

**Waste Tire Products Grant**  
**FINAL REPORT**  
Checklist

The following checklist should be used when generating the final report. **Please make sure ALL of the minimum requirements listed below are included in the final report.** Feel free to provide any additional information regarding the grant project that the following items do not address.

- Grantee Name
- Grant Round #
- Grant Amount Awarded
- Total Grant Amount Expended
- Local Match Expended
- Provide a list of the equipment or material purchased with grant funds and the cost of each item.
- Discuss any reallocation requests approved by KDHE.
- Explain how the grant funds were used and describe the project that was completed.
- Discuss any installation or maintenance issues.
- Discuss the immediate results of the completed project as well as the anticipated long-term results.
- Attach pictures of the project. (if available include news clippings, slides and/or videos)
- Attach the CQA form signed by the pre-authorized quality officer\*
- Attach a baseline injury/incident report (if you have this, it would help to document any improvements.)\*
- Copy the injury/incident report form provided by KDHE and submit it yearly on the last business day of October of each year during the contract. Include updates on the status of the project including any maintenance, or product reliability problems during the previous year.\*
- Provide Proof of Property (replacement) insurance.

\*/These items are NOT required for tables and benches.