

FINAL PERFORMANCE REPORT FORM

OMB Burden Statement:

This collection of information is approved by OMB under the Paperwork Reduction Act (5 CFR 1320.106) and is not a collection of information that is required to be provided by a person under penalty of law. This information is not required to be provided by a person if it is not necessary for the proper conduct or sponsor, and a person is not required to respond to, a collection of information if it is not necessary for the proper conduct or sponsor, and a person is not required to respond to, a collection of information if it is not necessary for the proper conduct or sponsor, and a person is not required to respond to, a collection of information if it is not necessary for the proper conduct or sponsor. Send comments on the Agency's need for this information to the Office of Management and Budget, Paperwork Reduction Project (2821T); 1200 Pennsylvania Avenue, NW, Washington, DC 20503.

Instructions for Grantees:

- * This Final Performance Report Form asks grantees to report a high-level summary of their project's performance.
- * The aim is to prompt reflection on general themes across the entire projects, not just the specific activities.
- * If you have any specific activities, outcomes, or line item expenditures to report, please include them in the supplemental information section.
- * This form requests performance information across four sheets: (1) Project Overview, (2) Project Objectives, (3) Project Activities, and (4) Project Outcomes.
- * The final sheet (5. Reflections) provides an opportunity to report any additional information or comments.
- * 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.
- * If you have any questions about how to complete this form, please contact your EPA Project Officer.

November 22, 2024

OMB CONTROL N

on Act, 44 U.S.C. 3501 et seq. OMB Control Number: 2090-NEW. Responses to this collection of information unless it displays a currently valid OMB control number. The public report for this information, the accuracy of the provided burden estimates and any suggested changes should be sent to Washington Field Office, 400 Pennsylvania Ave., NW; Washington, D.C. 20460. Include the OMB control number in any cover sheet.

Summary of key activities, outputs, outcomes, and associated locations/communities across the project. Do not report on individual activities during specific project reporting periods. For the final reporting period, please put this information in the Interim Performance Review, (2) Acts + Outputs + Outcomes (3) Successes + Challenges, (4) Financial Report. Provide your reflections or information to EPA. Do not complete each section. Do not exceed reporting expectations for your program. Contact your EPA Project Officer.

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

Collection of information are mandatory [2 CFR Part 200]. An agency may report the reporting and recordkeeping burden for this collection of information is 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 editing the collection of information. Send comments to the Office of Management and Budget, Paperwork Project Director, Information Collection Burden Reduction, Washington, DC 20503. Do not send the completed form to this address.

the entire project.

Progress Report Form.
ing, and (5) Reflections.

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SECTION 1: PROJECT OVERVIEW

Project Information

*Instructions: Please complete the information below.
You can copy the information from Sheet 1 of your completed Interim Performance Report.*

Project Lead Name	
Project Title	
EPA Grant #	
EPA Program (e.g., FIFRA)	
EPA Project Officer	
Project Start Date	
Project End Date	
Final Performance Report Submission Date	

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SECTION 2: ACTS + OUTPUTS + OUTCOMES

Instructions

Use this section to list your project objectives (on
Instructions for completing each column are prov
If you have any questions or need further assistar

Part A - Project Objectives Linked to High-Level S

A. Project Objectives

List the objectives of the project, adding each one to a new row. These should include objectives originally developed in the Work Plan, as well as any new objectives that were developed during the implementation of the project.

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Objective 5:

Objective 6:

Objective 7:

Objective 8:

Objective 9:

Objective 10:

SECTION 3: PROJECT SUCCESSES AND CHALLENGES

Instructions

Use this section to reflect on the challenges and successes of your project. Instructions for completing each column are provided below. If you have any questions or need further assistance, please contact your project manager.

PART A - Successes and Challenges

1. Describe what has gone well across the implementation of your project.
2. Describe any challenges or difficulties that you experienced.

1. Successes:

2. Challenges:

PART B - Results from Program Evaluations and/or Surveys

If you conducted any program evaluations or other evidence-based practices, please provide the results below.

CHALLENGES

successes you have experienced during the project, as well as lessons learned provided below.

ance, please review the supplemental instructions for this form, and then sp

different aspects of the project. What best practices and/or resources have helped to facilitate across multiple aspects of the project. How did you address and/or resolve these challenges?

or Other Evidence-Building Activities

building activities to assess the design, implementation, outcomes, or impact of the project, p

[Redacted]

ed.
Speak to your EPA Project Officer.

te these successes?
s?

please provide a brief summary of this work.

SECTION 4: FINANCIAL REPORTING - OPTIONAL: IF REQUESTED BY

Instructions

Use Part A to report your budget utilization for the entire project, including indirect charges. Use the existing set of line items (Column A) in the order that is presented. Additional instructions for completing each column are provided below. If you have any questions or need further assistance, please review the support materials.

Part A - Budget Utilization

<p>A. Line Details</p> <p>PLEASE REPORT ON LINE ITEMS IN THE ORDER LISTED.</p>	<p>B. Total Approved Awarded Budget</p> <p>Specify the total amount budgeted (across the entire project) for each financial line item category.</p>	<p>C. Actual Expenses</p> <p>Specify the total expenses (across the entire project) for each financial line item category.</p>
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Indirect Charges		
TOTAL (auto calculated)	\$0.00	\$0.00

PROGRAM

How funds were allocated and spent. Report each line item in a new row. Add new rows at the bottom to report any additional line items.

See supplemental instructions for this form, and then speak to your EPA P

D. Ending Balance

Running balance for each financial line item category that reflect expenses to date.

NO DATA ENTRY REQUIRED

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Part B - Additional Information

Use this section to include any additional information.

[Redacted]

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Project Officer.

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onal information you wish to provide about your budget and finances.

[Redacted]

SECTION 5: PROJECT REFLECTIONS

Instructions

If you have any additional reflections that you would like to share with EPA, please



se include them in this section.



