



2015 Unwanted Prescription Drug Collection Grants

Wisconsin Department of Agriculture, Trade and Consumer Protection

Wisconsin Clean Sweep Final Report Guidelines

Key Points

- Grant coordinators of unwanted prescription drug collections must submit a final report to the Department of Agriculture, Trade, and Consumer Protection (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 and 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

Recommended Process

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

Your final report will include three key items:

- Written project evaluation
- Summary of collected unwanted prescription drugs
- Expenses/project costs including waste contractor invoice(s) if applicable

Written Project Narrative

Use the following information as a guide. The written portion does not need to be lengthy.

- A.) Project Overview:** Give a brief description of the format of your drug collection (permanent drop box(es), or collection events). Include dates and times and locations if collection events were used. Or, you can include promotional materials with this information.
- B.) Participation:** Summarize program participation. You can reference the waste summary sheet in this section. Did the collection meet your expectations of participation? If surveys were done, please provide a summary of results. If your project only had drug drop boxes, you will be unable to provide participation levels, only amounts collected. If you held one or more collection events, describe the following items *if possible*: number of participants, geographic attendance area (where participants came from if known), turnout, be it poor or good.
- C.) Public Information Program:** Provide a statement about the public information program used to inform the public and target audiences about your collection event or drop box availability. If any special or community-wide events were held in association with the unwanted prescription drug collection event, (mercury thermometer exchange, city-wide cleanup day, household hazardous waste collection, Wisconsin Department of Justice collection event), please 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 provide any information on reducing prescription drug use?**

D.) Project Evaluation: Evaluate the project from start to finish. Your evaluation should cover items such as:

- Did your 2015 collection program meet expectations or goals?
- What worked well and what didn't?
- Assuming you want to continue offering collection services, what changes will you consider making for the future?
- What administrative, technical, or educational things can DATCP do to better serve your needs in the future?
- If you used a waste contractor, did their service and program support meet expectations?

E.) Waste Summary:

Summarize key information on the amount and types of unwanted prescription drugs collected. If collection amounts were above or below expectations, what factors might have accounted for this finding, (e.g. drug drop boxes versus collection events, expanded collections or territory, reaching out to more rural communities). If you are a multi-municipal/tribal collection, consolidate collection information on the summary sheet. Any collection day observations of unusual or unique prescription drugs are always appreciated.

Include the completed Waste Summary Sheet (ARM-ACM-445)

F.) Expenses/Project Costs: There are two required items to include in this section:

- **Match Documentation Expense Reimbursement Form (ARM-ACM-509)**
- **Waste Contractor Invoice** - however, if your municipality used the DOJ for drug disposal there will be no contractor invoice. Just note this on the expense form.

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

If the amount of labor or local expenses are greater than the space provided on *ARM-ACM-509*, optional worksheets are available to list these costs. You may submit your own spreadsheet or worksheets instead.

- Optional In-kind Labor Worksheet (*ARM-ACM-446*) available on [website](#).
- Optional Local Expense Worksheet (*ARM-ACM-447*) available on [website](#).

NEW FOR 2015 – Transfer of Unused Prescription Drug Funds

If you are also the grant coordinator for a household hazardous waste grant, you may apply unused drug funds toward household hazardous waste expenses. For example, if the county solid waste department holds the prescription drug grant *and* the household hazardous waste grant, then unused drug funds can be transferred. However, if the sheriff's department holds the drug grant and the county solid waste department holds the household grant, no monies can transfer.

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