



SOLID WASTE GRANT FINAL REPORT CHECKLIST

Please make sure the minimum requirements listed below are included in your final report. Feel free to provide any additional information regarding the grant project that the following items do not address.

At the beginning of your final report, list:

- Grantee Name
- Grant Fiscal Year
- Grant Amount Awarded
- Total Grant Amount Spent
- Match Amount Spent

In your final report, include the following:

Written Narrative

- List the materials purchased with the grant funds and the cost of each item.
- Explain how the grant funds were used and describe the project that was completed.
- Discuss any installation or maintenance issues.
- Explain any reallocation requests approved by KDHE is any.
- Describe any benefits this grant will have for your community including conserved landfill space, conservation of natural resources, production of reusable materials, etc.

Attachments

- Completed Affidavit of Expenditures
 - Invoices for all expenses being claimed
 - Proof of Property Insurance (replacement NOT liability)
 - Pictures of the completed project – including one of the installed signs
 - If you need a sign – please request one from Candy Williamson, candy.williamson@ks.gov
 - Salary Back-up Documentation Table for staff salaries and volunteers (ONLY if you are claiming salaries as match)
- For Non-Governmental Grantees, please include the following for items costing over \$2,000;*
- Completed KDHE Security Agreement AND a National UCC Financing Statement (Form UCC1)
 - A check in the amount of \$20.00 made out to the **Secretary of State**

Affidavit of Expenditures, Salary Back-up Documentation, Certificate of Installation and Security Agreement/UCC1 can be found at:

<https://www.kdhe.ks.gov/710/Waste-Reduction-Grant-Guidelines-Forms>

To submit your final report, please scan and email to candy.williamson@ks.gov.