

Semiannual Project and Final Project Reporting Template

Burden Statement for EPA Form Number: PFN 5900-720

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Instructions

Per the grant agreement terms and conditions, this reporting template should be submitted 1) semi-annually throughout the project period of performance as described in the program guidance and 2) as a Final Report 120-days after the completion of the grant period. Please work with relevant parties (i.e., transportation contractor, port authority, etc.) to ensure information submitted is accurate. Information that is submitted in semi-annual reports should NOT be changed in future report submissions unless approved by the EPA. Please only update information for the specific period in which this report is being submitted.

The grant recipient only needs to fill out shaded cells highlighted **blue**. Cells highlighted **yellow** are simply for informative purposes and/or automated from other tabs in this spreadsheet. Additional fields may autopopulate with diagonal patterns (///), indicating that a response to those fields is not necessary based on prior responses entered. Please complete tabs in this workbook according to the instructions below.

Please keep the following in mind when working with the Reporting Template to avoid errors:

- When downloading and saving a copy of the file, save the Excel files as '.xlsx' files to ensure optimal performance and functionality.
- For best performance, do not delete any tabs from the workbook, as there are hidden tabs used for auto-populating select fields.
- Be cautious when copy/pasting information into the provided templates, as there may be formula and/or formatting that can be overwritten. When pasting, we recommend pasting only values into the workbook.
- In the event the workbook does not auto-populate as intended, information can be added to the yellow fields manually.
- Recipients may add additional rows to the template by right clicking on the row number and selecting insert (rather than just adding a few cells). Alternatively, recipients may add additional information below the tables in the template.

Table 1: Tab Descriptions

Excel Workbook Tab	Definition
1. Instructions	Basic instructions for all worksheets in this reporting workbook.
2. Recipient & Project Details	Recipient and project details. All fields are required.
3. Project Partners	Partner organizations involved in the project, including all statutory partners and collaborating entities. All fields are required, if applicable.
4. Subawardees	Subawardees involved in the project. All fields are required, if applicable.
5. Project Overview	An overview of the sectors covered by the project. All fields are required, if applicable.
6. Port Facility Locations	Project locations that are port/port facilities. All fields are required.
7. Additional Locations	Any project locations that are <i>not</i> port/port facilities. All fields are required, if applicable.
8. Amendments & Other Revisions	The Amendments & Other Revisions tab should be used to update any changes in planned project activities and/or funding amounts post-award. Please update this tab at least on an annual basis at the end of each year of project performance and at project closeout.
9. Financial Summary	Financial summary for the entire grant period of performance. Please only complete shaded cells highlighted blue that contain grantee and original project budget information. Other cells on this worksheet will automatically feed from information in tabs 10-12 (Year 1-Year 3). If a modification to the grant is approved, please update the financial tabs accordingly.
10. Year 1	Financial summary for the first year of the project period. For each semi-annual report, please complete all financial and narrative descriptive cells highlighted blue for each reporting period required. Other cells in this worksheet are informative or may be automated from subsequent tabs. Below the financial information, please complete the programmatic questions regarding the grant.
11. Year 2	Financial summary for the second year of the project period if grant period of performance is longer than one year. For each semi-annual report, please complete all financial and narrative descriptive cells highlighted blue for each reporting period required. Other cells in this worksheet are informative or may be automated from subsequent tabs. Below the financial information, please complete the programmatic questions regarding the grant.

12. Year 3	Financial summary for the third year of the project period if grant period of performance is longer than two years. For each semi-annual report, please complete all financial and narrative descriptive cells highlighted blue for each reporting period required. Other cells in this worksheet are informative or may be automated from subsequent tabs. Below the financial information, please complete the programmatic questions regarding the grant.
13. Workplan Commitments	The tab should be completed based upon community engagement, project sustainability, and workforce development commitments defined in the proposed workplan. Please complete this tab during regular semi-annual reporting periods if the proposed workplan committed to any community engagement, project sustainability, and workforce development as referred to in the evaluation metrics defined in the Notice of Funding Opportunity. During each semi-annual reporting period of the project period of performance, please complete updates on these defined project commitments. The final report submission for the project should contain the end results of community engagement, project sustainability, and workforce development commitments completed during the project period.
14. Specific Planning Activity	This tab should detail the affected locations and costs associated with each planning activity funded through the Climate and Air Quality Plans Funding. This tab should be updated semi-annually and reflect the work completed with these funds during the project period at final submission.
15. Final Report	Final project details including actual programmatic results. Please only complete shaded cells highlighted blue .
16. Data Dictionary	Please refer to the dictionary on this tab for support in completing the reporting workbook.

U. S. Environmental Protection Agency
Clean Ports Program | Climate and Air Quality Planning Competition
Recipient & Project Details

Instructions

Please enter the requested information in the **blue** shaded cells. Refer to the definitions on Tab 16 (Data Dictionary) for additional guidance on each field in this tab.
This tab includes multiple tables which may require scrolling to the right to access.

Table 2a: Recipient & Project Details

	Recipient Address Information				Primary Contact	
Recipient Organization Name	Street	City	State (select from dropdown)	Zip Code	Name	Title/Role
Example: Organization Alpha	Example: Main Street	Example: Miami	Example: FL	Example: 33101	Example: Ali Raymond	Example: Director of A

Contact Information					
Phone	Email	Recipient Type (select from dropdown; See NOFO Section III.A for details)	Affiliate Port Authority (if applicable)	SAM.gov Unique Entity ID (UEI)	EPA Grant Number
Example: 111-111-1234	Example: firstname.lastname@example.com	Example: Port Authority	Example: Port Authority	Example: #####	Example: #####

	Project Period		
Project Title	Project Start Date	Project End Date	Short Project Description Briefly describe your project in one to three sentences only, especially noting the expected outputs and outcomes.
Example: Clean Port Implementation Project	Example: 01/01/2025	Example: 12/30/2027	Example: This project will create an emission inventory, emissions r

Total EPA Funding <i>This value should be consistent with the amount included on the SF-424A in cell 5(e) under Section A – Budget Summary and SF-424 in Section 18.a.</i>	Total Recipient Costs <i>This value should be consistent with the amount included on the SF-424A in cell 5(f) under Section A – Budget Summary and SF-424 in Section 18.b-e.</i>	Small Water Port Project? <i>(See NOFO Section II.B for specifications)</i> <i>(select Yes/No from dropdown)</i>	Dry Port Project? <i>(See NOFO section I.B. for specifications)</i> <i>(select Yes/No from dropdown)</i>	Does the recipient use LOGINK or any other prohibited logistics platform as described in NOFO Section III.D.? <i>(select Yes/No from dropdown)</i>
Example: 3,000,000	Example: 25,000	Example: No	Example: No	Example: No

Please enter the requested information in the **blue** shaded cells. Refer to the definitions on Tab 16 (Data Dictionary workplan). You do not need to include recipients of Participant Support Costs. More details about subawardee

Primary Contact Inform

EPA Form Number: PFN 5900-720

U. S. Environmental Protection Agency

Ports Program | Climate and Air Quality Planning Competition

Project Partners

ionary) for additional guidance on each field in this tab. Users should include, at a minimum, all statutory parties should be captured in Tab 4 (Subawardees).

nation for Project Partner(s)

T

[illegible]

[illegible]

Is this partner a subawardee?
(select Yes/No from dropdown)

Example: Yes

Instructions

Please enter the requested information in the **blue** shaded cells. Refer to the definitions on Tab 16 (Data Dictionary).

Table 4a: Subawardees (if applicable)[illegible]

U. S. Environmental Protection Agency
Clean Ports Program
Subawardees (if applicable)

) for additional guidance on each field in this tab. Users should only include subawardees. Project partners and co

[illegible]

Provide subaward information on the project and an explanation in each cell below.

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332, 2 CFR 200.208 and the 2 CFR 200.339 Remedies for Noncompliance
Year 1

Summaries of results of reviews of financial and programmatic reports Year 2	Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance Year 2	Environmental results the subrecipient achieved Year 2
----------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------

on in each cell below.

Table 4d. Year 3 Project Updates - Subaward R

Summaries of audit findings and related pass-through entity management decisions

Year 2

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332, 2 CFR 200.208 and the 2 CFR 200.339 Remedies for Noncompliance
Year 2

Summaries of results of reviews of financial and programmatic reports Year 3

[illegible]

Reporting Requirements | Please provide subaward information on the project and an explanation in each cell below.

Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance

Year 3

Environmental results the subrecipient achieved

Year 3

Summaries of audit findings and related pass-through entity management decisions

Year 3

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332, 2 CFR 200.208 and the 2 CFR 200.339 Remedies for Noncompliance
Year 3

U. S. Environmental Protection Agency
Clean Ports Program | Climate and Air Quality Planning Competition
Project Overview

Instructions
Please enter the requested information in the blue shaded cells. Refer to the definitions on Tab 16 (Data Dictionary) for additional guidance.

Table 5a: Climate and Air Quality Planning Project Overview

Planning Activity Type <i>If the project features other activities beyond the eight listed here, use the remaining cells in this column to describe these other activities</i>	Project includes this activity <i>(select from dropdown)</i>	Requested EPA Funds for this Activity
Emissions Inventory and/or Accounting Practice		
Emissions Reduction Strategy Analysis		
Development of Emissions Reduction Target		
Plan for Reducing Future Port Emissions		
Port Resiliency Assessment		
Plan to Increase Resilience of Port		
Formal Stakeholder Engagement		
Workforce Planning Analysis		

Total EPA Funding for Climate and Air Quality Planning Activities <i>This field will auto-populate after completing the Specific Planning Activity Tab</i>	\$ -
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ce on each field in this tab.

Is it the intent that this Activity will be fully funded by the EPA?
(select from dropdown)

U. S. Environmental Protec
Clean Ports Progr
Port/Port Facility Loca

Instructions

Please enter the requested information in the blue shaded cells; yellow fields will populate automatically based guidance on each field in this tab.

For purposes of the Clean Ports Program, a port is either a water port or a dry port, as defined below:
►Water port: places on land alongside navigable water (e.g., oceans, rivers, or lakes) with one or more facilities other commercial vessels. This includes facilities that support non-commercial Tribal fishing operations.
►Dry port: an intermodal truck-rail facility that is included in the 2024 Federal Highway Administration's (FHWA) criteria include having more than 50,000 20-foot equivalent units per year or 100 trucks per day, or comprising

Table 6: Project Location(s)

Table 6a: Port/Port Facility Location(s)

Port/Port Facility Name

If a port or port facility spans more than one county, please enter a new line for each unique county.

Project Site ID

Port Authority Name (if applicable)

Example: Port of X	Example: Project ID	Example: Port Authority of Port X
	Primary Place of Performance	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

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on inputs into **blue** cells. Refer to the definitions on Tab 16 (Data Dictionary) for additional

; in close proximity for the loading and unloading of passengers or cargo from ships, ferries, and

\\) Intermodal Connector Database based on meeting the criteria set in 23 CFR 470. These more than 20 percent of freight volumes handled by any mode within a State.

State
(select from dropdown)

County
(select from dropdown)

City

Example: FL	Example: Miami-Dade County	Example: Miami
	please provide state first	
	please provide state first	
	please provide state first	
	please provide state first	
	please provide state first	
	please provide state first	
	please provide state first	
	please provide state first	
	please provide state first	
	please provide state first	

The sum of all the values in column H across both Table 6a on this sheet and Table 7a on the next sheet should equal 100%. Please check values.

Description of Project Activity at Port/Port Facility	Share of Overall Project Activity at this Site		
	(For each project location, enter a value between 0-100% based on the percentage of the total grant activities taking place at that location.)		
County FIPS Code	EPA Region		
Example: Mobile Source Emissions Inventory	Example: 100%	Example: 12086	Example: EPA Region 4

Does this county contains a PM2.5 or Ozone Nonattainment Area?

Does this county contains a Severe or Extreme Ozone Nonattainment Area?

Does this county contains a PM2.5 or Ozone Maintenance Area?

Does this county contain an area with High Ambient Diesel PM Concentration?

Example: No	Example: No	Example: No	Example: Yes

U. S. Environmental Protection Agency
Clean Ports Program
Additional Project Locations

Instructions

Please enter the requested information in the blue shaded cells; yellow fields will populate automatically based on inputs into blue cells.

Table 7: Additional Project Locations

Table 7a: Additional Project Locations
Use this table to identify additional project locations found outside of the ports and port facilities listed in Table 6a.

Site Name <i>If an Additional Site spans more than one county, please enter a new line for each unique county.</i>			
	Project Site ID	Port(s)/Port Facilities Served by Location <i>(separate additional ports by semicolon)</i>	State <i>(select from dropdown)</i>
Example: Hialeah Fueling Depot	Example Additional Site A	Example: Port of Miami; Port Everglades	Example: FL
	Additional Site 1		
	Additional Site 2		
	Additional Site 3		
	Additional Site 4		
	Additional Site 5		
	Additional Site 6		
	Additional Site 7		
	Additional Site 8		
	Additional Site 9		
	Additional Site 10		

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tion(s)

cells. Refer to the definitions on Tab 16 (Data Dictionary) for additional guidance on each field in this tab.

County

(select from dropdown)

City

Description of Project Activity at Site

Example: Miami-Dade County	Example: Miami	Example: EV Infrastructure Planning
please provide state first		
please provide state first		
please provide state first		
please provide state first		
please provide state first		
please provide state first		
please provide state first		
please provide state first		
please provide state first		
please provide state first		

The sum of all the values in column H across both Table 6a on the previous sheet and Table 7a on this sheet should equal 100%. Please check values.

Estimate of the Share of Overall Project Activity at this site

(For each project location, enter a value between 0-100% based on the percentage of the total grant activities taking place at that location.)

County FIPS Code

EPA Region

Does this county contains a PM2.5 or Ozone Nonattainment Area?

<i>Example: 100%</i>	<i>Example: 12086</i>	<i>Example: EPA Region 4</i>	<i>Example: No</i>

**Does this county contains
a Severe or Extreme
Ozone Nonattainment
Area?**

**Does this county contains
a PM2.5 or Ozone
Maintenance Area?**

**Does this county contain an
area with High Ambient Diesel
PM Concentration?**

Example: No	Example: No	Example: Yes

Instructions

Please use this tab to indicate any changes or revisions in planning activities and/or funding amounts row per amendment made; more rows may be added if needed. Fill out this tab at the end of each ye

Table 8a. Post-Award Amendment & Other Revisions Overview

Year	Were there any changes to planning activities and/or funding amounts in each year of the project period of performance? If yes, please select Y or N and describe the change(s) in Table 8b.
Year 1	(Y or N)
Year 2	(Y or N)
Year 3	(Y or N)

Table 8b. Post-Award Amendment & Other Revisions Details

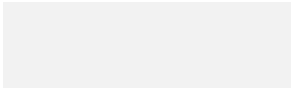
Amendment Number	Changes to Specific Planning Activities	
	Update Year (select from dropdown)	Type of Award Modification (select from dropdown)
Ex 1	Example Year 1 Update	Formal Amendment
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

U. S. Environmental Protection Agency
Clean Ports Program
Amendments & Other Revisions

; post-award. Please enter in the requested information in the blue shaded cells; yellow fields will populate automatically based on in or of project performance. Refer to the definitions on Tab 16 (Data Dictionary) for additional guidance on each field in this tab.

Number of Amendments By Year	Change in Funding Amount by Year
0	\$ -
0	\$ -
0	\$ -

[illegible]



puts into blue cells. Use one

		Affected Project Areas
Updated Funding Request Amount	Change in Funding Amount	Port or Associated Site Name (select from dropdown)
Example: \$115,000	Example: - \$35,000	Example: River Port of State X
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	

[illegible]

U. S. Environmental Protection Agency
Clean Ports Program
Financial Summary - Project Lifetime

Table 9a. Summary Rate of Expenditure

Instructions: Record project budget funds only from approved final workplan in the **blue** cells below. All other numbers will update automatically after completion of subsequent tabs.

Financial Summary	Project Budget EPA Funds	Project Budget Recipient Cost Share	Project Budget Total Project Cost	Total Expenses to Date EPA Funds	Total Expenses to Date Recipient Cost Share	Total Expenses to Date Total Project Cost	Remaining Balance EPA Funds
Personnel			\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits			\$ -	\$ -	\$ -	\$ -	\$ -
Travel			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
Supplies			\$ -	\$ -	\$ -	\$ -	\$ -
Contractual			\$ -	\$ -	\$ -	\$ -	\$ -
Construction			\$ -	\$ -	\$ -	\$ -	\$ -
Other			\$ -	\$ -	\$ -	\$ -	\$ -
Direct Cost Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Table 9b. Annual Rate of Expenditure

No entry needed - all numbers will reflect automatically from subsequent tabs. Note: Years 2 and/or 3 may remain empty if the project ends before the 3 year performance period.

Financial Summary	Year 1 EPA Funds	Year 1 Recipient Cost Share	Year 1 Total Project Cost	Year 2 EPA Funds	Year 2 Recipient Cost Share	Year 2 Total Project Cost	Year 3 EPA Funds
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Cost Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Remaining Balance Recipient Cost Share	Remaining Balance Total Project Cost
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -

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Year 3 Recipient Cost Share	Year 3 Total Project Cost
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -

Table 10a. Y

Record and update project expenses semi-annually, noting the cost at the line item level, following the example budget table i automatically based on inputs into blue cells. Previous fields should remain and edits should be made to the report being subn dropdown and populate corresponding new blue cells. Please do not add or remove rows. Funding totals in yellow cells will au This tab includes multiple tables which may require scrolling down to access.

Category of Expenses (populate additional rows as needed, selecting the appropriate Category of Expenses)	Line Item Description	Jan- Jun 2025 EPA Funds
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
Indirect Charges		

← Click + to access additional rows. Please do not insert or delete rows.

Direct Cost Total	\$	-
Indirect Charge Total	\$	-
TOTAL	\$	-

Table 10b. Project Updates - Narr

Record and update project up

Please paste the planned activities, outputs, and outcomes from the submitted workplan information. Provide updates and if c use the dropdown to indicate if the activity is 1) Not yet started, 2) In progress, or 3) Completed.

[illegible]

Table 10c. Programmatic and Narrative Updates

Record and update project updates below.

Please provide programmatic and narrative updates on the project. As semi-annual reports are submitted, indicate updates or changes for each period. For each period, please indicate if there was a change from the previous period. If yes, please provide an explanation in the subsequent cell.

Question	Jan-Jun 2025 Update	Jul-Dec 2025 Update
1. Provide a comparison of actual accomplishments to the objectives established for the reporting period.		
2. If anticipated outputs/outcomes and/or timelines/milestones are not met, why not? Did you encounter any problems during the reporting period which may interfere with meeting project objectives? What is your plan to address these problems to ensure that the outputs/outcomes will be met within the period of performance?		
3. Have there been any major personnel changes during this reporting period?		
4. Did any public relations events regarding this grant take place during the reporting period?		
5. Are you using websites or other tools used to relay information about this grant to the public?		
6. What project activities are planned for the next reporting period?		
7. Was any program income generated during the reporting period? Identify amount of program income, how it was generated, and how the program income was/will be used.		
8. Have any activities changed from those included in the final workplan?		
9. Do you have any other comments or feedback?		

Clean Ports Program

and Narrative Summary - Year 1

Year 1 Annual Rate of Expenditure

included in the Notice of Funding Opportunity. Please enter in the requested information in the **blue** shaded cells below; **yellow** fields will populate nitted. To access additional rows in this table, click the box containing "+" on row 60; select the appropriate 'Category of Expense' from the automatically update to include added rows.

[illegible]

\$	-	\$	-	\$	-	\$	-
\$	-	\$	-	\$	-	\$	-
\$	-	\$	-	\$	-	\$	-

Alternative Responses

updates below.

any changes occurred, please provide that information accordingly. In the 'Progress to Date' columns, please

[illegible]

Jul-Dec 2025
Total Project Cost

\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

\$	-
\$	-
\$	-

Record and update project expenses semi-annually, noting the cost at the line item level, following the example budget table. **Yellow** fields will populate automatically based on inputs into **blue** cells. Previous fields should remain and edits should be made appropriate. 'Category of Expense' from the dropdown and populate corresponding new blue cells. Please do not add or remove rows. **This tab includes multiple tables which may require scrolling down to access.**

← Click + to access additional rows. Please do not insert or delete rows.

Table 11b. Project Updates - Narrative
Record and update project updates

[illegible]

38

Please provide programmatic and narrative updates on the project. As semi-annual reports are submitted, indicate updates or changes for each period. For each period, please indicate if there was a change from the previous period. If yes, please provide an explanation in the subsequent cell.

Question	Jan-Jun 2026 Update	Jul-Dec 2026 Update
1. Provide a comparison of actual accomplishments to the objectives established for the reporting period.		
2. If anticipated outputs/outcomes and/or timelines/milestones are not met, why not? Did you encounter any problems during the reporting period which may interfere with meeting project objectives? What is your plan to address these problems to ensure that the outputs/outcomes will be met within the period of performance?		
3. Have there been any major personnel changes during this reporting period?		
4. Did any public relations events regarding this grant take place during the reporting period?		
5. Are you using websites or other tools used to relay information about this grant to the public?		
6. What project activities are planned for the next reporting period?		
7. Was any program income generated during the reporting period? Identify amount of program income, how it was generated, and how the program income was/will be used.		
8. Have any activities changed from those included in the final workplan?		
9. Do you have any other comments or feedback?		

Environmental Protection Agency
Ports Program
Annual Narrative Summary - Year 2

Annual Rate of Expenditure

are included in the Notice of Funding Opportunity. Please enter in the requested information in the **blue** shaded cells below; made to the report being submitted. To access additional rows in this table, click the box containing "+" on row 60; select the five rows. Funding totals in **yellow** cells will automatically update to include added rows.

[illegible]

\$	-	\$	-	\$	-	\$	-
\$	-	\$	-	\$	-	\$	-
\$	-	\$	-	\$	-	\$	-

ive Responses
ites below.

f any changes occurred, please provide that information accordingly. In the 'Progress to Date'

[illegible]

Jul-Dec 2026 Total Project Cost	
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

\$	-
\$	-
\$	-

Record and update project expenses semi-annually, noting the cost at the line item level, following the example budget table. **Yellow** fields will populate automatically based on inputs into **blue** cells. Previous fields should remain and edits should be made appropriate. 'Category of Expense' from the dropdown and populate corresponding new blue cells. Please do not add or remove rows. **This tab includes multiple tables which may require scrolling down to access.**

← Click + to access additional rows. Please do not insert or delete rows.

Please paste the planned activities, outputs, and outcomes from the submitted workplan information. Provide updates and i columns, please use the dropdown to indicate if the activity is 1) Not yet started, 2) In progress, or 3) Completed.

[illegible]

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Record and update project updates below.

Please provide programmatic and narrative updates on the project. As semi-annual reports are submitted, indicate updates or changes for each period. For each period, please indicate if there was a change from the previous period. If yes, please provide an explanation in the subsequent cell.

Question	Jan-Jun 2027 Update	Jul-Dec 2027 Update
1. Provide a comparison of actual accomplishments to the objectives established for the reporting period.		
2. If anticipated outputs/outcomes and/or timelines/milestones are not met, why not? Did you encounter any problems during the reporting period which may interfere with meeting project objectives? What is your plan to address these problems to ensure that the outputs/outcomes will be met within the period of performance?		
3. Have there been any major personnel changes during this reporting period?		
4. Did any public relations events regarding this grant take place during the reporting period?		
5. Are you using websites or other tools used to relay information about this grant to the public?		
6. What project activities are planned for the next reporting period?		
7. Was any program income generated during the reporting period? Identify amount of program income, how it was generated, and how the program income was/will be used.		
8. Have any activities changed from those included in the final workplan?		
9. Do you have any other comments or feedback?		

Environmental Protection Agency
Ports Program
Annual Narrative Summary - Year 3

Annual Rate of Expenditure

are included in the Notice of Funding Opportunity. Please enter in the requested information in the **blue** shaded cells below; save to the report being submitted. To access additional rows in this table, click the box containing "+" on row 60; select the new rows. Funding totals in **yellow** cells will automatically update to include added rows.

[illegible]

\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -

ive Responses
ites below.

f any changes occurred, please provide that information accordingly. In the 'Progress to Date'

[illegible]

Jul-Dec 2027 Total Project Cost	
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-

\$	-
\$	-
\$	-

U. S. Environmental Protection Agency
Clean Ports Program
Workplan Commitments

Instructions

Please complete this tab to report on commitments related to community engagement, project sustainability, and workforce development, as defined in the Notice of Funding Opportunity. Only cells shaded in **blue** need to be filled out. At the end of each of the sections below, there are cells to provide additional narrative responses, as appropriate. Please ensure all questions are answered; provide both **quantitative** and **qualitative** details. This tab includes multiple tables which may require scrolling down to access.

Table 13a. Project Community Engagement

Number	Question	Answer 1	Answer 2
1a.	Did the workplan demonstrate that input was sought prior to application, and the proposed project is responsive to comments and concerns of near-port communities?	(Y or N)	
1b.	If you selected 'Yes' for 1a, describe the engagement with near-port communities prior to application (who, how, and what was the focus), input received, and how the project is responsive to community concerns.		
2a.	Engaging communities about the project during the project period is a required term and condition of the award. Describe the plan to meaningfully engage with near-port communities during the project (e.g., who, how, and what is the focus), including any specific activities referenced in the workplan.		
2b.	During which project reporting period(s) did this engagement occur?		
2c.	What were the outcomes of the engagement?		
3a.	Did the workplan demonstrate that the recipient or project partner(s) have an established long-term policy or process for meaningful community engagement to both receive input on port operations and projects that impact air quality and to address community concerns?	(Y or N)	
3b.	If not, was there a commitment in the workplan to establish a long-term policy or process before the end of the project period?	(Y or N)	
3c.	If yes to either 3a or 3b above, describe the policy or process and steps planned to implement the policy or process by the end of the project period.		
3d.	To date, has the recipient and/or project partner(s) completed this commitment?	Select Status	Select Reporting Period Completed

4a.	Please provide any additional details and relevant status updates related to project community engagement. Please use the drop downs under 'Select Year' to indicate which year the update was completed. Note: Do not delete data from prior reports. If providing updates for multiple reporting periods in one year, please indicate all updates in the same cell.	Select Year	
4b.	Please provide any additional details and relevant status updates related to project community engagement. Please use the drop downs under 'Select Year' to indicate which year the update was completed. Note: Do not delete data from prior reports. If providing updates for multiple reporting periods in one year, please indicate all updates in the same cell.	Select Year	
4c.	Please provide any additional details and relevant status updates related to project community engagement. Please use the drop downs under 'Select Year' to indicate which year the update was completed. Note: Do not delete data from prior reports. If providing updates for multiple reporting periods in one year, please indicate all updates in the same cell.	Select Year	

Table 13b. Project Sustainability			
Number	Question	Answer 1	Answer 2
1a.	Did the workplan demonstrate a commitment to ensure that emissions reduction planning is a standard practice at the port(s)?		
1d.	If yes, please describe this commitment.		
2a.	Did the workplan demonstrate a commitment to implement results of the planning activities after EPA funding for this project has ended?		
2d.	If yes, please describe this commitment.		
3a.	Please provide any additional details and relevant status updates related to project sustainability. Please use the drop downs under 'Select Year' to indicate which year the update was completed. Note: Do not delete data from prior reports. If providing updates for multiple reporting periods in one year, please indicate all updates in the same cell.	Select Year	

3b.	Please provide any additional details and relevant status updates related to project sustainability. Please use the drop downs under 'Select Year' to indicate which year the update was completed. Note: Do not delete data from prior reports. If providing updates for multiple reporting periods in one year, please indicate all updates in the same cell.	Select Year	
3c.	Please provide any additional details and relevant status updates related to project sustainability. Please use the drop downs under 'Select Year' to indicate which year the update was completed. Note: Do not delete data from prior reports. If providing updates for multiple reporting periods in one year, please indicate all updates in the same cell.	Select Year	

Table 13c. Workforce Development

U. S. Environmental Protection Agency
Clean Ports Program | Climate and Air Quality Fund
Specific Planning Activities

Instructions

Complete the following table to provide details on the affected locations and costs associated with each planning activity funded through the Clean Ports Program. Reflect the work completed with these funds during the project period at final submission. Please enter in the requested information about each field, please see the data dictionary (Tab 16).

Table 14: Specific Planning Activities

Planning Activity ID (user is encouraged to modify values in this column. This is used to identify activities when completing other tabs)	Type of Planning Activity (select from dropdown)	If Other Planning Activity not listed, describe	Primary Port Affected by Planning Activity (select from dropdown)
Example Planning Activity	Example: Emissions Inventory and/or Accounting Practice		Example: Port of Miami
Planning Activity 1			
Planning Activity 2			
Planning Activity 3			
Planning Activity 4			
Planning Activity 5			
Planning Activity 6			
Planning Activity 7			
Planning Activity 8			
Planning Activity 9			
Planning Activity 10			
Planning Activity 11			
Planning Activity 12			
Planning Activity 13			
Planning Activity 14			
Planning Activity 15			

Planning Activity 16			
Planning Activity 17			
Planning Activity 18			
Planning Activity 19			
Planning Activity 20			

Planning Competition

mate and Air Quality Planning Competition. This tab should be updated biannually at each regularly reporting in the **blue** shaded cells; **yellow** fields will populate automatically based on inputs into blue cells. For more details

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Publicly Available Documentation of Outcome
(e.g., link to published emissions inventory)

Total Cost of Planning Activity

Total EPA Funds Expended for Planning Activity

If third party contractors provided support for this planning activity, provide names and roles.

U. S. Environmental Protection Agency
Clean Ports Program
Final Report: Financial and Narrative Summary

Table 15a. Project Updates - Narrative Responses

Record final project information.

Please paste the planned activities, outputs, and outcomes from the last interannual report (table 12b). Please indicate the final results below.
This tab includes multiple tables which may require scrolling down to access.

Activities	Anticipated Outputs	Anticipated Outcomes

← Click + to access additional rows to the table above. Please do not insert or delete rows.

U. S. Environmental Protection Agency
Clean Ports Program
Final Report: Financial and Narrative Summary

Table 15b. Project Updates - Programmatic and Narrative Financial Results of Project

Please provide programmatic and narrative financial results on the project.

Question	Answer
1. Provide a narrative description of the project.	
2. Explain the reason for any differences in proposed versus actual outputs/outcomes identified in the table above.	
<p>3. Provide a narrative discussion of the actual project results (outputs and outcomes) and how the results are quantified. These may include, but are not limited to:</p> <p><i>Example outputs:</i></p> <ul style="list-style-type: none"> - Completed or updated port emissions inventory; - Plan for reducing future port emissions; - Plan to increase climate resilience of port; - Number of local residents and community-based organizations participating; - Other <p><i>Example outcomes:</i></p> <ul style="list-style-type: none"> - Increased understanding of current port emissions; - Increased capacity to make strategic long-term investments to reduce port emissions; - Increased capacity to improve resilience to current and future climate change impacts; - Increased stakeholder participation in port planning and decision-making; - Other 	
<p>4. Provide information on subrecipients and vendors participating in support of this project:</p> <ul style="list-style-type: none"> - Sub-recipient information (name, award amount, project description); - Vendor information (name, payment amount, good/services provided) 	

U. S. Environmental Protection Agency
Clean Ports Program
Final Report: Financial and Narrative Summary

5. Provide a narrative discussion of the successes and lessons learned for the entire project.	
6. If any cost-share funds are reported, identify the source of the funds.	
7. Was any program income generated during the project period? Identify amount of program income, how it was generated, and how the program income was used.	
8. Did you include at least one photo for planning activity types, if applicable? If yes, please indicate if you approve of permission for EPA's future use of the photo(s) in future internal and external documents including, but not limited to Reports to Congress and case studies highlighting Clean Ports Program success stories.	
9. Do you have any other comments or feedback?	

Table 15c. Project Updates - Subaward Reporting Requirements (if applicable)

Please provide subaward information on the project and an explanation in each cell below.

Question	Answer
Did this project feature subawards? If yes, please provide the information requested below.	(Y or N)
Summaries of results of reviews of financial and programmatic reports	
Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance	

U. S. Environmental Protection Agency
Clean Ports Program
Final Report: Financial and Narrative Summary

Environmental results the subrecipient achieved	
Summaries of audit findings and related pass-through entity management decisions	
Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332, 2 CFR 200.208 and the 2 CFR 200.339 Remedies for Noncompliance	

Actual Outputs	Actual Outcomes

Clean Ports Program | Clir

Tab 2. Recipient & Project Details

Table 2a: Recipient & Project Details

Recipient Organization Name
 Recipient Address - Street
 Recipient Address - City
 Recipient Address - State (select from dropdown)
 Recipient Address - Zip Code
 Primary Contact Information - Name
 Primary Contact Information - Title/Role
 Primary Contact Information - Phone
 Primary Contact Information - email

Recipient Type
 (See NOFO Section III.A for details)

Affiliate Port Authority
 (if applicable)

SAM.gov Unique Entity ID (UEI)

EPA Grant ID Number

Small Water Port Project?
 (See NOFO Section II.B for specifications)

Dry Port Project?
 (See NOFO Section I.B. for specifications)

Does the Recipient use LOGINK or any other prohibited logistics platform as described in NOFO Section III.D.?

Project Title

Project Period-Project start date

Project Period-Project end date

Short Project Description
 Briefly describe your project in one to three sentences only, especially noting the expected outputs and outcomes.

Total EPA Funding

Total Recipient Costs

Tab 3. Project Partners

Table 3a: Project Partners

Project Partner Organization Name
 Primary Contact Information for Project Partner(s):
 Name
 Primary Contact Information for Project Partner(s):
 Title/Role
 Primary Contact Information for Project Partner(s):
 Email
 Primary Contact Information for Project Partner(s):
 Phone

Type of Organization

Type of Organization
 If Other selected for Type of Organization, describe

Nature of Partnership with Recipient
 (select from dropdown)

Role in Project
 Describe

In this partner a subawardee?
 (select Yes/No from dropdown)

Tab 4. Subawardees

Table 4a: Subawardees (if applicable)

Subawardee Organization Name
 Subawardee Unique ID (if none, number subawardees)

Brief Subawardee Project Description

Subawardee Funding Amount

Table 4b, 4c, 4d: Project Updates - Subawardee Reporting Requirements
 Summaries of results of reviews of financial and programmatic reports

Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance

Environmental results the subrecipient achieved

Summaries of audit findings and related pass-through entity management decisions

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332, 2 CFR 200.208 and the 2 CFR 200.339 Remedies for Noncompliance

Tab 5. Project Overview

Table 5a. Climate and Air Quality Planning Project Overview

Planning Activity Type

If the project features other activities beyond the eight listed here, use the remaining cells in this column to describe these other activities

Project includes this activity
(select from dropdown)

Requested EPA Funds for this Activity

Is it the intent that this Activity will be fully funded by the EPA?
(select from dropdown)

Tab 6. Port Facility Locations

Table 6a: Project Location(s)

Port/Port Facility Name

If a port or port facility spans more than one county, please enter a new line for each unique county.

Project Site ID

Port Authority Name (if applicable)

State

(select from dropdown)

County

(select from dropdown)

City

Description of Project Activity at Port/Port Facility

Share of Overall Project Activity at this Site

(For each project location, enter a value between 0-100% based on the percentage of the total grant activities taking place at that location.)

County FIPS Code

EPA Region

Does this county contains a PM2.5 or Ozone Nonattainment Area?

Does this county contains a Severe or Extreme Ozone Nonattainment Area?

Does this county contains a PM2.5 or Ozone Maintenance Area?

Does this county contain an area with High Ambient Diesel PM Concentration?

Tab 7. Additional Locations

Table 7a: Additional Project Locations

Site Name

If an Additional Site spans more than one county, please enter a new line for each unique county.

Project Site ID

Port(s)/Port Facilities Served by Location
(separate additional ports by semicolon)

State

(select from dropdown)

County

(select from dropdown)

City

Description of Project Activity at Site

Estimate of the Share of Overall Project Activity at this site

(For each project location, enter a value between 0-100% based on the percentage of the total grant activities taking place at that location.)

County FIPS Code

EPA Region

Does this county contains a PM2.5 or Ozone Nonattainment Area?

Does this county contains a Severe or Extreme Ozone Nonattainment Area?

Does this county contains a PM2.5 or Ozone Maintenance Area?

Does this county contain an area with High Ambient Diesel PM Concentration?

Tab 8. Amendments & Other Revisions

Table 8a. Post-Award Amendment & Other Revisions Overview

Were there any changes to planning activities and/or funding amounts in each year of the project period of performance? If yes, please select Y or N and describe the change(s) in Table 4b.

Number of Amendments By Year
Change in Funding Amount by Year

Table 8b. Post-Award Amendment & Other Revisions Details

Update Year
(select from dropdown)
Original Climate and Air Quality Planning Activity
Updated Climate and Air Quality Planning Activity
Original Funding Request Amount
Updated Funding Request Amount
Change in Funding Amount
Port or Associated Site Name
(select from dropdown)
Subawardee(s) Affected
(if applicable)

Tab 9. Financial Summary

Table 9a. Summary Rate of Expenditure

Project Budget
EPA Funds
Project Budget
Recipient Cost Share
Project Budget
Total Project Cost
Total Expenses to Date
EPA Funds
Total Expenses to Date
Recipient Cost Share
Total Expenses to Date
Total Project Cost
Remaining Balance
EPA Funds
Remaining Balance
Recipient Cost Share
Remaining Balance
Total Project Cost

Table 9b. Annual Rate of Expenditure

Year 1
EPA Funds
Year 1
Recipient Cost Share
Year 1
Total Project Cost
Year 2
EPA Funds
Year 2
Recipient Cost Share
Year 2
Total Project Cost
Year 3
EPA Funds
Year 3
Recipient Cost Share
Year 3
Total Project Cost

Tab 10. Year 1

Table 10a. Year 1 Annual Rate of Expenditure

Line Item Description
Jan-Jun 2025
EPA Funds
Jan-Jun 2025
Recipient Cost Share
Jan-Jun 2025
Total Project Cost
Jul-Dec 2025
EPA Funds
Jul-Dec 2025
Recipient Cost Share
Jul-Dec 2025
Total Project Cost

Table 10b. Project Updates - Narrative Responses

Activities

Anticipated Outputs

Anticipated Outcomes

Progress to Date:

Jan-Jun 2025

(select from dropdown)

Progress to Date:

Jul-Dec 2025

(select from dropdown)

Progress Notes

Describe

Table 10c. Programmatic and Narrative Updates

Jan-Jun 2025 Update

Jul-Dec 2025 Update

Tab 11. Year 2

Table 11a. Year 2 Annual Rate of Expenditure

Line Item Description

Jan-Jun 2026

EPA Funds

Jan-Jun 2026

Recipient Cost Share

Jan-Jun 2026

Total Project Cost

Jul-Dec 2026

EPA Funds

Jul-Dec 2026

Recipient Cost Share

Jul-Dec 2026

Total Project Cost

Table 11b. Project Updates - Narrative Responses

Activities

Anticipated Outputs

Anticipated Outcomes

Progress to Date:

Jan-Jun 2026

(select from dropdown)

Progress to Date:

Jul-Dec 2026

(select from dropdown)

Progress Notes

Describe

Table 11c. Programmatic and Narrative Updates

Jan-Jun 2026 Update

Jul-Dec 2026 Update

Tab 12. Year 3

Table 12a. Year 3 Annual Rate of Expenditure

Line Item Description

Jan-Jun 2027

EPA Funds

Jan-Jun 2027

Recipient Cost Share

Jan-Jun 2027

Total Project Cost

Jul-Dec 2027

EPA Funds

Jul-Dec 2027

Recipient Cost Share

Jul-Dec 2027

Total Project Cost

Table 12b. Project Updates - Narrative Responses

Activities

Anticipated Outputs

Anticipated Outcomes

Progress to Date:

Jan-Jun 2027

(select from dropdown)

Progress to Date:

Jul-Dec 2027

(select from dropdown)

Progress Notes
Describe

Table 12c. Programmatic and Narrative Updates

Jan-Jun 2027 Update

Jul-Dec 2027 Update

Tab 14. Specific Planning Activity

Table 14a: Specific Planning Activity Details

Type of Planning Activity
(select from dropdown)

If Other Planning Activity not listed, describe

Primary Port Affected by Planning Activity
(select from dropdown)

If Primary location of activity is not at a port, provide the Name of the
Additional Project Location
(select from dropdown)

Project Site ID

State

County

City

Percentage of Planning Activity Affecting Site
(Enter a value between 0-100% based on the percentage of the planning
activity listed in each row taking place at the primary project location.)

Secondary Port Affected by Planning Activity
(select from dropdown, if applicable)_2

If Secondary location of activity is not at a port, provide the Name of the
Additional Project Location
(select from dropdown)

Project Site ID

Secondary location

State

Secondary location

County

Secondary location

City

Secondary location

Percentage of Planning Activity Affecting Site
Secondary location
(Enter a value between 0-100% based on the percentage of the planning
activity listed in each row taking place at the secondary project location.)

Additional Counties where Planning Takes Place
(Include county and state, and use a semicolon for multiple counties, if
needed)

% of Planning Affecting Additional Counties
(Format response as [number]% in [county, state abbreviation], and use a
semicolon if listing multiple counties)

Outcome of Planning Activity

Publicly Available Documentation of Outcome (e.g., link to published
emissions inventory.)

Total Cost of Planning Activity

Total EPA Funds Expended for Planning Activity

If third party contractors provided support for this planning activity, provide
names and roles.

Tab 15. Final Report

Table 15a. Project Updates - Narrative Responses

Activities

Anticipated Outputs

Anticipated Outcomes

Actual Results

Table 15b. Project Updates - Programmatic and Narrative Financial Results of

All fields

Table 15c. Project Updates - Subaward Reporting Requirements (if applicable)

All fields

U. S. Environmental Protection Agency

nate and Air Quality Planning Project Reporting Template Data Dictionary

Enter Name of Recipient Organization

Provide the street name and number of mailing address of Recipient Organization

Provide the city of mailing address of Recipient Organization

Provide the state of mailing address of Recipient Organization

Provide the Zip Code of mailing address of Recipient Organization

Provide the name of the Primary Contact for this award

Provide the title or role of the Primary Contact for this award

Provide the phone number of the Primary Contact for this award

Provide the email address of the Primary Contact for this award

Select from dropdown which of the following options best describes the Recipient: Port Authority; State Agency with jurisdiction over a port authority or port; Tribal agency with jurisdiction over a port authority or a port; Regional Agency with jurisdiction over a port authority or port; Local Agency with jurisdiction over a port authority or port; Air Pollution Control Agency; Eligible Private Entity

For Recipients that are not Port Authorities or which have affiliated port authorities, provide the name(s) of the port authorities

Enter the SAM.gov Unique Entity Identification Number for the Recipient

Enter the EPA grant ID number for this award

Select Yes or No from dropdown

Select Yes or No from dropdown

Select Yes or No from dropdown

One descriptive sentence only

Enter the project period start date (M/D/Y)

Enter the project period end date (M/D/Y)

Briefly describe your project in one to three sentences only, especially noting the expected outputs and outcomes.

This value should be consistent with the amount included on the SF-424A in cell 5(e) under Section A – Budget Summary and SF-424 in Section 18.a.

This value should be consistent with the amount included on the SF-424A in cell 5(f) under Section A – Budget Summary and SF-424 in Section 18.b-e.

Provide the name(s) of the organizations working in partnership with the recipient on this project

Provide the name(s) of the primary contact at this partner organization

Provide the title or role of the primary contact at this partner organization

Provide the email address of the primary contact at this partner organization

Provide the phone number of the primary contact at this partner organization

Select from dropdown which of the following options best describes the partner organization(s): Port Authority; State Agency with jurisdiction over a port authority or port; Tribal agency with jurisdiction over a port authority or a port; Regional Agency with jurisdiction over a port authority or port; Local Agency with jurisdiction over a port authority or port; Air Pollution Control Agency; Eligible Private Entity; Other

Enter in a brief description of the type of organization

Select from dropdown: Statutory Partner or Collaborating Entity (non-statutory)

Enter in a brief description of the role this project partner is expected to have

Select from dropdown to indicate whether the partner organization is a subawardee.

Provide the name(s) of the organizations receiving subawards as part of this project

Enter a unique ID or number for each subawardee

Briefly describe the subawardee's project in one to three sentences only, especially noting the expected outputs and outcomes.

Enter funding amount to subawardee

See supporting program documentation for more details

See supporting program documentation for more details

See supporting program documentation for more details

See supporting program documentation for more details

See supporting program documentation for more details

Enter additional activities here

For each of the listed Planning Activity Types in column A, select whether this project features that activity using the dropdown menu provided

For each of the planned Activities selected in the previous column, enter the requested funds to support this specific activity

For each of the planned Activities selected in the first column, use the dropdown menu to select whether or not it is the intent for this activity to be fully funded by the Clean Ports Program Climate and Air Quality Planning Competition. Options include: "Yes", "No", and "Unsure at this Time"

If a port or port facility spans more than one county, please enter a new line for each unique county.

Prepopulated; used for looking up tables in other tables

Enter in the Port Authority Name associated with this Port or Port Facility, if applicable.

Select the state abbreviation from the dropdown list provided

Select the county name from the dropdown list provided; note the dropdown menu will only work if the state field for that row is completed

Enter in the name of the city in which the Port/Port Facility is located

Provide a brief comment about which project activity or activities are expected to be completed at this site

For each project location, enter a value between 0-100% based on the percentage of the total grant activities taking place at that location. The sum of all the values in column H across both Table 3a on this sheet and Table 3b on the next sheet should equal 100%.

Autopopulates

Autopopulates

Autopopulates

Autopopulates

Autopopulates

Autopopulates

If an Additional Site spans more than one county, please enter a new line for each unique county.

Prepopulated; used for looking up tables in other tables

Separate additional ports by semicolon

Select the state abbreviation from the dropdown list provided

Select the county name from the dropdown list provided; note the dropdown menu will only work if the state field for that row is completed

Enter in the name of the city in which the Additional Project Location is located

Provide a brief comment about which project activity or activities are expected to be completed at this site

For each project location, enter a value between 0-100% based on the percentage of the total grant activities taking place at that location. The sum of all the values in column H across both Table 3a on the previous sheet and Table 3b on this sheet should equal 100%.

Autopopulates

Autopopulates

Autopopulates

Autopopulates

Autopopulates

Autopopulates

Select yes if, in each year of the project period of performance, there were any changes to planning activities, vehicles or equipment numbers, numbers of infrastructure items, and/or funding amounts.

Autopopulates
Autopopulates

Select the update year for the post-award amendment

Describe the original climate and air quality planning activity

Describe the updated climate and air quality planning activity

Enter the funding request amount for the original activity

Enter the funding request amount for the updated activity

Autopopulates

Select the corresponding port or associated site. Selection list auto-populates from sheet 3a. Port Facility Locations, Table 3a: Port/Port Facility Location(s)

Enter the affected subawardee details, if applicable

This value should be consistent with the amount included on the SF-424A in cell 5(e) under Section A – Budget Summary and SF-424 in Section 18.a.

This value should be consistent with the amount included on the SF-424A in cell 5(f) under Section A – Budget Summary and SF-424 in Section 18.b-e.

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Add a plain language description of the expense category

Record project expenses during the given time period; EPA Funds

Record project expenses during the given time period; Recipient Cost Share

Autopopulates

Record project expenses during the given time period; EPA Funds

Record project expenses during the given time period; Recipient Cost Share

Autopopulates

Paste the planned activities from the submitted workplan information
Paste the anticipated outputs from the submitted workplan information
Paste the anticipated outcomes from the submitted workplan information

Select the status of progress for the planned activity during the given time period

Select the status of progress for the planned activity during the given time period

Detail any relevant detail for the activity. Include details if any changes have occurred to the activities, outputs, or outcomes

Please provide programmatic and narrative updates on the project during the given time period
Please provide programmatic and narrative updates on the project during the given time period

Add a plain language description of the expense category

Record project expenses during the given time period; EPA Funds

Record project expenses during the given time period; Recipient Cost Share

Autopopulates

Record project expenses during the given time period; EPA Funds

Record project expenses during the given time period; Recipient Cost Share

Autopopulates

Paste the planned activities from the submitted workplan information
Paste the anticipated outputs from the submitted workplan information
Paste the anticipated outcomes from the submitted workplan information

Select the status of progress for the planned activity during the given time period

Select the status of progress for the planned activity during the given time period

Detail any relevant detail for the activity. Include details if any changes have occurred to the activities, outputs, or outcomes

Please provide programmatic and narrative updates on the project during the given time period
Please provide programmatic and narrative updates on the project during the given time period

Add a plain language description of the expense category

Record project expenses during the given time period; EPA Funds

Record project expenses during the given time period; Recipient Cost Share

Autopopulates

Record project expenses during the given time period; EPA Funds

Record project expenses during the given time period; Recipient Cost Share

Autopopulates

Paste the planned activities from the submitted workplan information
Paste the anticipated outputs from the submitted workplan information
Paste the anticipated outcomes from the submitted workplan information

Select the status of progress for the planned activity during the given time period

Select the status of progress for the planned activity during the given time period

Detail any relevant detail for the activity. Include details if any changes have occurred to the activities, outputs, or outcomes

Please provide programmatic and narrative updates on the project during the given time period
Please provide programmatic and narrative updates on the project during the given time period

Select the type of planning activity from the dropdown menu. Options include: Emissions Inventory and/or Accounting Practice, Emissions Reduction Strategy Analysis, Development of Emissions Reduction Target, Plan for Reducing Future Port Emissions, Port Resiliency Assessment, Plan to Increase Resilience of Port, Formal Stakeholder Engagement, Workforce Planning Analysis, and Other Activity.

If Other Activity is selected for the previous field, enter the planning activity in this field.

Select the primary port affected by each planning activity from the dropdown menu, which will be populated with fields from Table 3a.

If the primary location of the activity is not at a port, select the primary site affected by each planning activity from the dropdown menu, which will be populated with fields from Table 3b.

No action needed; this field will auto-populate based on the response to the prior fields

No action needed; this field will auto-populate based on the response to the prior fields

No action needed; this field will auto-populate based on the response to the prior fields

No action needed; this field will auto-populate based on the response to the prior fields

Enter a value between 0-100% based on the percentage of the planning activity listed in each row taking place at the primary project location. For each row, the sum of values in columns I, P, and S should equal 100%.

If the planning activity affects more than one area, select the secondary port affected by each planning activity from the dropdown menu, which will be populated with fields from Table 3a.

If the planning activity affects more than one area and it is not at a port, provide the secondary site affected by each planning activity from the dropdown menu, which will be populated with fields from Table 3b.

No action needed; this field will auto-populate based on the response to the prior fields

No action needed; this field will auto-populate based on the response to the prior fields

No action needed; this field will auto-populate based on the response to the prior fields

No action needed; this field will auto-populate based on the response to the prior fields

Enter a value between 0-100% based on the percentage of the planning activity listed in each row taking place at the secondary project location. For each row, the sum of values in columns I, P, and S should equal 100%.

If the listed planning activity spans additional counties or sites not otherwise listed, please list these counties here, using a semicolon to separate between different counties.

If the listed planning activity spans additional counties or sites not otherwise listed, please list the relative share of the planning activity affecting these additional counties, using a semicolon to separate between different counties and percentages of activities in parentheses. For each row, the sum of values in columns I, P, and S should equal 100%.

In 1-2 sentences, describe the anticipated or actual outcome of the planning activity. For examples of outcomes, please refer to the program NOFO.

For each outcome listed in the prior field with a publicly-facing product or deliverable, please list the name and web address of the publicly facing product.

Enter the total cost of the planning activity

Enter the total EPA funds used for the planning activity

For activities that involved third-party contractors, please list the name and roles of each third party as it relates to the listed activity.

Paste the planned activities from the last interannual report

Paste the anticipated outputs from the last interannual report

Paste the anticipated outcomes from the last interannual report

Describe the final, actual results for the planned activity

f Project

Please provide programmatic and narrative financial results on the project (open response)

g)

Please provide subaward information on the project and an explanation in each cell below.