**Applying for the Clean Sweep**

Use the link below to access the Clean Sweep’s SharePoint site. The application period opens in early April and stays open until the Friday before Memorial Day. If you received a grant the previous year or are on our email list, you will receive an email the day the application period opens. Directions on applying for the grant can be found on the webpage below but will also be mailed at the time of the announcement.

[Clean Sweep Application Website](http://datcp/darm/AgChem/AgrichemProg/Pesticides/CleanSweep/SitePages/Home.aspx)

The [application instruction document](file:///I%3A/darm/ac/Programs%20Section/CLEAN%20SWEEP/2023AgHHWInstructions.docx) will be your guide while applying for the grant. This document contains information such as eligibility, definitions and grant maximums you can apply for.

The allocation process is completed during the month of June. Once the allocation process is finished, all participants will receive an email with their final allocation amount-followed by a contract.

The contract will need to be signed by representatives of the participating municipality as well as DATCP. Once the contract is signed by the participating municipality, send the contract back to DATCPCSWP@wisconsin.gov for it to be signed by DATCP’s representative. Once the contract is fully signed, a copy will be sent to the participating municipality. This will signal that you are fully ready to host a Clean Sweep event!

**Carrying out the Clean Sweep Project**

The Clean Sweep program’s guidelines can be found in the [Wisconsin State Legislature ATCP 34](https://docs.legis.wisconsin.gov/code/admin_code/atcp/020/34). This chapter provides guidelines on every aspect of the program. While rather technical, some of the questions you may have could be answered from this chapter-such as which waste products are eligible for reimbursed through Clean Sweep.

**Final Report**

A final report of the Clean Sweep project is due within 60 days of the project being completed. A 45-day extension can be granted to Clean Sweep grantee’s if they reach out to the Clean Sweep program manager with a valid reason. The extension is not guaranteed and is up to the discretion of the program manager. The [Final Report Guideline document](https://datcp.wi.gov/Documents/AgHHWFinalRptGuide.pdf) will help guide you through the final report process.

* All final reports require a “Written Project Narrative” as well as additional supporting documents (which are linked below). To learn more about the written narrative, go to the [Final Report Guideline document](https://datcp.wi.gov/Documents/AgHHWFinalRptGuide.pdf).
* Additionally, invoices from the waste contractor as well as invoices for all materials recorded as “reimbursable” are required.

The most popular way to submit a final report is to email a PDF document containing all of the required material to DATCPCSWP@wisconsin.gov. Final reports can also be sent in by mail or faxed (The [Final Report Guideline document](https://datcp.wi.gov/Documents/AgHHWFinalRptGuide.pdf) contains the addresses).

**Household hazardous waste projects** are required to submit the following forms:

[Grant match and Expense Reimbursement](https://datcp.wi.gov/Documents/AgHHWFinalMatchExpenseReimbursement.docx)

[Waste Collection Summary](https://datcp.wi.gov/Documents/AgHHWFinalWasteSummary.docx)

The following two documents are additional documents we supply in case there are too many in-kind labor or local expenses to fit on the original Grant match and Expense Reimbursement document:

[In-kind labor](https://datcp.wi.gov/Documents/AgHHWFinalInKindLabor.docx)

[Local Expenses](https://datcp.wi.gov/Documents/AgHHWFinalLocalExpense.docx)

**Agriculture waste projects** are required to submit the following forms:

[Grant match and Expense Reimbursement](https://datcp.wi.gov/Documents/AgHHWFinalMatchExpenseReimbursement.docx)

[Waste Collection Summary](https://datcp.wi.gov/Documents/AgHHWFinalWasteSummary.docx) (Ag. waste data is filled in on the same form as the Household waste)

[Banned/cancel​ed products collected](https://datcp.wi.gov/Documents/AgBannedCanceled.docx)  (If none were collected, just submit the blank document)

The following two documents are additional documents we supply in case there are too many in-kind labor or local expenses to fit on the original Grant match and Expense Reimbursement document:

[In-kind labor](https://datcp.wi.gov/Documents/AgHHWFinalInKindLabor.docx)

[Local Expenses](https://datcp.wi.gov/Documents/AgHHWFinalLocalExpense.docx)

**Unwanted Prescription Drug projects** are required to submit the following forms ([Final report guidelines](https://datcp.wi.gov/Documents/RxFinalRptGuide.pdf)):

[Grant match and expense ​reimbursement](https://datcp.wi.gov/Documents/RxFinalMatchExpenseReimbursement.docx)

[Drug collection summary](https://datcp.wi.gov/Documents/RxSummarySheet.docx)

The same additional documents are available in case there are too many in-kind labor or local expenses to fit on the Grant match and Expense Reimbursement document:

[In-kind labor worksheet](https://datcp.wi.gov/Documents/RxFinalInKindLabor.docx)

[Local expense worksheet​](https://datcp.wi.gov/Documents/RxFinalLocalExpense.docx)