



### Grants Progress Report

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#### Section 1: General Grant Information

Grantee Name	Grant Project Title
EPA Grant #	Period of Performance (start date)
EPA Grant Award Amount 0	Period of Performance (end date)

#### Section 2: Progress Reporting Period

Period Start Date Apr 1, 2024	Period End Date Apr 30, 2024
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#### Section 3: Burden Statement

OMB Control Number = 2035-NEW, Expiration Date = mm/dd/yyyy

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. OMB Control Number: 2035-NEW. 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 40 hours 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 to Director, Information Engagement 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.

Please Respond Below

#### Section 4: Project Objectives

Outreach is the central principle underpinning the TCTAC Program. As stated in the Request for Applications (RFA), each Center "should design their outreach efforts to reach the widest possible audience and are expected to significantly invest in outreach to underserved communities, communities in remote and rural areas, and to program participants with the highest degree of burden and capacity constraints, in their geographic areas. In doing so, they should be building strong local partnerships, allocating resources to employee, contractor, and program participant travel for outreach activities, and creating awareness of the assistance, training, and support/resources to be offered by their EJ TCTAC through social media and/or other types of outreach mechanisms" (Page 8).

Please Respond Below

a. Please describe how engagement and outreach has been integrated into your strategic planning and program development, particularly in terms of efforts to reach disadvantaged communities that have been historically underserved and overburdened by pollution, environmental hazards, and climate change.

b. Please describe any new partnerships that have been developed during this reporting period. How have these partnerships shaped your strategic planning and program development? If you did not develop any new partnerships during this reporting period, please explain why.

c. To what extent were your objectives for this reporting period aligned with the milestones you had set out for this period in your workplan? Select one option

d. Please explain your answer

Section 5: Project Priorities

What were the priority areas for your EJ TCTAC during this reporting period and percentage of time spent on those priorities? (Check all that apply)

Please Respond Below

a. Grant writing training that strengthens applications for environmental and energy justice (EEJ) related funding

b. Managing federal grants (e.g., accounting, financial policies, spending controls)

c. Identifying and navigating funding sources to apply for (federal, local, private) OCED Exchange, Infrastructure Exchange

d. Identifying and navigating funding sources to apply for (federal, local, private) OCED Exchange, Infrastructure Exchange

e. Navigating government funding systems such as [SAM.gov](https://www.sam.gov) and [Grants.gov](https://www.grants.gov)

f. Developing partnerships and coalitions addressing Environmental and Energy Justice EEJ issues

g. Referrals to specialized TA providers (e.g., Environmental Finance Centers, TA for Brownfields, etc.)

h. Providing training and guidance in the use and analysis of web-based tools (e.g. EJ Screen, CEJ Screening Tool, etc.)

i. Assisting community stakeholders in building capacity for participating in the decision-making process related to environmental and energy justice concerns

j. Providing language services (e.g. translation and interpretation services with respect to environmental and energy justice challenges)

k. Supporting an equitable clean energy transition in mining and rural/remote communities through outreach, support with financing options, public-private partnerships, workforce development, etc.

l. Engagement and partnership development in geographical areas where ERA and CEML awarded projects are located to ensure that ERA and CEML projects are community benefits focused, advance energy and environmental justice, and are implemented based on effective and continuous engagement with local communities.

m. Communicating to eligible applicants that there is a funding opportunity from DOE's Energy Improvement in Rural or Remote Areas (ERA) program or DOE Energy Efficiency and Conservation Block Group (EECBG) communicate how to apply for it, and relay upcoming deadline(s).

n. Providing information on identifying, analyzing, and understanding financing options for pursuing projects, including partnership opportunities, that support environmental and energy justice objectives in coordination with other technical assistance providers to minimize the potential for duplication of effort.

o. Please elaborate on your breakdown for this quarter:

Section 6: Accomplishments - Partnerships & Networks

Instructions: For each area of work below, list the activities you have completed in this reporting period, along with the associated partner organizations (if relevant), timeframes, locations, target audiences, outputs (which indicate the products, services, and/or events that have resulted from activities), and outcomes (indicating actual or expected value, results, knowledge increase as a result of services provided, etc.), as applicable. Definitions of these terms can be found in the RFA. Include specific metrics where possible (e.g., trained 20 grassroots organizations on registering with SAM.gov, held 2 grant writing workshops for rural communities, etc.). Use the example tables below to get started.

Instructions: List each partnership activity in the table below, adding a new row for each activity. Activities that should be reported in this section include: efforts to build networks and partnerships to facilitate collaboration; efforts to engage local communities in broader discussions and debate about environmental and energy justice issues; efforts to assist communities with effectively engaging with decisionmakers at all levels of government (to ensure that their perspectives, experiences, and expertise inform policy development, program design, delivery, etc.) and private sector entities (to ensure their perspectives, experiences and expertise inform design and implementation).

Please Respond Below

\*Please identify any disadvantaged stakeholders or communities you engaged during the reporting period, based on the following criteria: Either any census tract that is included as disadvantaged in CEJST or any census block group that is at or above the 90th percentile for any of EJScreen's Supplemental Indexes when compared to the nation or state, and/or any geographic area within Tribal lands and indigenous areas as included in EJScreen.

Activity	<input type="text"/>
a. Partner, Network, Collaboration	<input type="text"/>
b. Dates(s)	<input type="text"/>
c. Location*	<input type="text"/>
d. Audience*	<input type="text"/>

	Output Type	Count
e. Outputs	--None--	<input type="text"/>
	<input type="button" value="Add New Listed Row"/> <input type="button" value="Add New Unlisted Row"/>	
f. Outcomes	<input type="text"/>	

Section 7: Accomplishments - Outreach and Engagement Activities

Instructions: List each outreach and/or engagement activity in the table below, adding a new row for each activity. Activities that should be reported in this section include: efforts to build local awareness of the EJ TCTAC and the eligible services it provides; implementation of processes that allow for community input and feedback; community organizing activities that promote empowerment, mobilization, and facilitate increased access and awareness of resources; other outreach efforts related to public communication, open-houses, webinars, conferences, websites, publications, social media, etc.

Please Respond Below

\*Please identify any disadvantaged stakeholders or communities you engaged during the reporting period, based on the following criteria: Either any census tract that is included as disadvantaged in CEJST or any census block group that is at or above the 90th percentile for any of EJScreen's Supplemental Indexes when compared to the nation or state, and/or any geographic area within Tribal lands and indigenous areas as included in EJScreen.

Activity	<input type="text"/>
a. Partner Organization (if relevant)	<input type="text"/>
b. Dates(s)	<input type="text"/>
c. Location	<input type="text"/>

d. Audience\*

e. Outputs

Output Type	Count
--None--	<input type="text"/>
<input type="button" value="Add New Listed Row"/> <input type="button" value="Add New Unlisted Row"/>	

f. Outcomes

[Add new Workplan Task/Project Activity](#)

Section 8: Technical Assistance Requests

Please Respond Below

a. Total number of technical assistance (TA) requests did you receive during this reporting period from communities (online, verbally, over the phone, etc)?

b. Total number of TA requests processed and/or address during this reporting period?

c. Total number of TA requests processed and/or address during this reporting period?

Section 9: Accomplishments - Technical Assistance

Instructions: List each technical assistance and/or training activity in the table below, adding a new row for each activity. Activities that should be reported in this section include tailored support that is provided to individuals or groups and specifically designed to provide guidance and enhance skills such as those needed to identify grant opportunities, apply for grants, competitive solicitations, and manage grants, sessions held in-person or online; technical assistance services provided to individuals or groups; capacity-building support.

Please Respond Below

\* Please identify any disadvantaged stakeholders or communities you engaged during the reporting period, based on the following criteria: Either any census tract that is included as disadvantaged in CEJST or any census block group that is at or above the 90th percentile for any of EJScreen's Supplemental Indexes when compared to the nation or state, and/or any geographic area within Tribal lands and indigenous areas as included in EJScreen.

Activity

a. Partner Organization (if relevant)

b. Dates(s)

c. Location

d. Audience\*

e. Outputs

Output Type	Count
--None--	<input type="text"/>
<input type="button" value="Add New Listed Row"/> <input type="button" value="Add New Unlisted Row"/>	

f. Outcomes

[Add new Workplan Task/Project Activity](#)

Section 10: Accomplishments - Other Activities

Instructions: If you completed any activities during this reporting period that do not fit into one of the above categories, you can list these activities in the table below. If you do not have any additional activities to report, you can leave this section blank.

\*Please identify any disadvantaged stakeholders or communities you engaged during the reporting period, based on the following criteria: Either any census tract that is included as disadvantaged in CEJST or any census block group that is at or above the 90th percentile for any of EJScreen's Supplemental Indexes when compared to the nation or state, and/or any geographic area within Tribal lands and indigenous areas as included in EJScreen.

Please Respond Below

Activity							
a. Partner Organization (if relevant)							
b. Dates(s)							
c. Location							
d. Audience*							
e. Outputs	<table border="1"><thead><tr><th>Output Type</th><th>Count</th></tr></thead><tbody><tr><td>--None--</td><td></td></tr><tr><td><a href="#">Add New Listed Row</a></td><td><a href="#">Add New Unlisted Row</a></td></tr></tbody></table>	Output Type	Count	--None--		<a href="#">Add New Listed Row</a>	<a href="#">Add New Unlisted Row</a>
Output Type	Count						
--None--							
<a href="#">Add New Listed Row</a>	<a href="#">Add New Unlisted Row</a>						
f. Outcomes							

[Add new Workplan Task/Project Activity](#)

Section 11: Fiscal Information

Please Respond Below

a. Are you requesting a budget change that is greater than 10% of the overall budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Do you have questions about allowable use of funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Are you drawing down funds timely and effectively?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. If no, what challenges are you having drawing down funds?	
e. Do you have a change in indirect cost rate? This needs prior approval prior to using a new rate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Do you have a change in indirect cost rate? This needs prior Have you submitted the required Financial Status Report?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 12: Fiscal Information - Financial Status Report

Have you submitted the required Financial Status Report? EPA recipients must submit the Federal Financial Report (SF-425) at least annually and no more frequently than quarterly. EPA's standard reporting frequency is annual unless an EPA Region has included an additional term and condition specifying greater reporting frequency within this award document.

Please Respond Below

a. Initial grant amount	
b. Funds EPA drawn down	
c. Funds EPA remaining	

d. Initial grant amount	<input type="text"/>
e. Funds DOE drawn down	<input type="text"/>
f. Funds DOE remaining	<input type="text"/>

**Section 13: Personnel changes/Staff turnover**

**Please Respond Below**

Any major changes in project personnel? Please include any changes in project personnel from subawards.

**Section 14: Workplan Changes**

**Please Respond Below**

Do you need to make a change to the workplan? What changes to the workplan do you need to make? (EPA Project Officer and Grants Management Office notification and approval are required.)

**Section 15: Challenges/Difficulties**

**Please Respond Below**

Any problems or difficulties encountered during this reporting period? How have they been addressed or resolved? How can your EPA Project Officer better support you?

**Section 16: Partnerships (partnerships in your original grant application)**

**Please Respond Below**

Did you develop any new partnerships during the reporting period? If so, please include the name(s) of the new partnering organizations/entities and briefly detail how each of your new partners participated in the EJ TCTAC during the reporting period, including but not limited to conducting outreach to communities and providing direct technical assistance to program participants.

**Section 17: Project Photos**

**Please Respond Below**

a. Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. Please submit the hi-resolution version of the photos, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

b. Project photos you would like to share (not required)  
You can submit pictures capturing images of key project activities and highlights with your progress report. When submitting photos, please complete the license agreement. This allows EPA & DOE to use your images for EPA & DOE purposes.  
Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer.  
Please submit the hi-resolution version of the photos, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

**Section 18: Look Ahead**

**Please Respond Below**

Provide a list of tentative noteworthy schedule of activities for the next quarter (reporting period).

**Section 19: Feedback**

**Please Respond Below**

Additional feedback or comments for EPA

**Submit**  **Save** 