Instructions for Nebraska Recycling Council Equipment Grant

Congratulations on your grant award! We hope the new recycling equipment serves your community well. Nebraska Recycling Council (NRC) administers the Recycling Equipment Grant with funds from the Nebraska Environmental Trust (NET). This is a reimbursement grant, so funding is provided to recipients after expenses have incurred and the following documents are submitted.

Please order your equipment as soon as possible. Contact NRC if there is more than a 3-month delay in purchasing, and keep us informed of any changes affecting your grant. Once the purchase of recycling equipment is made, complete and send the following documents all at once. We prefer to have these sent electronically; the documents are writable PDFs to make it easy to update information, save, and email. The NET Grant Contract requires a formal signature, which will need to be printed, signed, scanned, and emailed. The complete set of documents may be mailed and sent to the address above, if needed.

All grant forms except for your NET Grant Contract are on NRC’s website: www.nrcne.org/equipment-grants.

Email the completed documents to: Heather Creevan, hcreevan@nrcne.org.

Grant Forms Checklist (submit all documents as a complete set after purchase of recycling equipment):

1. NRC Agreement to Comply
2. Signed NET Grant Contract (Emailed with your acceptance letter. Print, sign, scan, and email the last page.)
3. Periodic Report Cover Sheet & Instructions
4. Summary of Invoice Submitted
5. Report on Equipment Bids
6. Report on Matching & In-Kind
7. W-9 Form
8. ACH Enrollment Form
9. Proof-of-Payment (i.e. a copy of the cleared check, Bill of Sale/Receipt, or invoice showing payment was made)

Instructions for completing grant documents:

- Please create a file for your records on this equipment and grant.
- There is an “x” or highlights where you need to supply information on the various forms, and where you should sign. An electronic signature will suffice on the grant forms.
- Return a copy of your final INVOICE or Bill of Sale/Receipt along with your documents. NET does not need the original invoice (even though the contract says they do). A quote sheet or Bid is not sufficient. If the vendor is willing and able to provide the invoice/bill of sale in advance of your receiving the equipment that is fine. Vendor invoice needs to include their name, address and phone number. Equipment must be well described.
- We need all the grant papers back, and a copy of the invoice before grant money can be released by the Nebraska Environmental Trust. Do not return documents to NRC until all documents are completed.
- State of Nebraska ACH Enrollment Form is to allow grant funds to be sent electronically to your bank. The State of Nebraska PREFERENCES to do ACH/bank transfer. Payments come directly from the State of Nebraska via Nebraska Environmental Trust, not from NRC. It can take 3 to 4 weeks from the time NET receives these documents from
Agreement to Comply with NRC Requirements

NRC requires the following of all grant recipients. Please review, sign and return with other grant documents.

1. Please send a thank you letter or thank you email to Nebraska Environmental Trust (NET). NRC is the grant administrator, but funding comes from the Nebraska Environmental Trust. If you prefer to send an email thank you (please copy us on it) it should go to: Mark.Brohman@nebraska.gov and Marilyn.Tabor@nebraska.gov. Mark is NET’s Executive Director and Marilyn is the Grants Administrator. NRC’s email is hcreevan@nrcne.org. To mail a letter to Mark and Marilyn, send to Nebraska Environmental Trust, PO Box 94913, Lincoln, NE 68509-4913.

2. The grant project should
   a. provide more public benefit than organizational or corporate gain;
   b. include clear environmental benefits;
   c. make a real contribution to enhancing recycling collection or processing;
   d. be technically and financially feasible;
   e. be thoroughly researched and planned, NOT just an idea; and
   f. begin promptly after approval.

3. Paperwork should be returned promptly and equipment installed and put into use as soon as possible.
   Please order/purchase your grant-approved equipment as soon as possible and include proof of purchase (usually a copy of bank-cleared check(s) image) with your other grant documents and return to NRC.

4. Grant recipients must provide 24 months of recycling data after obtaining the grant equipment, showing what recycling impact the equipment has made in grant recipient’s community or business. Typically that is how many pounds or tons of recycling have been collected or processed using the grant equipment. Ideally, you will submit four reports in 24 months at 6 months, 12 months, 18 months and 24 months, emailed or mailed to NRC. For any grant equipment that goes into service after January 1st we want to receive grant data through June 30th regardless of the time-frame to put into our report to NET in mid-July, and following that, in 3- or 6-month reports until 24 months (total) have been reported to us.

5. Answer our questions. We will be checking in with you from time to time for an update and will ask questions about how the grant equipment is working, whether the project timeline is on track, and generally whether it’s going according to your plan.

6. Commitment to use the equipment. We expect a spirit of cooperation, a commitment that you will continue to use the grant equipment for recycling, and that you will not ever sell, lease, rent or give it to another party without permission from Nebraska Environmental Trust.

We have read and agree to comply with the NRC grant requirements.

Business/Organization Name: Nebraska Recycling Council

Grant Applicant Signature: [Signature]

Printed Name: Heather Creevan

Date: 12/17/2018
EQUIPMENT:

The Sponsor will report to the Trust all equipment purchased with full or partial funding on a form to be provided by the Trust. The Sponsor will identify such equipment as purchased with Trust funding in the Sponsor's inventory for the useful life of the equipment.

The Sponsor will obtain at least two (2) bids for any equipment purchased costing $1,000.00 or more, for which more than one vendor is available. The Sponsor will provide the names of bidders to the Trust at the time a request for reimbursement is submitted. Such bids shall be held in the Sponsor's files for three (3) years.

The Sponsor agrees to purchase and maintain property insurance at its own expense to insure all equipment valued at $1,000 or more which is purchased in whole or in part with funds received from the Trust. This insurance shall include "all risk" insurance for physical loss or damage including, without duplication of coverage, theft, vandalism, and malicious mischief. Such insurance shall be maintained on all such equipment in an amount equal to the replacement value of the equipment for the useful life of the equipment (as defined in the Nebraska Depreciation for personal property used in business tables). The Sponsor shall name the Trust beneficiary of the policy and shall assure that proof of coverage shall be kept current. Evidence of current coverage will be requested annually by the Trust office. Upon request for reimbursement the Sponsor will provide the Trust with the policy of insurance for equipment purchased, in whole or in part, with funds received from the Trust.

The Sponsor will not sell, lease, transfer, exchange or encumber in any manner whatsoever all or any portion of any equipment acquired in whole, or in part, by Trust funds without the prior written permission of the Trust, which will not be unreasonably withheld. The Sponsor shall notify the Trust in writing of any proposed sale, lease, transfer, exchange, or encumbrance at least thirty days in advance and obtain written approval from the Trust. In the event that the Trust does not agree to the sale, lease, transfer, exchange, or encumbrance of said equipment, the Sponsor may repay the value of the grant to the Trust and is released from all further obligations. Otherwise repayment will be calculated according to the adopted policies of the Trust board regarding the transfer or sale of Trust funded equipment. The Sponsor will notify the Trust when any equipment purchased in whole or in part with grant funds is no longer usable during the service life of the equipment.

Nebraska law shall govern the interpretation and enforcement of this contract. The parties acknowledge that this contract, as outlined in Section B, contains the entire agreement between them, supersedes any prior agreements and conversations, and may not be modified except by written agreement signed by all parties.

NEBRASKA ENVIRONMENTAL TRUST

By: ____________________________
Jim Hellbusch, Chairman
Date: July 27, 2018

NEBRASKA ENVIRONMENTAL TRUST

By: ____________________________
Mark Brohman, Executive Director
Date: July 27, 2018

AUTHORIZED REPRESENTATIVE OF SPONSOR

By: ____________________________
Heather Creevan

Printed Name: Heather Creevan

Title: Deputy Director
Date: 12/27/2018
The Nebraska Environmental Trust

"preserving NATURAL NEBRASKA™ for future generations"

PERIODIC REPORT COVER SHEET AND INSTRUCTIONS

Please use this form to file periodic project reports as required in your Trust grant contract. These reports should consist of the following four parts:

1. **The Cover Sheet.** Please complete the information below as requested and submit the SIGNED ORIGINAL with the request for reimbursement.

2. **Request for Reimbursement.** You must submit copies of invoices to document each expense for which you request reimbursement. Each invoice must contain the name and address of the vendor, and an itemized list of services or goods with costs and the dates of service or delivery. If invoices contain non-grant items, clearly note the exceptions. Use the “Summary of Invoices Submitted for Reimbursement” and list each invoice on the table, providing the information as requested. Be sure the expenditure description contains sufficient information to determine that the item or activity is a legitimate project expense. The column “Budget Category” references the categories you created in your contract budget outline: each invoice must identify which category names it falls under. Copy the table if you need additional reporting space. Attach invoices in the order listed on the Summary sheet.

3. **Project Narrative.** On a separate page(s), describe project activities, partners and results of the project for this period. If modifications were made to the project, describe the changes and explain why they were necessary. Quantify any results you can; for example, acres restored, pounds recycled, etc. NRC completes the Project Narrative, including your recycling data as it is reported.

4. **Report on Matching and In-Kind Expenditures.** Use this form to report all resources expended on the project other than those funded by the Trust. Examples of these costs could include materials, labor, donations, other matching funds or volunteer labor time.

<table>
<thead>
<tr>
<th>Project Sponsor:</th>
<th>Nebraska Recycling Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Agent:</td>
<td>Nebraska Recycling Council</td>
</tr>
<tr>
<td>Fiscal Agent Address:</td>
<td>3800 Vermaas St, Ste 102, Lincoln NE 68502</td>
</tr>
<tr>
<td>Project Title:</td>
<td>Recycling Equipment Grant</td>
</tr>
<tr>
<td>Reporting Period:</td>
<td>7-27-2018 - 12-27-2018</td>
</tr>
<tr>
<td>Tax I.D. #</td>
<td>20-1416970</td>
</tr>
<tr>
<td>TOTAL AMOUNT REQUESTED FOR THIS PERIOD:</td>
<td>$20,000.00 (total of Grant)</td>
</tr>
</tbody>
</table>

I certify that this report is correct and just: that all expenses were necessary expenses of the project and were incurred in accordance with the approved grant agreement, including any amendments thereto; and that progress of the work and services under grant contract is satisfactory and consistent with the amount billed. As the Sponsor named above, or agent thereof, I hereby claim reimbursement from the STATE OF NEBRASKA for the attached and itemized expenses, for which payment has not previously been made by the STATE OF NEBRASKA.

FOR THE SPONSOR:            

Heather Creelman          
Signature                  
Heather Creelman          
Typed or Printed Name      

DATE: 12/27/2018

Nebraska Environmental Trust Signature
<table>
<thead>
<tr>
<th>Invoice # or Date</th>
<th>Vendor</th>
<th>Description of Services</th>
<th>Budget Category</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2018</td>
<td>ABC Recycling</td>
<td>containers</td>
<td>Equipment</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

**TOTAL:** $20,000.00

---

Project #: 18-145

Report for period from 07/27/2018 to 12/27/2018

(when grant received to now)
#5

## The Nebraska Environmental Trust

### REPORT ON EQUIPMENT BIDS AND PURCHASES

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>VENDOR/BIDDER</th>
<th>BID AMOUNT</th>
<th>BID ACCEPTED?</th>
<th>PURCHASE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ Containers</td>
<td>ABC Recycling</td>
<td>$24,000.00</td>
<td>Yes</td>
<td>12/01/2018</td>
</tr>
<tr>
<td>XYZ Containers</td>
<td>PQR Recycling</td>
<td>$30,000.00</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Project No.** 18-145  
**Project Sponsor:** Nebraska Recycling Council

I certify that this report is correct and just; that all expenses were necessary expenses of the project and were incurred in accordance with the approved grant agreement, including amendments thereto; and that progress of work and services under the project agreement is satisfactory and consistent with the grant agreement. We agree to abide by all applicable policies of the Trust with regard to equipment as specified in the Equipment Policy.

**FOR THE SPONSOR:** Heather Creevan  
**DATE:** 12/27/2018

**TYPED OR PRINTED NAME:** Heather Creevan  
**TITLE:** Deputy Director

Report on Equipment Bids and Purchases
Please summarize all resources expended on the project other than those funded by the Trust. Examples of these costs could include materials, labor, donations, other grants, matching funds or volunteer labor time.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SOURCE</th>
<th>$VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Recycling Cash Match</td>
<td>ABC Recycling Invoice</td>
<td>$4,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

Report period from to 07-27-2018 to 12-27-2018
Grant # 10-145
Project Sponsor: Nebraska Recycling Council