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**Environmental Education Grant Program
Quarterly and Final Report Template**

General Information

Project Title:		Grant Number:	NEXXXXXXXX
Recipient Organization:		Grant Award Start Date:	
Organization Address:		Grant Award End Date:	
Project Manager Name:			
Email Address:			

Reporting Period Information

Type of Report	Date Report Submitted (MM/DD/YYYY)	Period Begin Date (MM/DD/YYYY)	Period End Date (MM/DD/YYYY)
<input type="checkbox"/> Quarterly <input type="checkbox"/> Final/Comprehensive			

Instructions

Quarterly Progress Reports that detail the work being done during the award are due according to the schedule set out by your Project Officer at the beginning of your award period (for example: 1/30, 4/30, 7/30, 10/30). You have 30 days after the end of the reporting period to email your report to your Project Officer. A Final/Comprehensive Report that details the work that was done over the full award period is due 120 days after the award end date. Upon completion of your Final/Comprehensive Report, you must email it, along with all relevant attachments, to your Project Officer.

- Report on accomplishments made in relation to the tasks that were described in your application.
- The report template includes several places to provide quantitative data that can be tabulated. EPA staff will use the data you provide in this report to help quantify the impact of the EE Grant Program.
- There is not a recommended page number or limit. Provide concise responses for all items below.
- Please include attachments that illustrate your progress (for example, website/newspaper articles, photos of students’ work, survey results, lessons developed, etc.). EPA requests that you include digital copies of examples such as scanned images, portable document format (PDF) files, original clippings, or other formats that can be stored with the report and will not expire, along with web links (URLs).
- Please contact your Environmental Education (EE) Grant Project Officer if you have any questions about your reporting requirements.

Project Highlights

Provide a few short statements to highlight major environmental and educational project accomplishments achieved through this grant. Do not delete entries from previous quarterly reports. The table should be cumulative so that the final progress report contains a complete list of highlights (at least three) over the full award period. The information submitted in the final progress report may be shared with the public on an EPA website.

ex.	<i>Developed a guide for educators across the southeastern United States to improve understanding of local systems for municipal solid waste, landfills, material recovery facilities, recycling, and composting</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Activities Completed

Use the table below to identify the activities completed through the grant. The table should be cumulative so that this final progress report contains a complete list of all activities completed during the full award period. Add rows as needed.

- **Activity Name:** Enter a short name for the activity.
- **Date Completed:** Provide the specific date that the activity was completed, or the month and year if a specific date is not appropriate.
- **Location Details:** Enter details about the location of the activity such as the city, state, county, census tract code, and school name(s).
- **Zip Codes:** Enter the Zip code(s) where the activity was conducted.
- **Underserved Communities:** Enter “Yes” or “No” to indicate whether the activity reached any of the underserved communities specified in the NOFO: identified as a disadvantaged community in the [Climate and Economic Justice Screening Tool](#) (CEJST) developed by the Council on Environmental Quality, High-Poverty Areas, Persistent Poverty Counties, and Title 1 Schools. Check all that apply.

Activity Name	Date Completed (MM/YYYY)	Location Details (City, State, County, Census Tract Code, School Name, etc.)	Zip Code(s)	Underserved Communities (Y/N)			
				Identified as disadvantaged communities in CEJST	High-Poverty Areas	Persistent Poverty Counties	Title 1 Schools

Total Number of Underserved Communities Reached

Enter the number of underserved communities that have been reached through the grant. Each unique community should be counted only once, even if multiple activities reached the same community. For example, if several activities reached one Title 1 school, the count should be only 1.

Underserved Communities	During This Reporting Period	Cumulative (During full award period)
Total Number of disadvantaged communities identified in Climate and Economic Justice Screening Tool (CEJST)		
Total Number of High-Poverty Areas		
Total Number of Persistent Poverty Counties		
Total Number of Title 1 Schools		

Total Number of Individuals Reached by Audience Type

Enter the number of unique participants for each of the audience types below that have been reached through the grant. If applicable, use the “Other” rows to specify audience types that are not listed. Enter the total number of all participants in reached during the full award period in the “Total” row.

Audience Types	During This Reporting Period	Cumulative (During full award period)
Kindergarten (K)-Grade 12 School Administrators		
K-Grade 5 Students		
K-Grade 5 Educators		
Grades 6-8 Students		
Grades 6-8 Educators		
Grades 9-12 Students		
Grades 9-12 Educators		
Nonformal/Informal Educators		
Public — Children (younger than 18 years old)		
Public — Adults (at least 18 years old)		
Undergraduate Students		
Graduate Students		

Audience Types	During This Reporting Period	Cumulative (During full award period)
Agriculture/Farmers		
Other:		
Other:		
Other:		
TOTAL		

Work Products

Provide a summary and links to all work products that were developed during the full award period (such as curricula, lesson plans, teacher guides, games, quizzes, videos, etc). If any of your work products were developed offline, please attach them as scanned images, portable document format (PDF) files, or other formats that can be stored with your report.

Do not delete entries from previous quarterly reports. The table should be cumulative so that the final progress report contains a complete list of all work products.

Type of Resource	Resource Description (1-4 sentences and URL or Attachment)	Grade Level(s)
<i>Example Lesson Plans</i>	<i>This interactive lesson plan module encourages students to explore their local watershed through a hands-on lab, an outdoor exploratory session with maps, and an EnviroAtlas web-mapping session that can be completed with or without internet access. https://www.epa.gov/enviroatlas/exploring-your-watershed</i>	<i>K-6</i>

Project Accomplishments (Outcomes)

Outcomes are the results, effects, or consequences that have occurred or will occur from carrying out the activities or outputs of the environmental education project.

- Short-term (6-12 months): Progress must be completed and reported to EPA during the project period.
- Medium-term (12-24 months): Progress should have begun during the project period.
- Long-term (2+ years): Progress should have begun during the project period.

Use your grant application’s Work Plan and Logic Model as a guide to document the outcomes achieved through the project, specifying the type (short-, medium-, or long-term) and status. In the last column, explain the methodology used for measuring your outcomes and determining the status. Do not delete entries from previous quarterly reports. The table should be cumulative so that the final progress report contains a complete list of accomplishments. Add as many rows as needed.

Outcome	Type (Short-, Medium-, Long-term)	Status (Complete, In Progress, Future)	Quantification Notes/Methodology
<i>Example: Through a new conservation program, 100 students per year conduct environmental stewardship activities to improve watershed habitat.</i>	<i>Medium-term</i>	<i>In progress</i>	<i>The program involves 25 students per year from 4 local elementary schools.</i>

Budget Summary and Benefits to Underserved Communities

Summarize your project expenditures in the table below. Row “a” should match your grant award document. Distinguish between EPA and matching funds.

Expense Category	Approved Budget as Awarded			During This Reporting Period			Cumulative to Date		
	EPA Funds	Matching Funds	Total	EPA Funds	Matching Funds	Total	EPA Funds	Matching Funds	Total
a. Total Project Budget									
b. Total Expenses (total of b.1-b.9)									
1. Personnel									
2. Fringe Benefits									
3. Travel									
4. Equipment									
5. Supplies									
6. Contractual									
7. Other (e.g., Subawards)									
8. Indirect Costs									
9. Program Income									
c. Final Balance (a-b)	NA	NA	NA						

Explain any budget issues you encountered. Do not delete entries from previous quarterly reports as the text below should be cumulative so that the final progress report contains a complete list of all budget issues.

Subawards

List subrecipients used, activities and accomplishments of your subrecipients, and how much EPA funding each subrecipient received.

Organization Name	Description of Subrecipient Accomplishments	Funding During this Reporting Period	Cumulative Funding to Date

Identify any challenges you experienced with subrecipients or the implementation of your subaward program, if applicable. Do not delete entries from previous quarterly reports as the text below should be cumulative so that the final progress report contains a complete list of all challenges you experienced with subrecipients or the implementation of your subaward program.

Media Attention of Your Project

If applicable, please provide copies of media attention your project received. Examples include, but are not limited to, features on websites or in local newspapers, news sources creating social media posts about your work, etc. EPA requests that you include weblinks along with digital copies, such as scanned images, portable document format (PDF) files, or other formats that can be stored with the report and will not expire like weblinks can.

Do not delete entries from previous quarterly reports as the text below should be cumulative so that the final progress report contains a complete list of all media attention your project received.

Challenges and Discrepancies

Describe any challenges or discrepancies you encountered during this reporting period (or the full project period) and how you overcame them, if applicable.

Model Practices

Describe how the project can serve as a model of EE best practices. If applicable, include details about how the project's best practices have been shared with other EE organizations and which organization's you have shared this information with.