

GREEN COMMUNITY ANNUAL REPORT

Annual Report Tab Coloring Key

Community input required
Examples
Guidance

1) In order for a municipality to maintain its Green Community Designation and be eligible for the next available Green Communities Competitive Grant, reports must be submitted **no later than 5:00 PM November 6, 2020 for the reporting period July 1, 2019 – June 30, 2020**

Late reports WILL deem a community ineligible for the 2021 Competitive Grant.

2) Please be certain to address all areas in full. If certain requested information does not apply, then please note it as "N/A."

3) Please follow the instruction for reporting on each Criteria on the Individual Criterion Excel Sheets.

4) If you have any questions on these reporting requirements, contact your DOER Green Communities Regional Coordinator (RC). The objective is to have a dialogue with Green Communities staff **BEFORE** the report is due so that minimal follow-up with the municipality is required after the due date.

5) Submit your community's full Excel file electronically as Excel via email with any other supporting files to Grant Administrator Jane Pfister - jane.pfister@mass.gov and your Regional Coordinator. **This page must be signed, made into a PDF, and submitted as a separate file.** Please submit only **one** Excel file for the annual report. DOER will not accept multiple spreadsheets

6) NOTE: In the case of any criteria violations(e.g. a vehicle purchased that does not meet the fuel efficient vehicle policy), the municipality will be asked to provide a corrective action plan. A first-time violation will be factored into consideration when DOER awards funds under the next available Green Communities funding opportunity. A second violation may prohibit the municipality from being eligible for any funds in the next available Green Communities funding opportunity.

8) Fields highlighted in yellow should be completed by Green Communities.

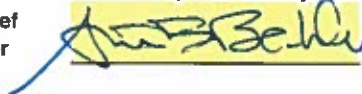
9) Review the "AR Compliance Checklist" tab and ensure that no items are missing. If any items cannot be provided please offer an explanation.

Annual Report is not complete. Please review the AR Compliance Checklist.

Date Designated:	February-17	PLEASE NOTE: For a municipality designated December 2018, the reporting period is 18 months, Jan 1, 2019 - June 30 2020
Date of Annual Report Submission	11/4/2020	
Name of Preparer of Annual Report	Stuart Beckley	
Title	Town Manager	
Municipality Name	Town of Ware	

I confirm that I have reviewed this report and verify all information is true.

Signature of Chief Executive Officer



The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter. Any signatures of designees will be considered an attestation that the signatory has been designated the designee by the municipality.