

## Attachment A (Part I & Part II)

# REAP Conservation Education Program Part I—Midterm and Final Report Form

*Please submit this completed form, along with Part II, via e-mail to [Salterberg@uni.edu](mailto:Salterberg@uni.edu).  
If you include other documents, if possible please paste them at the end of this report rather than  
as a separate attachment.*

**Grant Recipient (organization name): Iowa Recycling Association**

**Project Title: 4R's (Reduce, Reuse, Recycle, Renew)**

**Report Prepared by: Shelene Codner/Teresa Kurtz**

**Project Number: # 07-07                      Date Submitted: February 15, 2007**

**Check one:**

**Midterm report (covering July 2006-Dec. 2006 activities) DUE: February 15, 2007**

**Final report (covering Jan. 2007-June 2007 activities) DUE: June 15, 2007**

**Note: Your Final Project Billing Form and documentation will be due to Kathleen Moench of the DNR and Susan Salterberg (CEP contract monitor) on August 31, 2007. See Grant Agreement, Attachment B.**

### 1) Objectives and activities

The REAP CEP Board expects all work outlined in your original proposal to be completed. At a minimum, briefly explain activities completed to date for the following, as well as the percent of total work completed to date. Include what is going well, and explain. Also include challenges, and explain. Add other objectives as you deem appropriate.

1. Solicit submission for 8 newsletters.
2. Produce 8 newsletters.
3. Layout 8 newsletters.
4. Distribute 8 newsletters electronically.
5. Communicate with public about REAP CEP.
6. Evaluate project.

<p><b>EXAMPLE</b> #1: Market REAP CEP and workshops (i.e., public communications)</p> <p><b>Activities:</b></p> <ol style="list-style-type: none"> <li>1) Seven news releases published in: Iowa Reading Association, Iowa Middle Level Educators and Iowa Recycling Association newsletters as well as in the Creston, Clear Lake, Dubuque and Davenport newspapers.</li> <li>2) Two workshop announcements published in Iowa Environmental Council listserv and in Iowa Conservation Education Council newsletter</li> </ol> <p><b>Additional explanation:</b> The releases sent to local newspapers generated a lot of inquiries, and subsequent registrations from teachers. I will definitely do this again. The challenge is to get more middle school teachers enrolled, as they are the target audience, but seem to be more pressured than el ed teachers with NCLB requirements.</p>	<p><b>Percent completed to date</b></p> <p>80%</p>
<p>#1: Solicit submission for 8 issues</p> <p><b>Activities:</b> To date, submissions have been solicited for four issues of 4R's. Solicitations have been directed to a diverse group which includes educators and students in both traditional and non-traditional settings, IRA members and non-members as well as several other state-wide educational organizations.</p> <p><b>Additional explanation, if needed:</b> Per amendment, circulation was reduced to 7 issues.</p>	<p><b>57%</b></p>
<p>#2: Produce 8 newsletters</p>	

<p><b>Activities:</b> To date, three issues of 4R's have been produced. The fourth issue is currently in process and will be distributed in early March 2007. Issues have included a cross-curricular selection of environmental activities, resources, funding opportunities and events, as well as other pertinent environmental features.</p> <p><b>Additional explanation, if needed:</b> Per amendment, circulation was reduced to 7 issues.</p>	<p>43%</p>
<p><b>#3: Layout 8 newsletters</b></p> <p><b>Activities:</b> To date, three issues of 4R's have been laid out. The fourth issue is currently in process and will be distributed in early March 2007. Layout has included eye-catching graphics and because the newsletter is distributed as an e-version, we have been able to incorporate the use of visually appealing full color images.</p> <p><b>Additional explanation, if needed:</b> Per amendment, circulation was reduced to 7 issues.</p>	<p>43%</p>
<p><b>#4: Distribute 8 newsletters</b></p> <p><b>Activities:</b> To date, three issues of 4R's have been distributed. In addition, the distribution/subscribers listing has increased tremendously with each issue. We began with 0 subscribers and with the distribution of the next issue their will be roughly 6,000 on the distribution list. The distribution goal for the term of the project is 12,000.</p> <p><b>Additional explanation, if needed:</b> Per amendment, circulation was reduced to 7 issues.</p>	<p>43%</p>
<p><b>#5: Communicate with public about REAP CEP</b></p> <p><b>Activities:</b> All distribution emails include and will continue to include information regarding REAP CEP as well as a link to ICEC's website directed to the page containing information regarding REAP CEP. In addition wording and links regarding REAP CEP appear on the mast of every issue of 4R's and will continue to appear on the mast of every issue.</p> <p><b>Additional explanation, if needed:</b></p>	<p>43%</p>
<p><b>#6: Evaluate Project</b></p> <p><b>Activities:</b> In addition to the final and formal evaluation that will be performed at the close of this project, we continue to monitor the project through subscriber inquiries, participatory interactions and comments received. These interactions will be included in our final report along with the final evaluation surveys. The final and formal evaluation will include outcomes and outputs based on the project markers established at the inception of this project.</p> <p><b>Additional explanation, if needed:</b></p>	<p>Ongoing</p>

2A) Are there changes in the direction of your project (i.e., something different than outlined in your grant proposal)?

Yes       No

2B) If yes, please explain the changes and the reason for them:

*Note: Any major changes must be approved by the Board as soon as possible. Contact CEP Contract Monitor, Susan Salterberg, at [Salterberg@uni.edu](mailto:Salterberg@uni.edu) or 319-337-4816 to determine whether board approval is needed for your proposed changes.*

Due to staff turnover the project began in November 2006 as opposed to the projected start date of October 2006. A request was made by Michaela Rich, who served as President of the Association at the time, to amend the project to reflect this change. This amendment was approved.

3A) Is the project on schedule?     Yes       No

3B) If no, please explain:

4A) For midterm only: Are matching funds coming in for your project as anticipated and as outlined in your proposal?     Yes       No

4B) If no, please explain:

For midterm reports, go to Question 9.

**5) Final report only: Please describe the contributions of third parties and of your organization to this project. List the contributors and their estimated financial contribution. Explain each contribution, if a non-cash contribution.**

Name of organization	Cash contribution	Matching contribution (non-cash)	Explanation, if non-cash
Example: Iowa Talented and Gifted Assoc.		\$500	Provided 10 hrs. of assistance reviewing curriculum materials valued @ \$20/hr.
<b>TOTALS:</b>			

**6A) Final report only. Please provide at least one concrete example of how your project met one or more of the environmental education goals listed below.**

- Understand environmental processes and systems (such as the earth as a physical system, the living environment, humans and their societies, and/or environment and society)
- Develop skills for understanding and addressing environmental issues
- Understand personal and civic responsibility
- Develop lifelong learning skills such as critical thinking, questioning and analysis skills
- Understand that human well-being is tied to environmental quality
- Understand and forge connections with their immediate surroundings
- Conserve and protect Iowa's resources

(Example: The "Project X" helped students develop skills for understanding and addressing environmental issues, understand personal and civic responsibility and forge connections with their immediate surroundings. This was made possible through service-learning projects. Nearly all of the 260 students involved with Project X devoted a combination of around 10,000 hours on service-learning projects in their communities...from picking up litter and establishing recycling programs to selling used books and giving money earned to a charitable cause working on humanitarian and environmental causes.)

**6B) Final report only. Testimonials from people influenced through your project help the CEP Board substantiate the need for this program. Please provide one but no more than three testimonials that address one or more of the environmental education goals listed in 6A. If possible, include identification information such as name, grade and subject taught, school and city. If you provide this information, you are responsible to secure written permission from the person quoted for use of the testimonial by REAP CEP.**

(Example: "My reactions ... were feelings of reward as I witnessed all my students (even the students who are toughest to keep on task and to keep motivated), totally involved and excited to perform a positive service for others. I will definitely do the ...research and reporting project next year, along with another project related to waste management with my seventh graders."—Margaret Hogan, 7<sup>th</sup> grade, Dyersville-Beckman High School, Dyersville)

**7A) Final report only. (Please read Questions 7A, 7B and 7C before responding.)**

**Please summarize your project in three or fewer pages. This summary should include the following (including the headers), in the order shown below. Your honesty and frankness will be appreciated, and will help strengthen environmental education in Iowa.**

- Project title and Project number:
- Organization's name, contact person, website, phone and e-mail:

- Project's purpose and targeted audience:
- Reflect on your project, providing a self-assessment. At a minimum, answer the following questions: Did your project go as planned? Explain what went well and why. Explain what you would do differently if you did the project again, and why.
- Please list the most relevant outputs,<sup>1</sup> and explain, if necessary.
- Please list the outcomes,<sup>2</sup> and explain, if necessary. Be sure to include the outcomes outlined in your grant proposal.
- Were there any negative outputs or outcomes, and/or concerns about the accuracy of your evaluation data, which you did not list above? If so, please identify the most relevant ones and explain.
- Identify your one to three most effective marketing tools (i.e., conferences, e-mails, flyers, news releases in local papers), describe your use of them, and why they were effective.
- At least one but no more than three photo(s) of activities in jpeg format.

7B) The REAP CEP Board wants to share your successes and lessons learned with other environmental educators. However, they respect your wishes to not share on the web potentially sensitive information that you may not want readily accessible to others. With this in mind, may the summary you have written (as well as the photos submitted) for 7A be published on the REAP CEP website?

Yes  No (If no, please see 7C.)

7C) If no, please omit the sections and/or revise the above summary for publication on the web. Include the revised section below. *Note: The primary audiences for iowaee.org's website are formal and non-formal educators, who may be able to learn from your experiences—both positive and negative.*

Please carefully write and review your summary to ensure it is in publishable format.

8) Final report: Please include attachments, including a copy of your evaluation form(s), your complete evaluation results, and a minimum of one photo in jpeg format. Some of this information may be published on the web, along with your project summary. Please clearly mark any attachments you do NOT want included on the website.

9) Mid-term and final reports: Include a completed Project Expenditure Summary with your mid-term and final reports. (See next page.)

10) Other comments?

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<sup>1</sup> Measurements of production, such as number in attendance at a workshop.

<sup>2</sup> What important things happen as a result of the project, such as a documented change in behavior or new concepts learned.

## Part II—REAP CEP Project Expenditure Summary

For your mid-term and final reports, please submit this completed form, along with Part I, via e-mail to [salterberg@uni.edu](mailto:salterberg@uni.edu).

For your final report, please also submit the Final Project Billing Form as a hard copy to Kathleen Moench at the DNR within 60 days of project completion. See Grant Agreement, Attachment B.

Grant Recipient (organization name): **Iowa Recycling Association**

Project Title and Number: **4R's (Reduce, Reuse, Recycle, Renew) # 07-07**

Check one:

Midterm Project Expenditure Summary (covering July 2006-Dec. 2006 activities) **DUE: February 15, 2007**

Note: The mid-term expenditure report may be close estimates of REAP CEP expenses to date. This is not an official auditing document. Do not include non-REAP CEP expenditures in the table below. E-mail to [Salterberg@uni.edu](mailto:Salterberg@uni.edu).

Final Project Expenditure Summary (covering Jan. 2007-June 2007 activities) **DUE: June 15, 2007**

Note: The Final Project Expenditure Summary is not an official auditing document, though should accurately reflect project expenses. Do not include non-REAP CEP expenditures. E-mail to [Salterberg@uni.edu](mailto:Salterberg@uni.edu).

Budget Line Item (A)	Approved Budget (B)	This Period Expenses (C)	Year-to-date Expenses (D)	Remaining Balance (B-D) E
1. Personnel (Salary and Fringe)	\$12,600.00	\$5,880.00	\$5,880.00	\$6,720.00
2. Travel				
3. Supplies				
4. Other				
5. Indirect costs				
6. Total	\$12,600.00	\$5,880.00	\$5,880.00	\$6,720.00

### \*SEE BELOW

Note: Changes in the proposed budget that deviate from any line item by 10% or more must be approved before the expenditure occurs. Contact CEP Contract Monitor, Susan Salterberg, at [Salterberg@uni.edu](mailto:Salterberg@uni.edu) or 319-337-4816 to request changes. She may approve small changes and subsequently inform the REAP CEP Board. If she is uncertain, she will present those requests to the REAP CEP Board and inform grantees of Board's decision. The Board may request additional information, and may or may not negotiate a revision to the contract to allow for expansion or modification of services. If a revision is granted, no increase in the total amount of the grant award shall occur. Once approved, the DNR director or the REAP CEP coordinator will provide a written amendment to the agreement.

Susan Salterberg, CEP Monitor, shall be your first contact regarding changes to the proposed budget.

- \* The initial 50% advance was based on the approved funding amount of \$14,400.00. Since that time, a request and amendment lowering that amount to \$12,600.00 was submitted and approved. Therefore, the 50% advance of \$7,200.00 was overstated by \$900.00.

This amount should be deducted from the next 40% advance. The next advance should be in the amount of \$4,140.00 (\$5,040 (40% of 12,600.00) less \$900.00 (the overstated amount of the first advance)=\$4,140.00).

Completed and distributed copy can be viewed at IRA's website at [www.iowarecycles.org](http://www.iowarecycles.org).