

## INTERIM PERFORMANCE REPORT FORM

### OMB Burden Statement:

This collection of information is approved by OMB under the Paperwork Reduction Project (1501-0046). The collection of information is mandatory [2 CFR Part 200]. An agency may not conduct or sponsor a collection of information that is not approved by OMB and is identified by OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing and collecting the data, and reviewing and completing the review of the information. Send comments regarding this burden estimate or any suggested method for reducing the burden of this collection of information, including comments on the accuracy of the provided burden estimates and any suggested methods for minimizing the burden, to Washington Field Office, EPA Region 10, 1200 NE Oregon Street, Portland, OR 97232-4100; Washington, D.C. 20460. Include the OMB control number in any correspondence.

### Instructions for Grantees:

- \* This form requests performance information across five sheets: (1) Project Overview, (2) Work Plan, (3) Progress Report, (4) Financial Report, and (5) Summary Report.
- \* This form should be used during each discrete reporting period (e.g., quarterly, semi-annually, or annually).
- \* Please refer to the supplemental instructions document for guidance on how to complete this form.
- \* Please speak to your EPA Project Officer to confirm that you understand all the requirements of this form.
- \* The information you report should represent the actual implementation of the project activities.
- \* Use your Work Plan as a reference when completing this form, but do report any changes to the Work Plan.
- \* You can add information about outputs and outcomes for each activity at any time during the reporting period.
- \* You can use this spreadsheet to complete each new interim performance report.
- \* If you have any questions about how to complete this form, please contact your EPA Project Officer.

August 6, 2024

OMB CONTROL NUMBER

work Reduction Act, 44 U.S.C. 3501 et seq. OMB Control Number: 2090-0001. If you are not the sponsor, and a person is not required to respond to, a collection of information for this collection of information is estimated to be 20 hours per response. For more information on minimizing respondent burden to Director, Information Engagement Division; U.S. Environmental Protection Agency. Do not send the completed form to this address.

view, (2) Activities, Dates, Locations, and Partners; (3) Outputs; (4) Outcomes; and (5) Financials (semi-annually, annually) up to the end of the project.

• complete each section.

• reporting expectations for your program.

• project activities.

• any changes or additional unplanned activities.

• time after you initially report the activity. Just be sure to indicate the date of data entry in the table, by adding new rows in each section. Just be sure to indicate the date of data entry in the table.

• EPA Project Officer.

ER = 2090-NEW, Expiration Date = mm/dd/yyyy

0-NEW. Responses to this collection of information  
ormation unless it displays a currently valid OMB  
e. Send comments on the Agency's need for this information,  
onmental Protection Agency (2821T); 1200 Pennsylvania Ave.,

Financial Reporting.

in Column A.  
Column A.

## SECTION 1: PROJECT OVERVIEW

### Project Information

*Instructions: Please complete the information below.*

Project Lead Name	
Project Title	
EPA Grant #	
EPA Program (e.g., FIFRA)	
EPA Project Officer	
Project Start Date	
Expected Project End Date	

### Project Objectives

*Instructions: List the specific objectives as outlined in the approved grant work plan.*

1.  
2.  
etc.

### Interim Performance Report Submission Schedule

*Instructions - start of project: Working with your Project Officer, please enter the expected dates in the submission schedule for the interim progress reports. Add or delete rows as needed to accurately represent the number and type of reports you are expected to submit for each year of the project.*

*Instructions - when submitting each report: Enter the actual date that you submit that report.*

Project Year	Report Title	Deadline Date for Submission	Actual Date of Submission
1	Interim Progress Report 1	6/30/2024	
1	Interim Progress Report 2	9/30/2024	
1	Interim Progress Report 3	12/31/2024	
1	Interim Progress Report 4	3/31/2025	
2	Interim Progress Report 5	6/30/2025	
2	Interim Progress Report 6	9/30/2025	
2	Interim Progress Report 7	12/31/2025	

2	<b>Interim Progress Report 8</b>	3/31/2026	
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## SECTION 2: ACTIVITIES & LOCATIONS

### Instructions

Use this section to report your activities and associated information.

Report each activity on a new (horizontal) row.

Insert additional rows in Part A if you have multiple items to report.

Instructions for completing each column are provided below.

If you have any questions or need further assistance, please contact the project manager.

### Part A - Activity Log

<b>A. Date of Data Entry</b>  Include the date(s) on which you are reporting the information in each row.	<b>B. Project Year</b>  Select the project year for which you are providing information about the project activities.	<b>C. Project Reporting Period</b>  Select the project reporting period (e.g., quarters, semiannual, annual) for which you are providing information about the project activities.
10/13/2023	Year 1	Q1

10/16/2024	Year 2	Q1
10/18/2025	Year 2	Q2

mation (e.g., locations, dates, partners, etc.).

report for an activity (e.g., locations).

review the supplemental instructions for this form, and then speak to your EPA Pr

<b>D. Activity</b>  List each activity (i.e., specific tasks or actions) undertaken to achieve the objectives of the project (one per row).	<b>E. Dates of Activity</b>  Include a single date or start/end dates for the reported activity, as appropriate. If ongoing, list start date and state end date as "ongoing."	<b>F. State, Territory, or Tribe/Alaska Native Village</b>  Indicate whether the activity took place in a state, territory, or Tribe/Alaska Native Village.
<b>Example A:</b> Implemented nutrient reduction strategy in Metropolis River Basin and track water quality.	July 15, 2023 - ongoing	Territory



<p><b>Example B:</b> Facilitated workshop with local stakeholders to discuss environmental concerns and inform project development</p>	6/1/2024	State
<p><b>Example C:</b> Developed a database for a local government to aggregate data collected from a project funded with State Revolving Funds (SRF)</p>	9/6/2025	State

Project Officer.

<b>G. Specific State, Territory, or Tribe/Alaska Native Village</b>  Select the specific state, U.S. territory, or Tribe/Alaska Native Village. Note that the drop-down menu options will change, depending on the answer provided in Column F.	<b>H. Type of Location Data</b>  Select the location data type that is appropriate for your project activity. If you are not sure, please consult your EPA Project Officer.  If you want to add multiple locations for an activity, use additional rows.	<b>I. Unique ID for location</b>  Specify the unique ID that aligns with the location data type selected in Column H.  If you want to add multiple locations for an activity, use additional rows.
Connecticut	Latitude-Longitude	Metropolis County

Arizona	ZIP Code	12345
Michigan	County	Generic County



<p><b>J. Does the location include 1+ communities that are disadvantaged, marginalized, underserved, or overburdened by pollution?</b></p> <p>Select yes or no to indicate whether the location includes 1+ communities that are disadvantaged, marginalized, underserved, or overburdened by pollution.</p>	<p><b>K. Further Information for Answer in Column J</b></p> <p>If you answered "yes" to Column J, list the relevant communities in this column.</p>
<p>No</p>	

Yes	All CBOs were from zip code that has high prevalence (95th percentile) of nearby Superfund sites and a high rate of poverty (80th percentile)
Yes	Generic County has higher levels of polluted water bodies (70th percentile)



<b>L. Source of Information for Answer in Column J</b>  Indicate the screening tool or source (e.g., CEJST, EJScreen, etc.) used to make the determination in Column J.	<b>M. Partners and/or Collaborators</b>  List individuals, organizations or entities that either collaborated with you to conduct the activity, or contributed resources, expertise, or financial support to the activity. Indicate if no partners were involved. Please consult your EPA Project Officer for more information.
CEJST	No partners

EJ Screen	The Local Nonprofit Group (nonprofit)
CEJST	Trusted Contractor LLC (contractor)



**N. Partner Contributions**

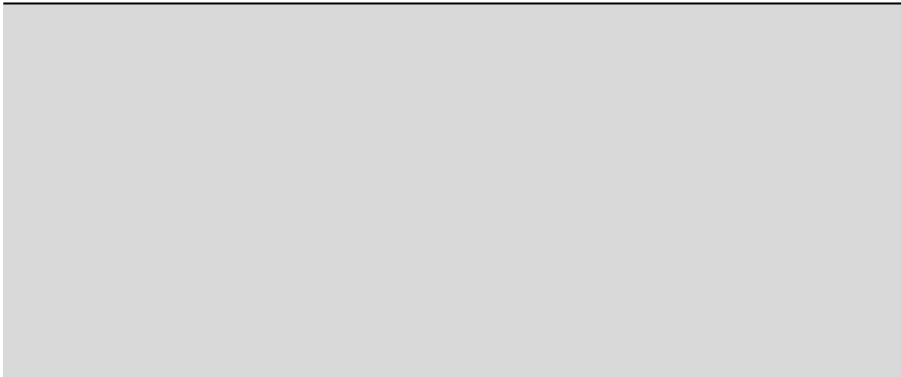
**Describe the roles and contributions (whether financial or non-financial) of each partner or collaborator listed in Column M. Write "not applicable" if no partners or collaborators participated in this activity.**

Not applicable



The Local Nonprofit Group (subawardee) identified stakeholders and coordinated the meeting.

The grantee directly communicated with a Generic County government representative to ensure the new database met all the local government's requirements for collecting, storing, and extracting/exporting data in support of their SRF funded project. The grantee communicated these requirements to Trusted Contractor LLC, who then developed the database. The grantee kept the Generic County official updated on the status of the database development and communicated some minor database adjustments to Trusted Contractor LLC.



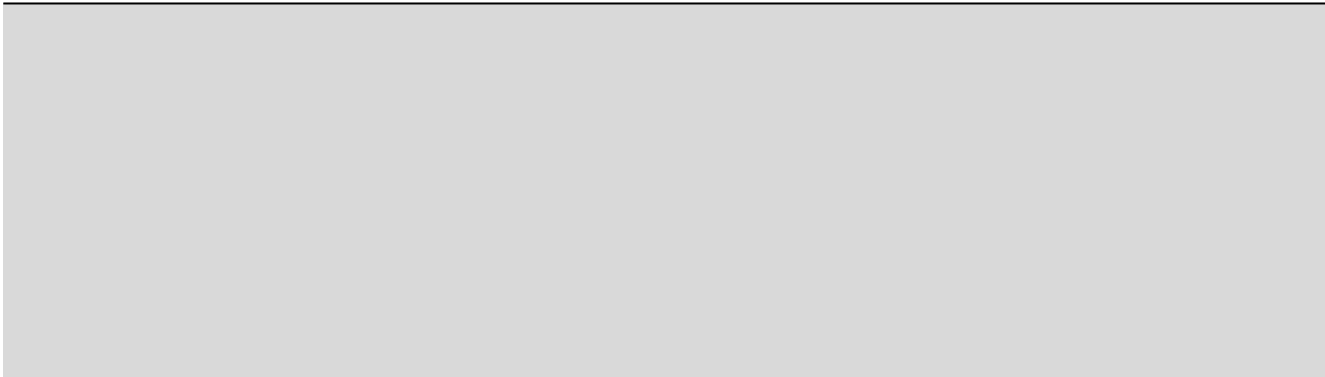
**O. Comparison with Work Plan**

**Compare the completed activities with the planned activities described in the Work Plan. If any changes were made to the planned design or implementation, briefly explain the reason(s) for these changes.**

activity conducted in line with work plan

activity conducted in line with work plan

The workshop intended to have at least 3 community community-based organizations attend, but one CBO withdrew 24 hours before the workshop due to an unforeseen scheduling conflict.

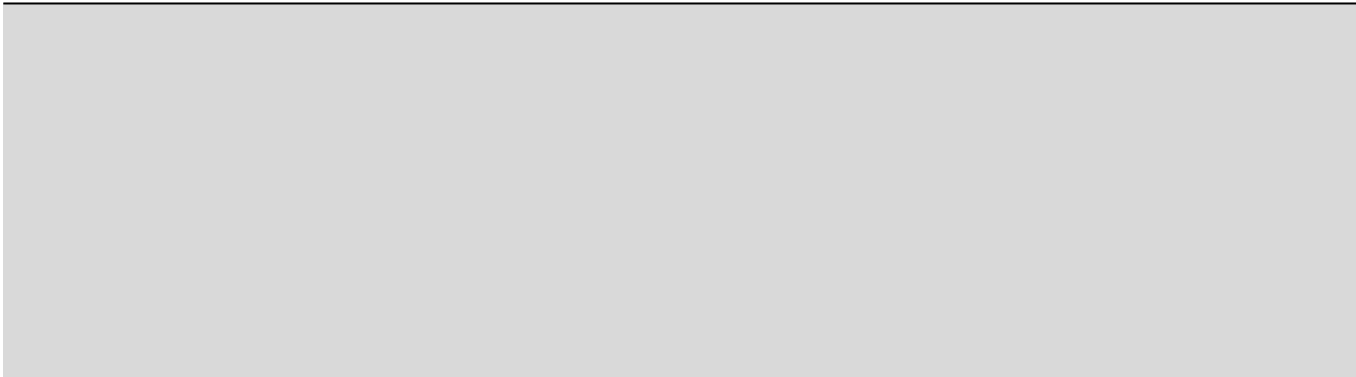


<p><b>P. Additional Information (Optional)</b></p> <p>Include additional information related to the activity that is requested by the program. Note that outputs and outcome will be reported on separate sheets/tabs (see list at the bottom of this window).</p>
<p>Not applicable</p>

<p><b>Part B - Supplemental Information</b></p>
<p>Provide any relevant information or updates include unexpected challenges, innovative pi or any other pertinent developments.</p>

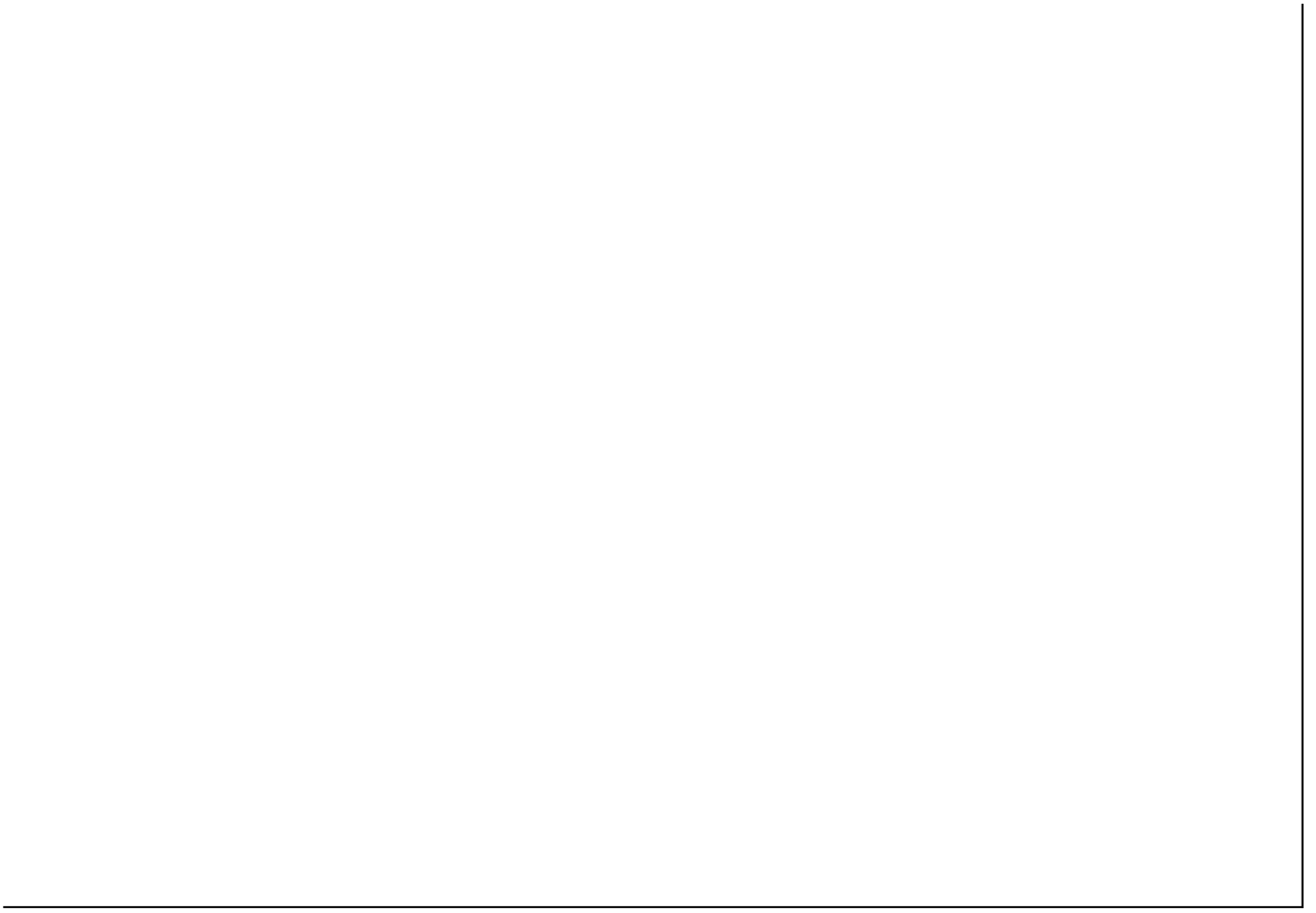
Not applicable

Database type & brief description (requested by program): The database is an an Excel document that automatically updates the relevant collected data every day in a new sheet, named after the day the data was collected (format XXMONXXXX, e.g., 11APR2024). Previous/historical data is not overwritten.



about the activities that have not been captured in the standard reporting columns in this sheet. This may include practices adopted, communications activities (e.g., social media posts, physical signs, media engagements, etc.)





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|



## SECTION 3: OUTPUTS - Products, Services, or Events Produced

### Instructions

Use this section to report the outputs of your activities.  
 For each activity in Part A, enter an output that you wish to report (Insert additional rows (horizontal) to Part A, if needed).  
 Instructions for completing each column are provided below.  
 If you have any questions or need further assistance, please review

### Part A - Output Reporting

<p><b>A. Date of Data Entry</b></p> <p>Include the date(s) on which you are reporting the information in each row.</p>	<p><b>B. Project Year</b></p> <p>Select the project year for which you are providing information about the output.</p>	<p><b>C. Reporting period</b></p> <p>Select the project reporting period (quarters, semiannual, annual) for which you are providing information about the output. Please speak to your EPA Project Officer to confirm which reporting periods you should use.</p>
	<p>Year 1</p>	<p>Q1</p>

10/13/2023	Year 1	Q1
	Year 1	Q1
10/16/2024	Year 2	Q1
10/18/2025	Year 2	Q2

## ced by the Activities

each activity can have multiple outputs).

the supplemental instructions for this form, and then speak

<b>D. Activity</b>  List each activity undertaken to achieve the objectives of the project (one per row).  You can copy this information from Column D in Section 2: Activities	<b>E. Output Identification Number</b>  Assign a sequential identification number to each output for every activity.
<b>Example A:</b> Implemented nutrient reduction strategy in Metropolis River Basin and track water quality.	1

	2
	3
<b>Example B:</b> Facilitated meeting with local stakeholders to discuss environmental concerns and inform project development	1
<b>Example C:</b> Developed a database for a local government to aggregate data collected from a project funded with State Revolving Funds (SRF)	1

to your EPA Project Officer.

**F. Outputs: Products, Services, or Events**

List the products, services, or events that were produced or delivered as part of the activity. Provide the number of each product, service, or event that was produced or delivered. The supplemental instructions for this form provides more information about different types of outputs you could report.

Approved implementation plan

Water quality monitoring data
Monthly updates on water quality posted on website
1 four-hour workshop
1 database for post-award data collection developed



**OPTIONAL  
G. Engagement with Output**

**Indicate the amount of engagement you documented for the output over a defined time-period. For example, this could be the number of people or groups who participated in the activity, used the product/service, attended the event, etc. Where possible, delineate engagement from different communities or groups.**

not applicable

not applicable

unknown

2 community-based organizations attended

not applicable





<p><b>H. Comparison with Work Plan</b></p>
<p>Compare the recorded outputs against any relevant indicators listed in your Work Plan (e.g., number of outputs, target audience, timeline, etc.). Briefly explain any differences noted between the expected outputs and the delivered outputs.</p>
<p>output produced in line with target</p>

<p><b>Part B - Supplement</b></p>
<p>Provide any relevant information, including any unexpected changes.</p>

output produced in line with target

output produced in line with target and planned timeline

The workshop intended to have at least 3 community community-based organizations attend, but one CBO withdrew 24 hours before the workshop due to an unforeseen scheduling conflict.

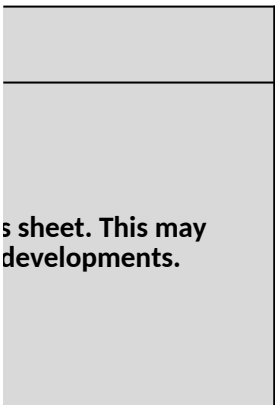
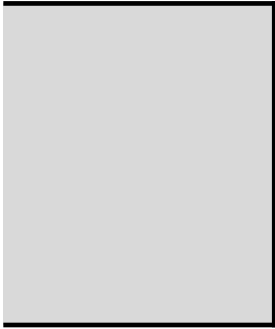
This is the first of 5 expected databases developed. The other 4 are expected to be developed in Q3 and Q4 of Year 2 of this project. The grantee agreed to develop a fifth database for Standard County after the grantee's project commenced, hence the discrepancy between 4 databases expected in the workplan and the current expectation for 5 databases developed by the end of Year 2.



**Additional Information**

Information or updates about the outputs that have not been captured in the standard reporting columns on this page, including challenges, new outputs, innovative measurement of audience engagement with outputs, or any other pertinent information.





## SECTION 4: OUTCOMES - Results of the Activities

### Instructions

Use this section to report the results you have documented for your activities.

For each activity in Part A, enter an outcome (result) that you wish to report.

Insert additional rows (horizontal) to Part A, if needed.

Instructions for completing each column are provided below.

If you have any questions or need further assistance, please review the support materials.

### Part A - Outcome Reporting

<b>A. Date of Data Entry</b>  Include the date(s) on which you are reporting the information in each row.	<b>B. Project Year</b>  Select the project year for which you are providing information about the outcome.	<b>C. Project Reporting Period</b>  Select the project reporting period (quarters, semiannual, annual) for which you are providing information about the outcome. Please speak to your EPA Project Officer to identify the reporting periods to be used.
10/13/2024	Year 2	Q3

10/13/2024	Year 2	Q3
10/16/2024	Year 2	Q1
10/25/2025	Year 3	Q1
11/2/2026	Year 3	Q2
11/2/2026	Year 3	Q2
11/2/2026	Year 3	Q2

ies (including timeframe and date that you recorded the res  
t (each activity can have multiple outcomes).

plemental instructions for this form, and then speak to your

<p><b>D. Activity</b></p> <p>List each activity undertaken to achieve the objectives of the project (one per row).</p> <p>You can copy this information from Column D in Section 2: Activities</p>	<p><b>E. Outcome Identification Number</b></p> <p>Assign a sequential identification number to each outcome for every activity.</p>
<p><b>Example A:</b> Implemented nutrient reduction strategy in Metropolis River Basin and track water quality.</p>	<p>1</p>

	2
<b>Example B:</b> Facilitated meeting with local stakeholders to discuss environmental concerns and inform project development	1
	2
<b>Example C:</b> Developed a database for a local government to aggregate data collected from a project funded with State Revolving Funds (SRF)	1
	2
	3



ult).

r EPA Project Officer.

#### F. Measured or Calculated Outcomes

List any results from the activity that you have measured or calculated (e.g., via modeling). Results should be aligned with your specific project objectives. The supplemental instructions for this form include a list of example outcome categories.

Since July 15 2023 (1 year ago):

- \* 95,000 pounds of total nitrogen load reduction
- \* 16,000 pounds of total phosphorous load reduction
- \* 85 tons of sediment load reduction

Since July 15, 2023 (1 year ago):

\* 100,000 recreation users recorded in visitor logs,  
an increase of 20,000 users compared to previous year  
(July 15 2022 to July 15, 2023)

An intake survey and post workshop survey indicated an increased understanding of the CBO's role in identifying environmental concerns and developing projects to address these environmental concerns.

Collaboration with local stakeholders in project proposal, implementation and/or future grant submission

The Generic County government officials' self rated knowledge and understanding of post-award databases more than doubled from 3 to 7 out of 10 (10 being a theoretical perfect knowledge understanding).

1st SRF recipient stated they can better collect, store, evaluate, and report data from their funded project.

The Generic County government officials' self rated evaluation and reporting skills increased from 4 to 8 out of 10 (10 being a theoretical perfect understanding of evaluation and reporting).



### **G. Outcome Methodology**

**Indicate the methodology you used to measure or calculate your outcome. Example methodologies for different categories of outcomes are provided in the supplemental instructions. The supplemental instructions for this form include example methods to measure or calculate different types of outcomes.**

scientific measurement

Document review (visitor logs)

Intake survey and post workshop survey.

Follow up survey one year after workshop

Intake survey and follow up survey delivered one year after database implementation.

Intake survey and follow up survey delivered one year after database implementation.

Intake survey and follow up survey delivered one year after database implementation.



<p style="text-align: center;"><b>H. Outcome Time Frame</b></p> <p>Please indicate whether this is a short-term outcome, an intermediate outcome, or a long-term outcome, based on the definitions provided by your EPA program:</p> <p>short-term outcome = documented within [A months and B months] after the activity</p> <p>intermediate outcome = documented within [C months/years and D months/years] after the activity</p> <p>long-term outcome = documented within [X months/years and Y months/years] after the activity</p>	<p style="text-align: center;"><b>I. Communities or Groups</b></p> <p>List the communities or groups impacted by the outcome (result).</p>
	<p style="text-align: center;">Residents of Metropolis County</p>

	Residents of Metropolis County
	Community members in zip code 12345
	Community members in zip code 12345
	Community members in Generic County
	Community members in Generic County
	Community members in Generic County



<p><b>J. Results experienced by 1+ communities that are disadvantaged, marginalized, underserved, or overburdened by pollution</b></p> <p>Select Yes or No to indicate whether whether the measured or calculated results affect one or more communities categorized as disadvantaged, marginalized, underserved, or overburdened by pollution.</p>	<p><b>K. Further Information for Answer in Column I</b></p> <p>If you answered "yes" to Column J, list the relevant communities in this column.</p>
<p>No</p>	

No	
Yes	All members are from zip code that has high prevalence (95th percentile) of nearby Superfund sites and a high rate of poverty (80th percentile).
Yes	All members are from zip code that has high prevalence (95th percentile) of nearby Superfund sites and a high rate of poverty (80th percentile).
Yes	Generic County has higher levels of polluted water bodies (70th percentile)
Yes	Generic County has higher levels of polluted water bodies (70th percentile)
Yes	Generic County has higher levels of polluted water bodies (70th percentile)





**L. Source of Information for Answer  
in Column I**

Indicate the screening tool or source  
(e.g., CEJST, EJScreen, etc.) used to  
make the determination in Column  
J.

CEJST

CEJST

EJScreen

EJScreen

EJScreen

EJScreen

EJScreen



**M. Comparison with Work Plan**

**Compare the recorded outcomes against any relevant indicators noted in your Work Plan (e.g., target results, target audience, timeline, etc.), briefly explaining any discrepancies.**

\* nitrogen load reduction was 5,000 pounds below the work plan target (100,000).  
\* phosphorous load reduction was 4,000 pounds below the work plan target (20,000 pounds)  
\* Sediment load reduction was 5 tons below work plan target (90 tons)  
Explanation for discrepancies: Inclement weather and equipment failure stopped work on the project for 2 months

**Part B - S**

**Provide an unexpected**

No specific target set in Work Plan

Outcome met the workplan performance indicator.

A follow up survey indicated both CBOs utilized training from the workshop when they each drafted a grant application. No further training requests were noted in any survey. As of X date, both CBOs were waiting to hear about the results of their grant application submission.

Not applicable

Expected results recorded: increase in user capability to collect, store, evaluate, and report data was demonstrated.

Expected results recorded: increase in evaluation and reporting skills for local government officials have been reported.



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**Supplemental Information**

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any relevant information or updates about the outcomes that have not already captured in the standard reporting and challenges, additional benefits realized, innovative measurement of outcomes, or any other pertinent develop





**sections. This may include  
ments.**















OW.

H. Program-Specific Information (Optional)
Include additional relevant information not captured in Columns A-G. This may include any specific information that is requested by your program.

Part B - Additional Information
Use this section to include any additional information. This could include any changes to the information provided in Part A.



[Redacted]

[Redacted]

**on**

**Additional information you wish to provide about your budget and finances.  
The budget or challenges encountered and the strategies used to address**

[Redacted]