documents, invoices, proof of purchase documents, contracts and term reports, prior to the transfer of any grant funds.

## **Separate Account**

ORC Section 3736.03 and the grant agreement require all grantees to create and maintain a separate account for grant funds received, and cash donations (ORC Section 5733.064) received for their grant program. This separate account must remain open throughout the effective dates of the grant agreement and during whatever additional time is necessary to close out all charges and payments related to the grant.

All interest earned on the separate account must be deposited into the same account. These monies will be used to support recycling or litter prevention projects and may be used any time during or after the effective date of the grant award. Monies generated from any grant-funded activity are not required to be deposited into the separate account. The grantee must document all cash donations received for the grant project as to the amount, name, and address of the donor, and the date each donation was received. The grantee must use cash donations received for tax credit purposes pursuant to ORC Section 5733.064 for any purpose identified under ORC Section 3736.02, and in a manner consistent with the same. The donations may be used any time on or after the effective date of the grant award.

## **Matching Funds**

Community Development Grant (CDG) projects require a financial contribution equal to fifty percent (50%) match of the grant award. Matching funds for CDG projects must be a cash contribution directly related to the project. Matching funds will be accounted for in the same manner as grant funds.

Litter Management Grant (LMG) projects require a financial contribution equal to ten percent (10%) match of the grant award. Matching funds for LMG projects must be a cash contribution dedicated to the funded project. Matching funds will be accounted for in the same manner as grant funds.

Market Development Grant (MDG) projects require a financial contribution equal to one hundred percent (100%) match of the grant award. The match must be a cash contribution or line of credit dedicated to the funded project. Matching funds will be accounted for in the same manner as grant funds.

Scrap Tire Grants (STG) projects require a financial contribution equal to one hundred percent (100%) match of the grant award. The match must be a cash contribution or line of credit dedicated to the funded project. Matching funds will be accounted for in the same manner as grant funds.

## **Advance Payment**

Upon approval of the grant agreement and subject to cash availability, the agency provides each grantee with an advance payment to cover approved grant expenses. In projects involving a Cooperating Enterprise, the advance payment shall be held by the Grantee and not forwarded to the Cooperating Enterprise until all expenditures have been completed and the appropriate invoices and proof of payment is documented. A final payment will be withheld to reconcile the grant account at the end of the grant period or at the close-out of the grant. In addition, any grant-related expenditure made prior to the effective date of the grant agreement will not be reimbursed.

## Closeout

Grants will be closed out after the Agency receives and approves the completed final report and has an opportunity to witness the project equipment in operation. The maximum grant period for the CDG and LMG is 12 months. The maximum grant period for the MDG and STG is 24 months; however, the grantee may request to fiscally close out the grant earlier than the established deadline that is established in the executed grant agreement. The close out request requires submission of all Agency grant closeout reports. The final report is due no later than 45 days after the grant expiration date.

Total expenditures cannot exceed the amounts budgeted in each final approved budget category. The Agency will authorize a final payment for the grantee if the maximum allowable payment is greater than the advance payment issued. If the maximum allowable payment for the grantee is less than the payment issued, these unused funds must be returned to the Agency within 45 days of closeout notification or the Agency may forward the matter to the Ohio Attorney General's Office for collection services. Checks submitted to the Agency should be made payable to "Ohio Treasurer".

## Contracts, Purchases and Personnel Policies

The grantee will abide by its local procurement regulations or standards for contract agreements, provided that the standards set forth in the grant agreement are followed. A written agreement is required between the grantee and the service provider where personal services greater than \$1,000 (one thousand dollars) will be paid for with grant funds. The written agreement will be fully executed before the provision of any service, and a copy will be retained in the grantee's financial records for audit purposes.

Grant funds will not, without prior written approval from the agency, be obligated after the termination date of the grant. In addition, grant funds will not be used to supplant or to replace any existing funding for grant projects.

## Equipment and Site Improvement Disposition

The grantee/cooperating enterprise will maintain records for each piece of equipment costing more than \$300 acquired through this grant. During the three-year period from the date the grantee/cooperating enterprise is the recipient of any equipment or expends grant funds on site improvements, for which \$3,000 or more of grant funds were expended, the grantee/cooperating enterprise will not convert the equipment or site improvement to uses other than those originally approved by the Agency. The grantee/cooperating enterprise will not transfer the equipment or site improvement without cost, and cannot sell the equipment or site improvement without written approval of the Agency. If for any reason during the three-year period the equipment or site improvement is no longer needed for its originally approved use, the grantee/cooperating enterprise will provide written notification to the Agency of such circumstances. With written approval of the Agency, the equipment may be converted, transferred and/or sold. For sales made during the three-year period, the grantee will repay to the Agency (checks submitted to the Agency should be made payable to "Ohio Treasurer") within forty-five (45) days of the approved sale of the equipment or site improvement, in accordance with the following schedule:

1. Within one year of the date the grantee/cooperating enterprise received the equipment or site improvement, the grantee/cooperating enterprise will repay to the Agency **ninety**

**percent (90%)** of any expended funds granted by the Agency for the originally approved purchase of the equipment or site improvement.

2. During the second year after the date the grantee/cooperating enterprise received the equipment or site improvement, the grantee/cooperating enterprise will repay to the Agency **seventy percent (70%)** of any expended funds granted by the Agency for the originally approved purchase of the equipment or site improvement.
3. During the third year after the date the grantee/cooperating enterprise received the equipment or site improvement, the grantee/cooperating enterprise will repay to the Agency **fifty percent (50%)** of any expended funds granted by the Agency for the originally approved purchase of the equipment or site improvement.
4. Following the third year after the date the grantee/cooperating enterprise received the equipment, the grantee/cooperating enterprise may dispose of the equipment in a manner consistent with local regulations and without the approval of the Agency.

### **Site Visits, Assistance and Meetings**

Agency staff may visit grantees during the grant period. These site visits will be scheduled in advance and provide the Agency with knowledge of the grantee's progress toward meeting project objectives.

### **Advertising Policies**

Content Standards: Content will be in good taste. Nudity, sexual suggestion and derogatory references to persons based on sex, ethnicity, religion, color, creed or handicap are prohibited. Materials will positively reflect on the grantee and the Agency. Content will not threaten individual freedoms. Copyrighted and trademarked material cannot be used without written permission from the owner. A funding credit line (FCL) is a statement that explicitly gives funding credit to certain parties. If no local contribution is made, no funding credit will be given to the grantee, their local officials or donors. Funding credit may be given to both parties when the Agency and the grantee share the project cost. Any advertising that does not meet the requirements of the Advertising Policy will not be reimbursed.

**Note:** *The Agency will not reimburse the expenditure of grant funds to support advertising that incorporates quotes or names of any individual(s) running for office or for any political purposes.*

The following funding credit line or Ohio EPA logo will be used on all print advertising such as billboards, tabloid-style inserts and standard print journal advertising. This FCL will also appear on other printed materials such as brochures, flyers, newsletters, pamphlets, posters, etc.

***Funded by the Ohio Environmental Protection Agency.***

## **RECORD KEEPING**

Grantees must maintain adequate records in the format prescribed in this managers' manual. Such records must document all allowable expenses. The grantee will monitor and report project performance for all grant-supported projects to assure that projects are accomplished and funds are properly expended. Maintaining accurate and comprehensive records is considered part of the grant application review criteria and can positively or negatively affect future grant funding for communities and their cooperating enterprises.

## **FINAL REPORTS**

Each grant has a set of final reports that are found at the end of this manual. Grantees should make sure that the appropriate grant summary is completed for each individual grant. After the final report is processed and approved, the Agency provides each grantee with a letter stating the effective date of the approved report.

### **Project Summary**

The Project Summary lists the accomplishments of the grantee and updates the status of a grant per the original application.

### **Recycling Activity Materials Summary**

The Recycling Activity Materials Summary includes project-specific questions regarding pounds of materials collected for recycling, and pounds of materials utilized in a manufacturing process.

### **Financial Summary**

The Financial Summary identifies expenditures toward approved grant projects. The Agency approves or disapproves expenditures according to the approved grant budget. The official project budget figures can be found in the grantee's original grant application. All final report documents must be submitted even if no expenses were incurred during a particular year.

### **Equipment Summary**

The grantee will submit an Equipment Summary that lists each piece of equipment purchased in full, or in part, with grant funds that costs \$300 or more.

### **Advertising Attachments**

Grantees must attach copies of all grant-funded advertisement, including printed advertising/material and scripts of all radio advertising, to the Final Report.

## TIMETABLE OF REPORTS

Grant/Final Reports	Reporting Period Covered	Due Dates
Community Development Grant & Litter Management Grant	July 1, 2016 – June 30, 2017	Aug. 15, 2017
Market Development Grant & Scrap Tire Grant	July 1, 2016 – June 30, 2018	Aug. 15, 2018

Grantees must submit Final Reports as both a hard copy and email attachment to:

**Ohio Environmental Protection Agency**

DEFA - Recycling & Litter Prevention  
 Attention: Marie Barnett, Grants Administrator  
 50 West Town Street, Suite 700  
 P.O. Box 1049  
 Columbus, Ohio 43216-1049  
 Phone: (614) 705-1019

[Marie.Barnett@epa.ohio.gov](mailto:Marie.Barnett@epa.ohio.gov)

**COMMUNITY DEVELOPMENT GRANT FINAL REPORT**  
**Project Summary Form**

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

Project Type: \_\_\_\_\_

**Project Goals and Objectives:**

**Market Impact:** Since your grant award, describe the progress, success, failure, etc., related to your project. Describe how it may have impacted material markets in Ohio.

**Location and Physical Plant:** Describe any site improvements made during this reporting period. List any equipment purchased or installed. Describe any project-related problems with the location or facility.

**Project Marketing:** Describe any activities that have been conducted to promote or increase the awareness of the project.

**Additional Information or Comments:** If needed, please use this space to record any additional information that is pertinent to the project or provide comments or suggestions.

**COMMUNITY DEVELOPMENT GRANT FINAL REPORT**  
**Project Summary Form**

Grantee: \_\_\_\_\_

**Advertisement:**

<b>Type of Advertising</b>	<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Match Funds Spent</b>	<b>Grant Funds Spent</b>	<b>Total Cost</b>
Brochure					
Newspaper					
Posters					
Radio					
Other:					
<b>Totals</b>					

Please attach copies to the Final Report of all grant-funded advertisement, including printed advertising/material and scripts of all radio advertising.

**COMMUNITY DEVELOPMENT GRANT FINAL REPORT**  
**Materials Summary Form**

Grantee: \_\_\_\_\_

<b>Materials Collected</b>	<b>Tons Collected</b> <i>(through the grant-funded activity)</i>
Appliances	
Carpet & Padding	
Commingled Material	
Construction & Demolition Debris	
Deconstruction Material	
Glass	
Electronics	
Mattresses	
Metals – Ferrous	
Metals – Non-Ferrous	
Organic (food) Material	
Paint	
Paper - Cardboard (OCC)	
Paper – All Other	
Plastics	
Scrap Tires	
Wood – non-C&DD material	
Other -	
Other -	
<b>Totals:</b>	

**COMMUNITY DEVELOPMENT GRANT FINAL REPORT  
Financial Summary Form**

Grantee: \_\_\_\_\_

<b>Project Type:</b>		<b>Grant Funds Spent:</b>	<b>Match Funds Spent:</b>
<b>Equipment:</b> <i>(provide brief description of purchases)</i>		\$	\$
<b>Other:</b> <i>(provide brief description of purchases)</i>		\$	\$
<b>Personal Services Contract:</b> <i>(provide brief description of services)</i>		\$	\$

In narrative format, provide detail breakdown of both grant and match funds spent on this project. Attach with your final report all invoices and proof of payment associated with grant and match fund expenditures.

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## COMMUNITY DEVELOPMENT GRANT FINAL REPORT Equipment Summary Form

Grantee: \_\_\_\_\_

All grantees will list each piece of equipment purchased in full, or in part, with grant funds that costs \$300 or more. Include the listed information for each piece of equipment. Copy this form as needed to account for all grant-funded equipment purchased.

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

**LITTER MANAGEMENT GRANT  
Project Summary Form**

Grantee: \_\_\_\_\_

**Project Goals and Objectives:**

Describe the progress, success, failure, etc., related to your grant project.

Describe any site improvements made and list any equipment purchased or installed.

Provide the overall project marketing and promotion of the project. Please attach copies to the Final Report of all grant-funded advertisement.

**LITTER MANAGEMENT GRANT  
Data Summary Form**

**Grantee:**

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**County:**

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**Cleanup Areas (Indicate total number)**

<b>Roadsides</b>		<b>Parks</b>	
<b>Playgrounds</b>		<b>Waterways</b>	
<b>Streets/sidewalks</b>		<b>Public land/vacant lots</b>	

**Cleanups Summary (Indicate total amounts)**

<b>Miles of streets/highways/trails</b>		<b>Number of junk cars</b>	
<b>Miles of rivers/lakes/shore</b>		<b>Number of tires collected</b>	
<b>Number of illegal dumpsites</b>		<b>Pounds of recyclables collected</b>	
<b>Bags of litter/debris collected</b>		<b>Number of communities</b>	

**Media/Education Summary (Indicate total number)**

<b>Ads purchased with grant funds</b>		<b>Number of education presentations</b>	
<b>Ads donated</b>		<b>Number of education participants</b>	
<b>News articles</b>		<b>Facebook/Twitter hits</b>	
<b>Printed materials</b>			

**Cleanup Volunteers/Community Investment Summary (Indicate total number or cash value)**

<b>Number of volunteers</b>		<b>Donated goods/services/contributions</b>	
<b>Number of hours worked</b>		<b>Government/department/agency costs</b>	
<b>Total value of volunteer hours using federal minimum wage of \$7.25/hr.</b>			

**LITTER MANAGEMENT GRANT  
Financial Summary Form**

Grantee: \_\_\_\_\_

<b>Project Type:</b>		<b>Grant Funds Spent:</b>	<b>Match Funds Spent:</b>
Equipment: <i>(provide brief description)</i>		\$	\$
Other: <i>(provide brief description)</i>		\$	\$
Personal Services Contract: <i>(provide brief description of services)</i>		\$	\$

In narrative format, provide detail breakdown of both grant and match funds spent on this project. Attach with your final report all invoices and proof of payment associated with grant and match fund expenditures.

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## LITTER MANAGEMENT GRANT Equipment Inventory Form

All grantees must list each piece of equipment purchased in full, or in part, with grant funds that costs \$300 or more. Include all of the listed information for each piece of equipment. Copy this form as needed to account for all equipment purchased.

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Serial / ID #:		Grant Year Obtained:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

**MARKET DEVELOPMENT GRANT REPORT**  
**Project Summary Form**

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_ Date: \_\_\_\_\_

Project Type: \_\_\_\_\_

**Market Impact:** Since your grant award, describe the progress, success, failure, etc., related to your project. Describe how it may have impacted material markets in Ohio.

**Location and Physical Plant:** Describe any site improvements made during this reporting period. List any equipment purchased or installed. Describe any project-related problems with the location or facility.

**Project Marketing:** Describe any activities that have been conducted to promote or increase the awareness of the project.

**Additional Information or Comments:** If needed, please use this space to record any additional information that is pertinent to the project or provide comments or suggestions.

**MARKET DEVELOPMENT GRANT REPORT  
Materials Summary Form**

Grantee: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_

<i>Material Specification</i>	<i>Tons of Material Per Year</i>	<i>Percent Increase in Operation's Use of Material</i>
	TPY	%

Number of jobs created: \_\_\_\_\_

Number of jobs retained: \_\_\_\_\_

**MARKET DEVELOPMENT GRANT REPORT  
Financial Summary Form**

Grantee: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_

<b>Project Type:</b>		<b>Grant Funds Spent:</b>	<b>Match Funds Spent:</b>
Equipment: <i>(provide brief description)</i>		\$	\$
Other: <i>(provide brief description)</i>		\$	\$
Personal Services Contract: <i>(provide brief description of services)</i>		\$	\$

In narrative format, provide detail breakdown of both grant and match funds spent on this project. Attach with your final report all invoices and proof of payment associated with grant and match fund expenditures.

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**MARKET DEVELOPMENT GRANT REPORT  
Equipment Summary Form**

Grantee: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_

All grantees will list each piece of equipment purchased in full, or in part, with grant funds that costs \$300 or more. Include the listed information for each piece of equipment. Copy this form as needed to account for all grant-funded equipment purchased.

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

**SCRAP TIRE GRANT REPORT**  
**(Two-Year Scrap Tire Grant Projects Only)**  
**Project Summary Form**

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_ Date: \_\_\_\_\_

Project Type: \_\_\_\_\_

**Scrap Tire Market Impact:** Since your grant award, describe the progress, success, failure, etc., related to your project. Describe how it may have impacted scrap tire markets in Ohio.

**Location and Physical Plant:** Describe any site improvements made during this reporting period. List any equipment purchased or installed. Describe any project-related problems with the location or facility.

**Project Marketing:** Describe any activities that have been conducted to promote or increase the awareness of the project.

**Additional Information or Comments:** If needed, please use this space to record any additional information that is pertinent to the project or provide comments or suggestions.

**SCRAP TIRE GRANT REPORT  
(Two-Year Scrap Tire Grant Projects Only)  
Materials Summary Form**

Grantee: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_

<i>Scrap Tire Material Specification</i>	<i>Tons of Material Per Year</i>	<i>Percent Increase in Operation's Use of Material</i>
	TPY	%

Number of jobs created: \_\_\_\_\_

Number of jobs retained: \_\_\_\_\_

**SCRAP TIRE GRANT REPORT  
(Two-Year Scrap Tire Grant Projects Only)  
Financial Summary Form**

Grantee: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_

<b>Project Type:</b>		<b>Grant Funds Spent:</b>	<b>Match Funds Spent:</b>
Equipment: <i>(provide brief description)</i>		\$	\$
Other: <i>(provide brief description)</i>		\$	\$
Personal Services Contract: <i>(provide brief description of services)</i>		\$	\$

In narrative format, provide detail breakdown of both grant and match funds spent on this project. Attach with your final report all invoices and proof of payment associated with grant and match fund expenditures.

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**SCRAP TIRE GRANT REPORT  
(Two-Year Scrap Tire Grant Projects Only)  
Equipment Summary Form**

Grantee: \_\_\_\_\_

Cooperating Enterprise: \_\_\_\_\_

All grantees will list each piece of equipment purchased in full, or in part, with grant funds that costs \$300 or more. Include the listed information for each piece of equipment. Copy this form as needed to account for all grant-funded equipment purchased.

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

Equipment Type:		Model Year:
Model #:		Delivery Date:
Equipment Location:		
Total Grant Spent: \$	Total Match Spent: \$	Total Spent: \$

# DEFA - RECYCLING & LITTER PREVENTION

## CONTACT INFORMATION

Laurie Stevenson, Chief  
(614) 644-2782  
[laurie.stevenson@epa.ohio.gov](mailto:laurie.stevenson@epa.ohio.gov)

Jerry Rouch, Assistant Chief  
(614) 644-3660  
[jerome.rouch@epa.ohio.gov](mailto:jerome.rouch@epa.ohio.gov)

Vlad Cica, Grants & Loans Manager  
(614) 644-2276  
[vladimir.cica@epa.ohio.gov](mailto:vladimir.cica@epa.ohio.gov)

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