



2015 Agricultural Chemical and Household Hazardous Waste Clean Sweep Collection Grants

Wisconsin Department of Agriculture, Trade and Consumer Protection

Final Report Guidelines

Key Points

- The final report guidelines apply to both Agricultural Chemical and Household Hazardous Waste collection grants.
- Clean Sweep coordinators must submit a final report to DATCP **within 60 days of project completion. If you cannot meet this deadline, contact me. We cannot process your grant payment until we receive and approve your final report. Submittal delays may result in loss of grant funds.**
- Incomplete reports will cause a delay in evaluation and reimbursement. Coordinators may be asked to amend or modify report sections if necessary.
- You may mail, email or fax your final report to:

Jane Larson, DATCP
Wisconsin Clean Sweep Program
PO Box 8911
Madison WI 53708-8911
Email: DATCPCSWP@wisconsin.gov
Fax: 608-224-4656

Reminder Definition: A clean sweep project that collects chemical waste on three days or fewer in a calendar year is considered *temporary*. A project that collects chemical waste on four days or more in a calendar year is considered *continuous*.

Recommended Process

Before beginning your *Final Report*, gather all invoices and financial documents, then review and complete all worksheets required for the particular grant.

Your final report will consist of four key items:

- Written project evaluation
- Summary sheet of collected waste(s)
- Expenses/project cost sheet
- Waste contractor invoice(s).

A Note About Large Collections: some clean sweep events have large numbers of participants and large amounts of collected waste but the Clean Sweep grant covers just a small portion of the total costs. Please include information on the **entire event** – all participants, all wastes collected, all costs, etc. Contact me if you have questions.

Written Project Evaluation

The written portion does not need to be lengthy. Report on your collection(s), successes, failures, observations, what was collected and how much it cost. Use the following as a guide. **NOTE:** if you have an agricultural waste grant and a household hazardous waste grant, both grants can be combined into one report.

- A.) Project Overview:** Give a brief description of your project (s) such as multiple collection events, a permanent collection site, one-day event, a combination of permanent site and satellite events, etc. Include dates, times and location information or you can include and reference promotional materials with this information.
- B.) Participation:** Summarize program participation by grant type: HHW and/or Ag. You can reference the Waste Summary Sheet in this section. For each grant, describe the following items *if known*: number of participants, types of participants, (e.g. active vs. abandoned farms, rural vs. urban residents). If participant surveys were

done, please provide a summary of the results. Did the collection meet your expectations in terms of participant interest or attendance? Why or why not? What may have contributed to the success or less than success?

C.) VSQG services: Provide a brief overview of your business collection performance if you collected waste from VSQGs. Provide information on the number of businesses that used program services and whether they received a DATCP subsidy or not. Note that the *Ag Qualification Form* (or your own form) must accompany all VSQGs who received the DATCP subsidy for agricultural pesticides. Was the business turnout good or poor? Waste contractors and/or municipalities may use a spreadsheet to track VSQG participation and payments for disposal costs. Please submit a copy of the spreadsheet if available.

D.) Public Information: Provide a statement about the public information program used to inform the public and target audiences about your clean sweep. You can address both grant types with this section. If any special or community-wide events were held in association with the clean sweep, (e.g. mercury thermometer exchange, city-wide cleanup day, an unwanted drug collection), comment on the impact of these events in terms of attendance. *You may include examples of posters, advertisements or text for radio ads.* Did you try anything new this year? What were the results? **What efforts did you take, if any, to provide information to the public on reducing their amount of hazardous waste used?**

E.) Project Evaluation: Your evaluation should cover items such as:

- Did your 2015 collection program meet expectations or goals?
- Describe how you measure success for your collection.
- Did your waste contractor's service and support meet expectations?
- What worked well and what didn't?
- What changes will you consider making for future collections?
- Would you consider joining with other municipalities? Or, is it more likely that your municipality will continue to work independently or remain with current partnerships?
- What administrative, technical, or educational things can DATCP do to better serve your future needs?

F.) Waste Summary: If waste amounts were above or below expectations, what factors may have accounted for this? (Satellite site use, new people using program, a number of large drop-offs, too many previous collections?) Any collection day observations of old or unique wastes are always appreciated.

Include the completed **Waste Summary Sheet – ARM-ACM-360**. List amounts collected for both ag and households on this form.

1.) For Ag Grants:

- Submit any completed **Ag Subsidy Qualification forms (ARM-ACM-508)** if you haven't previously.
- Submit a **cancelled/banned chemical list**. The lists are usually created by the waste contractor and track the amounts collected of items such as 2,4,5-T; 2,4,5-TP (Silvex); 2,4-D; aldicarb, atrazine, arsenic, chlordane, creosote, DDT family. A copy is available on the [website](#).
- VSQG spreadsheet from waste contractor showing disposal costs and payments by businesses *not* receiving DATCP subsidy.

2.) For HHW Grants:

- Sometimes household collections will accept business waste. Note this on your summary sheet if you did and provide information on the businesses' disposal costs if available.

G.) Expenses/Project Costs: There are two required items to include in this section and the forms can be used for both Ag and HHW grants:

- **Match Documentation and Expense Reimbursement Form (ARM-ACM-389)**
- **Waste Contractor Invoice(s)**

You don't have to submit all project related invoices, except the waste contractor. If you have an unusual expense, send the invoice as an explanation.

If the amounts of labor or local expenses are greater than the space provided on *ARM-ACM-389*, optional worksheets are available to list these costs. You may submit your own spreadsheets or worksheets as well.

- **Optional In-kind Labor Worksheet (ARM-ACM-392)** available on [website](#).
- **Optional Local Expense Worksheet (ARM-ACM-395)** available on [website](#).

Transfer Funds: For counties with both Ag and HHW Grants and you transferred up to 50% of the funds from the Ag to HHW grant or vice versa, show this transfer in the space on the Match Documentation and Expense Reimbursement form.

NEW FOR 2015: If you are also the grant coordinator for an unwanted prescription drug grant, you may apply unused drug funds toward household hazardous waste expenses. For example, the county solid waste department is coordinating the ag, household and prescription drug grants. The transfer is allowable. However, if the county sheriff holds the drug grant, and the solid waste department holds the ag and household grant, unused prescription drug funds cannot be transferred from the sheriff's department to the solid waste department. The reason being, in the second example, there are two different entities holding the grants.

Questions? Contact Jane Larson at 608-224-4545 or email jane.larson@wisconsin.gov.