

**ATTACHMENT - 1**

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

Please Check: <input type="checkbox"/> Semi-annual report <input type="checkbox"/> Final Report	<b><i>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.</i></b>		
<b>Recipient Information:</b>  <b>Agency Name:</b>		<b>EPA Grant Number - Program Code, Number, and Amendment Number (e.g., OS - 12345678 - 0):</b>	
<b>Project Manager:</b>  <b>Name:</b>  <b>Phone:</b>  <b>Email:</b>		<b>For grants awarded before 2006 Exchange Network Grant Category (i.e., One Stop, Readiness, Implementation, or Challenge):</b>	
<b>Focus:</b>		<b>Funding Year:</b> <b>Award Amount:</b> <b>Expenditures during this reporting period:</b> <b>Funds Remaining:</b>	
<b>Progress Report Instructions:</b> 1. List major goals and each goal's outputs as described in the work plan		<b>Reporting Period (starting and ending dates, mm/dd/yyyy):</b>	<b>Date Report Submitted (mm/dd/yyyy):</b>
		<b>EPA Project Officer to Whom Report is Submitted:</b>  <b>Name:</b>  <b>EPA Region/Program:</b>	

(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>
		<i>mm/dd/year</i>	<i>mm/dd/year</i>
	<b>Progress and Status</b>		
	<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>		
	<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>		

**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:** “This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2025-0006). Responses to this collection of information are mandatory (2 CFR Part 200). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.2 hours per response for the semi-annual report form, and 1.65 hours per final progress report form. 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 to the Regulatory Support Division Director, U.S.