

Alabama Department of Environmental Management
Materials Management Section
PO Box 301463
Montgomery, AL 36130
(334) 271-7988
recycling@adem.state.al.us

Grant # _____



Semi-Annual Report – DUE by April 15th

Please complete the first semi-annual report in accordance with the Alabama Recycling Fund grant agreement and submit to the Department by April 15th. If there are any questions, please contact your ADEM point of contact listed at the top of the page.

1. The status/outcome of each project objective and milestone per project application agreement
2. Expenditures of any ARF funds and local funds (documentation for local funds is not needed). Required documents needed for ARF grant reimbursements are receipt of payments, which include the following: invoices, cancelled checks, and an email invoice/statement of credit card payment. Also, attach reimbursement form if requesting reimbursement.
3. Quantity of recyclable materials collected by material type with out-of-state generated materials reported separately from in-state materials (If already reporting in Re-TRAC, please print off this information and attach to the semi-annual report)
4. Prices received for marketed recyclables by material type (If already reporting in Re-TRAC, please print off this information and attach to the semi-annual report)
5. Destination of marketed materials
6. Documented increase in collections and participation (tonnage prior to implementation vs. tonnage at project completion)
7. A description of any education or public outreach components of the proposed project and an explanation of how the educational component will directly promote the use of existing or planned local recycling projects
8. Location/addresses of public recycling bins/containers (latitude/longitude, if available)
9. Submit one project description or project status news article for distribution to local area newspapers or to various other local public media for potential publication or dissemination in any manner as the Department may determine
10. Attach any photos of infrastructure, products, events, or presentations as further documentation of project expenditures and/or progress

11. New programs are registered on Re-TRAC Connect and are set up to report, if applicable and directed to do so by the Department?

YES NO N/A

12. Existing recycling programs are registered on Re-TRAC Connect and in good standing, if applicable and directed to do so by the Department?

YES NO N/A

13. Number of new jobs created due to an increase in recycling as a result of the Alabama Recycling Fund grant:

_____ Full Time Employees

_____ Part Time Employees

_____ Work Release/Inmates

_____ Other

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Final Report – DUE by October 15th

Please complete the first semi-annual report in accordance with the Alabama Recycling Fund grant agreement and submit to the Department by October 15th. If there are any questions, please contact your ADEM point of contact listed at the top of the page.

1. The status/outcome of each project objective and milestone per project application agreement
2. Expenditures of any ARF funds and local funds (documentation for local funds is not needed). Required documents needed for ARF grant reimbursements are receipt of payments, which include the following: invoices, cancelled checks, and an email invoice/statement of credit card payment. Also, attach reimbursement form if requesting reimbursement
3. Quantity of recyclable materials collected by material type with out-of-state generated materials reported separately from in-state materials (If already reporting in Re-TRAC, please print off this information and attach to the semi-annual report)
4. Prices received for marketed recyclables by material type (If already reporting in Re-TRAC, please print off this information and attach to the semi-annual report):
5. Destination of marketed materials
6. Documented increase in collections and participation (tonnage prior to implementation vs. tonnage at project completion)
7. If asking for education and outreach funding, include a description of any education or public outreach components of the proposed project and an explanation of how the educational component will directly promote the use of existing or planned local recycling projects
8. Location/addresses of public recycling bins/containers (latitude/longitude, if available)
9. Submit one project description or project status news article for distribution to local area newspapers or to various other local public media for potential publication or dissemination in any manner as the Department may determine (disregard if submitted with first semi-annual report on April 15th)
10. Attach any photos of infrastructure, products, events, or presentations as further documentation of project expenditures and/or progress

11. New programs are registered on Re-TRAC Connect and are set up to report, if applicable and directed to do so by the Department?

YES NO N/A

12. Existing recycling programs are registered on Re-TRAC Connect and in good standing, if applicable and directed to do so by the Department?

YES NO N/A

13. Number of new jobs created due to an increase in recycling as a result of the Alabama Recycling Fund grant:

_____ Full Time Employees	_____ Part Time Employees
_____ Work Release/Inmates	_____ Other