

**U.S. ENVIRONMENTAL PROTECTION AGENCY  
Exchange Network Grant Program Progress Report Form  
for Use by Recipients of Assistance Agreements**

Please Check:  
 Semi-annual report  
 Final Report

***Instructions: This form is for Exchange Network Grant recipients to report their progress. Recipients should send these to their regional grant project officer for spring reports by April 30 for the period October 1-March 31. Fall reports are due to the regional project officer by October 31 for the period April 1-September 30.***

**Recipient Information:**  
  
**Agency Name:**

**EPA Grant Number - Program Code, Number, and Amendment Number (e.g., OS - 12345678 - 0):**

**For grants awarded before 2006 Exchange Network Grant Category (i.e., One Stop, Readiness, Implementation, or Challenge):**

**Project Manager:**  
  
**Name:**  
  
**Phone:**  
  
**Email:**

**Funding Year:**  
**Award Amount:**  
**Expenditures during this reporting period:**  
**Funds Remaining:**

**Reporting Period (starting and ending dates, mm/dd/yyyy):**

**Date Report Submitted (mm/dd/yyyy):**

**EPA Project Officer to Whom Report is Submitted:**  
  
**Name:**  
  
**EPA Region/Program:**

**Focus:**

**Progress Report Instructions:**  
1. List major goals and each goal's outputs as described in the work plan

(Note for recipients submitting through CDX: After you have submitted your first online progress report for a grant, any changes to goals or outputs that are needed must be made by your EPA Regional Project Officer. You should submit your change request directly to your Regional Project Officer.)

2. In the "Scheduled Completion Date" column, enter the dates from the grant work plan
3. In the "Actual Completion Date" column, enter the date each output completed as of the period covered by this report
4. In the "Progress and Status" field below each output, enter any factor that has or will affect the recipient's ability to complete that output; also indicated whether a resource listed in RCS or ENDS was used or, if a resource was created, it was registered in ENDS or RCS.

**EXAMPLE**

<b>Goals</b>	<b>Tasks/Outputs</b>	<b>Scheduled Completion Date</b>	<b>Actual Completion date</b>
1. Flow ambient air quality data through the Exchange Network.	1. Develop XML schema	mm/yyyy	mm/yyyy
	<b>Progress and Status</b>		
	2. Initiate first test data flow	mm/yyyy	
	<b>Progress and Status</b>		

<b>Goals</b>	<b>Tasks/Outputs</b>	<b>Scheduled Completion Date</b>	<b>Actual Completion date</b>
	<b>Progress and Status:</b>		

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	<b>Progress and Status:</b>		
	<b>Progress and Status:</b>		

**Comments**  
Instructions: If you have had any problems during the current period please report them here. In accordance with 2 C.F.R. §200.328(d), a recipient of an EPA assistance agreement must notify EPA of any problems, delays, or adverse conditions. If you have had any project-level problems or delays in spending grant funds during the current period, please report them in this section.

**Problems during this reporting period:**

**Describe any actions your organization has taken or plans to take to resolve the problem:**

**If you need help from EPA you may request it here:**

**Other comments:**

**Paperwork Reduction Act (PRA) Burden Statement:** The public reporting and recordkeeping burden for this collection of information is estimated to average 47 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.