



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
SMALL BUSINESS OMBUDSMAN OFFICE

**ADVANTAGE GRANT PROGRAM
PROJECT COMPLETION REPORT/REQUEST FOR REIMBURSEMENT**

I. OWNER INFORMATION (Type or Print Legibly)

Owner's Legal Name _____
Company Legal Name _____
Address _____
City _____ State _____ Zip _____
Phone No. (___) _____ - _____ FAX No. (___) _____ - _____
Email Address _____
Contact Name _____

II. PROJECT INFORMATION

Project Name _____
Total Eligible Cost of Project: \$ _____
Amount of Rebate/Incentive: \$ _____
Revised Eligible Cost of Project: \$ _____
Amount of Grant Request (50% of Revised Eligible Costs of Project up to a maximum of \$9,500: \$ _____
Project Start Date _____ Project Completion Date _____
Grant Document Number (from Page 3 of grant agreement) _____

ONE YEAR FOLLOW-UP REPORT DUE ONE YEAR AFTER PROJECT COMPLETION DATE.

III. SUMMARY OF THE WORK COMPLETED

IV. ITEMIZATION OF EXPENSES

TYPE OF EQUIPMENT, MANUFACTURER & MODEL NUMBER	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EQUIPMENT/CONTRACTED SERVICES	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

V. PROOF OF PAYMENT

Please attach copies of the original invoices or receipts indicating the actual cost for equipment or contracted services to implement the project. Proof of payment must be provided, which can be the vendor’s invoice indicating a zero balance or marked “paid” by the vendor, the front and back of a canceled check, a credit card receipt, or any other documentation which shows proof that the equipment and contracted services for the project were paid. **Please be aware that any purchases or payments made before July 8, 2013 or the application postmark date whichever is later will be considered ineligible as stated in the application instructions and will not be reimbursed (Deposits to hold a project price or a contractor’s commitment are excluded).**

Please return the completed report to the:

Pennsylvania Department of Environmental Protection
 Small Business Ombudsman
 Advantage Grant Program
 2nd Floor, RCSOB
 P.O. Box 8772
 Harrisburg, PA 17105-8772

NOTE: ATTACHMENT "G" OF THE GRANT AGREEMENT EXECUTED WITH THE COMMONWEALTH OF PENNSYLVANIA IS THE "ONE-YEAR FOLLOW-UP REPORT". PLEASE PROVIDE A COMPLETED ONE YEAR FOLLOW-UP REPORT TO THE ABOVE ADDRESS – ATTENTION DAVE BARNES – WITHIN 13 MONTHS OF PROJECT COMPLETION. THE REPORT MUST BE PROVIDED OR THE GRANTEE MAY BE REQUIRED TO RETURN THE GRANT FUNDS TO THE COMMONWEALTH OF PENNSYLVANIA.