

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

**Instructions**

This report should describe what your organization accomplished during the specified reporting period for your cooperative agreement project and the challenges you encountered along the way. Although measurable results are an important component of your progress report, there should also be a qualitative evaluation of your project. This is your opportunity to describe the successes, challenges, and benefits of your project that cannot be summarized with numbers. The information you provide in this progress report will help the EPA report on the success of the grant program, as well as help us work with you and other community groups more effectively in the future. In your response, you should also attach any material that highlights your project accomplishments during the project period. Include such documents as photographs, flyers, press releases, newspaper clippings, meeting sign-in sheets, etc.

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<b>Section 1: General Grant Information</b>		<b>Please Respond Below</b>
1. 1	Grantee Name	
1. 2	Grant Project Title	
1. 3	EPA Grant #	
1. 4	Period of Performance (grant start date)	
1. 5	Period of Performance (grant end date)	
1. 6	EPA Grant Award Amount (\$)	

<b>Section 2: Progress Reporting Period</b>		<b>Please Respond Below</b>

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

2. 1	Progress Report Number	
2. 2	Reporting Period Start Date	
2. 3	Reporting Period End Date	

Section 3: Grantee Project Leader/Contact Information		
		Please Respond Below
3. 1	Project Manager Name	
3. 2	Project Manager Phone #	
2. 3	Project Manager Email	

Section 4: Project Description	
Please Respond Below	
Please enter a brief project description (3-5 sentences)	

Section 5: Project Tasks and Accomplishments		
Detail progress on project tasks outlined in the approved workplan including any performance data results. Detail accomplishments related to the task. Provide measurable results, as appropriate. Identify any deliverables submitted during this work period, if applicable. Add additional tasks as necessary. (2-15 sentences per task)		
Task (from workplan)		Accomplishments: Detail accomplishments related to the task. Provide measurable results, as appropriate.
Task #	Task Name	
Task 1		
Task 2		
Task 3		
<b>Add Task</b> <i>[user will click to add rows to table to enter additional tasks]</i>		

Section 6: Grant Project Activities	
Please indicate which of the following activities are being performed under your grant project. (SELECT ALL THAT APPLY)	
<i>[user to select one or more of the following]</i>	
<input checked="" type="checkbox"/>	Purchase, develop or enhance infrastructure
<input checked="" type="checkbox"/>	Establish, increase, expand, or optimize collection
<input checked="" type="checkbox"/>	Develop/update plans
<input checked="" type="checkbox"/>	Develop and enhance data collection and measurement

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

- Implementation of the Plan
- Inform the public about residential or community recycling programs
- Provide information about the recycled materials that are accepted as part of a residential or community recycling program that provides for the separate collection of residential solid waste from recycled material
- Increase collection rates and decrease contamination in residential and community recycling programs

**Section 7: Grant Project Measures**

**7.1 Grant Project Activity Measures**

What were the specific outcomes and/or products resulting from this project? Report on the quantitative and/or qualitative metrics of your project. Describe the measures used, data collection methods, and sources of data.

If you do not have a quantity to report, please enter a zero.

Additional measures may be added.

*[System will only show measures associated with the Activities selected in Section 6 as labelled in the second column]*

Measures	Applicable Activity <i>[Will not show on form]</i>	Quantity (this reporting period)	Description of Quantity	Source of Data	Description of How the Data was Obtained
Number of stakeholders involved in the plan development	Develop/update plans				
Number of these stakeholders involved in plan development from disadvantaged communities	Develop/update plans				
Number of communities involved in the plan development	Develop/update plans				
Number of these communities involved in plan development from disadvantaged communities	Develop/update plans				
Number of plans developed	Develop/update plans				
Number of plans updated	Develop/update plans				
Number of counties or territorial equivalents served by the plans	Develop/update plans				
Number of disadvantaged communities (as defined in this Guidance) served by the plan or implementation of the plan	Develop/update plans Implementation of the Plan				
Number of infrastructure	Purchase, develop or				

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

	investments/enhancements made spanning the spectrum of collection through end market development (e.g., bins purchased, post-consumer materials management systems created, technology improvements made)	enhance infrastructure			
	Estimates as to how many pounds of plastic waste was prevented from entering the oceans and other waterways as a result of activities funded	Implementation of the Plan			
	Number of temporary jobs created	Purchase, develop or enhance infrastructure  Develop/update plans  Develop and enhance data collection and measurement  Implementation of the Plan  Inform the public ...  Provide information ....  Increase collection rates ...			
	Number of permanent jobs created	Purchase, develop or enhance infrastructure  Develop/update plans  Develop and enhance data collection and measurement  Implementation of the Plan  Inform the public ...  Provide information ...  Increase collection rates ...			

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

	<p>Number of outreach campaigns or projects implemented (e.g., public service announcements delivered, informational materials and education and outreach campaigns executed, toolkits for municipal and commercial recycling programs produced, labeling and signs created, etc.).</p>	<p>Inform the public ...</p> <p>Provide information ...</p> <p>Increase collection rates ...</p>				
	<p>Percentage change in participation rate of the recycling or composting program</p>	<p>Inform the public ...</p> <p>Provide information ...</p> <p>Increase collection rates ...</p>				
	<p>Percentage Reduction of contamination in the recycling stream</p>	<p>Inform the public ...</p> <p>Provide information ...</p> <p>Increase collection rates ...</p>				
	<p>Percentage of political subdivisions served as a result of establishing, increasing, expanding, or optimizing collection.</p>	<p>Establish, increase, expand, or optimize collection</p>				
	<p>Number of disadvantaged communities served (as defined by this solicitation) as a result of establishing, increasing, expanding, or optimizing collection.</p>	<p>Establish, increase, expand, or optimize collection</p>				
	<p>Number of communities reached through outreach activities, including disadvantaged communities (as defined by this solicitation).</p>	<p>Establish, increase, expand, or optimize collection</p> <p>Inform the public ...</p> <p>Provide information ...</p> <p>Increase collection rates ...</p>				
	<p>Percentage of Tribes and Tribal members of Intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection.</p>	<p>Establish, increase, expand, or optimize collection</p>				
	<p>Number of Tribes and</p>	<p>Establish, increase,</p>				

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

	member Tribes of Intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection.	expand, or optimize collection				
<p><b>Add Measure</b>  <i>[user will click to add rows to table to enter]</i></p>						
<b>7.2</b>	<b>MSW/C&amp;D collected, recycled, composted, or managed via other management pathways in the state</b>					
<p><i>[System will only show 7.2 if one of the following activities are selected under section 6:  <input checked="" type="checkbox"/> Develop and enhance data collection and measurement  <input checked="" type="checkbox"/> Implementation of the Plan]</i></p>						
<p>Please report on the measures listed below.</p> <p>If you do not have a quantity to report, please enter a zero. Additional measures may be added. Please make sure to describe sources of data, calculations, and assumptions.</p> <p>If you have your calculations in a separate document, you can attach to this progress report under section 15.</p>						
	<b>Tons (this reporting period)</b>	<b>Material</b>	<b>Management Pathway</b>	<b>Additional description of the measures used, source of data, and data collection methods</b>		
		<i>[user select one item from lookup field from list at the end of this document]</i>	<i>[user select one item from picklist values:</i> <ul style="list-style-type: none"> <li>• Composted</li> <li>• Animal feed</li> <li>• Bio-based materials/biochemical processing</li> <li>• Co-digested/anaerobic digestion</li> <li>• Mechanically Recycled</li> <li>• Land applied</li> <li>• Reused</li> <li>• Source Reduction</li> <li>• Rendered</li> <li>• Landfilled</li> </ul>			

Draft RCSD SWIFR/REO Grantee Progress Report Template

			<ul style="list-style-type: none"> <li>Waste-to-energy</li> <li>Combustion</li> <li>Other Management Pathway ]</li> </ul>	
<p><b>Add Measure</b>  <i>[user will click to add rows to table to enter additional measures]</i></p>				
<b>7.3</b>	<b>MSW/C&amp;D generated in the state</b>			
<p><i>[System will only show 7.3 if one of the following activities are selected under section 6:</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>Develop and enhance data collection and measurement</i></li> <li><input checked="" type="checkbox"/> <i>Implementation of the Plan]</i></li> </ul>				
<p>Please report on the measures listed below.</p> <p>If you do not have a quantity to report, please enter a zero. Additional measures may be added. Please make sure to describe sources of data, calculations, and assumptions.</p> <p>If you have your calculations in a separate document, you can attach to this progress report under section 15.</p>				
	<b>Tons (this reporting period)</b>	<b>Material</b>	<b>Source of Material</b>	<b>Additional description of the measures used, source of data, and data collection methods</b>
		<i>[user select one item from lookup field from list at the end of this document]</i>	<p><i>[user select one item from picklist values:</i></p> <ul style="list-style-type: none"> <li>Residential</li> <li>Public</li> <li>Commercial</li> <li>Institutional</li> <li>Non-process industrial (e.g., front office)]</li> <li>Unknown</li> <li>Combined/Mixed]</li> </ul>	
<p><b>Add Measure</b>  <i>[user will click to add rows to table to enter additional measures]</i></p>				
<b>7.4</b>	<b>GHGs reduced from collection, recycling, composting, or management via other management pathways in the state</b>			
<p><i>[System will only show 7.4 if one of the following activities are selected under section 6:</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <i>Develop and enhance data collection and measurement</i></li> <li><input checked="" type="checkbox"/> <i>Implementation of the Plan]</i></li> </ul>				
<p>Please report on the measures listed below.</p>				

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

<p>If you do not have a quantity to report, please enter a zero. Additional measures may be added.</p> <p>Please make sure to describe sources of data, calculations, and assumptions. If you have your calculations in a separate document, you can attach to this progress report under section 15.</p>					
MTCO2e (this reporting period)	Material	Management Pathway	Narrative Description of Measure	Source of Data	Description of How the Data was Obtained
	<i>[user select one item from lookup field from list at the end of this document]</i>	<i>[user select one item from picklist values:</i> <ul style="list-style-type: none"> <li>• <i>Composted</i></li> <li>• <i>Animal feed</i></li> <li>• <i>Bio-based materials/biochemical processing</i></li> <li>• <i>Co-digested/ anaerobic digestion</i></li> <li>• <i>Mechanically Recycled</i></li> <li>• <i>Land applied</i></li> <li>• <i>Reused</i></li> <li>• <i>Rendered</i></li> <li>• <i>Landfilled</i></li> <li>• <i>Waste-to-energy</i></li> <li>• <i>Combustion</i></li> <li>• <i>Source Reduction</i></li> <li>• <i>Other Management Pathway [the user can type in a management pathway if it's not in the list]</i></li> </ul>			
<p><b>Add Measure</b>  <i>[user will click to add rows to table to enter additional measures]</i></p>					
<b>7.5</b>	<b>Other Measures</b>				



**Draft RCSD SWIFR/REO Grantee Progress Report Template**

<p>Please add any additional measures you wish to report in the table below.</p> <p>If you have a quantity to report, please include that in the measure description. Please make sure describe sources of data, calculations, and assumptions in the Explanation of Measure Reported field. Additional measures may be added.</p> <p>You can attach supporting documents (e.g., calculations and datasets) to this progress report under section 15.</p>		
<b>Name of Measure</b>	<b>Quantity and units or qualitative description</b>	<b>Additional description of the measure used, source of data, and data collection methods</b>
<p><a href="#">Add Measure</a>  <i>[user will click to add rows to table to enter additional measures]</i></p>		

**Section 8: Summary of Expenditures to Date**

Provide information on money drawn down, remaining account balance, any changes that need to be made to the budget, etc.

This information needs to line up with the budget provided in your detailed budget narrative submitted with your grant application.

Please note, if there are budget revisions, discuss those with your POs and add those items here.

Item	Actuals Spent (this reporting period)	Remaining Balance	Notes Comments, or Changes
Personnel			
Fringe			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
Indirect			
<b>TOTAL</b>			

**Section 9: Upcoming Events/Assistance Required**

<b>9.1</b>	<b>Upcoming Events</b>	
	List any upcoming events related to the project organizations involved.	
	<b>Date of Event</b>	<b>Description of Event</b>
	<p><a href="#">Add Event</a>  <i>[user will click to add rows to table to enter additional events]</i></p>	
<b>9.2</b>	<b>Anticipated Activities</b>	

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

	Identify activities anticipated during the subsequent reporting period.	
<b>9.3</b>	<b>Assistance Required</b>	
	Do you need any additional assistance from your EPA Project Officer, including technical assistance?	

<b>Section 10: Key Personnel Changes</b>		
		<b>Please Respond Below</b>
<b>10.1</b>	Were there any major changes in project personnel during the reporting period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10.2</b>	If so, please describe:	

<b>Section 11: Project Sustainability and Success</b>		
		<b>Please Respond Below</b>
<b>11.1</b>	How are you defining "success" for your project?	
<b>11.2</b>	What steps have you planned and/or achieved this reporting period to ensure that progress continues, and the results of your project are utilized?	

<b>Section 12: Project Challenges</b>	
	<b>Please Respond Below</b>
Please identify any circumstances that are hindering project progress and indicate how you intend to overcome these obstacles if any. If there are none, indicate N/A.	

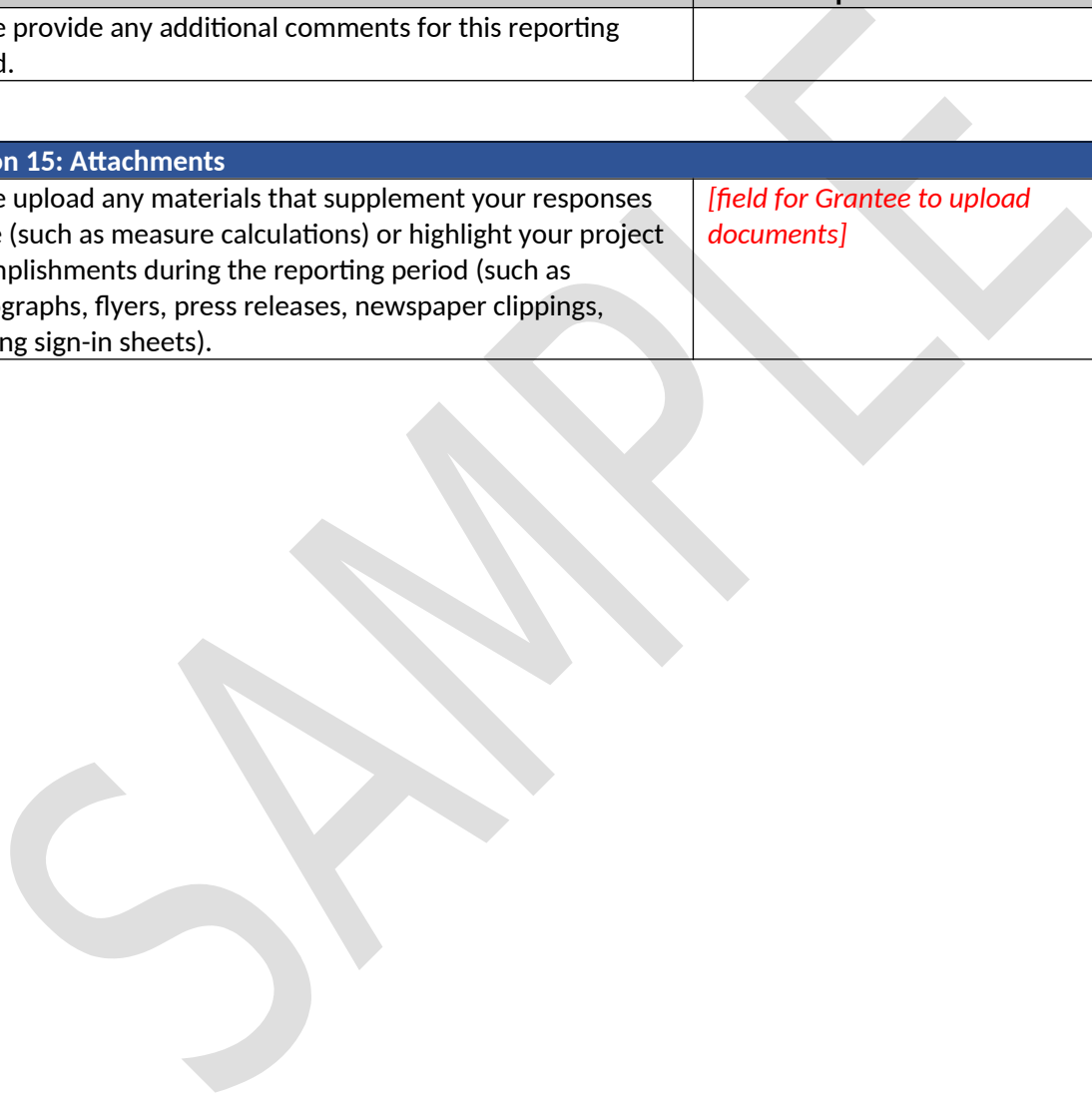
<b>Section 13: Subaward Monitoring</b>		
		<b>Please Respond Below</b>
<b>13.1</b>	Does your grant include subaward(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13.2</b>	Summary of results of reviews of financial and programmatic reports.	
<b>13.3</b>	Summary of findings from site visits and/or desk reviews to ensure effective subrecipient performance.	
<b>13.4</b>	Environmental results the subrecipient achieved.	
<b>13.5</b>	Summaries of audit findings and related pass-through entity management decisions.	

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

<b>13.6</b>	Actions the pass-through entity has taken to correct deficiencies such as those specified at <a href="#">2 CFR 200.332(e)</a> , <a href="#">2 CFR 200.208</a> and <a href="#">2 CFR 200.339</a> .	
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<b>Section 14: Comments</b>	
	<b>Please Respond Below</b>
Please provide any additional comments for this reporting period.	

<b>Section 15: Attachments</b>	
Please upload any materials that supplement your responses above (such as measure calculations) or highlight your project accomplishments during the reporting period (such as photographs, flyers, press releases, newspaper clippings, meeting sign-in sheets).	<i>[field for Grantee to upload documents]</i>



**Draft RCSD SWIFR/REO Grantee Progress Report Template**

Material List (for material lookup field for Sections 7.2, 7.3, and 7.4)

Electronics: Consumer Electronics and Small Equipment
Electronics: Video Display Devices - CRT
Electronics: Video Display Devices - Non-CRT
Batteries: Lead acid Batteries
Batteries: Alkaline Batteries
Batteries: Lithium-ion Batteries
Batteries: Other Batteries
Batteries: Mixed
Electronics: Other Electrical Equipment
Electronics: Mixed
Glass: Clear Glass Bottles and Containers
Glass: Green Glass Bottles and Containers
Glass: Brown Glass Bottles and Containers
Glass: Other Colored Glass Bottles and Containers
Glass: Other
Glass: Mixed
Metals: Steel Cans
Metals: Other Ferrous Metals
Metals: Other Non-Ferrous Metals
Metals: Other Aluminum (foil, trays, etc)
Metals: Aluminum Cans
Metals: Other
Metals: Mixed
Mixed Materials
Municipal Solid Waste
Paper: Uncoated Corrugated Cardboard and Kraft Paper
Paper: Newspaper
Paper: White Office-type Paper and Mail
Paper: Magazines and Catalogs
Paper: Folding Cartons and Other Paperboard Packaging
Paper: Miscellaneous Paper Packaging
Paper: Aseptic Containers and Gable-top Cartons
Paper: Other
Paper: Mixed
Plastics: PET Bottles and Jars
Plastics: #1 PET Containers
Plastics: #2 HDPE Bottles and Jars
Plastics: #2 HDPE Containers
Plastics: #3 Containers
Plastics: #4 Containers

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

Plastics: #5 Containers
Plastics: #6 Containers
Plastics: #7 Containers
Plastics: Trash Bags
Plastics: Grocery and Other Merchandise Bags
Plastics: Non-Bag Commercial and Industrial Packaging Film
Plastics: Film Products
Plastics: Flexible Plastic Pouches
Plastics: Other Plastic Film
Plastics: Durable Plastic Items
Plastics: Other Expanded Polystyrene Packaging
Plastics: Other
Plastics: Mixed
Organics: Inedible Food Waste
Organics: Edible Food Waste
Organics: Compostable Food Ware & Packaging - Paper/Wood
Organics: Compostable Food Ware & Packaging - Plastic
Organics: Yard Debris: Leaves and Grass
Organics: Yard Debris: Prunings and Trimmings
Organics: Untreated Wood
Organics: Branches and Stumps
Organics: Biosolids
Organics: Manure
Organics: Fats, Oils, and Grease
Organics: Other Organic Materials
Organics: Mixed
Textiles: Synthetics
Textiles: Natural Fibers
Textiles: Shoes, Purses, Belts
Textiles: Mixed or Unknown
Bulky Items: Furniture
Bulky Items: Treated/Painted/Stained wood
Bulky Items: Mattresses and Foundations
Bulky Items: Other Bulky Items
Bulky Items: Mixed
Major Appliances
Tires
Household Hazardous Waste: Paint
Household Hazardous Waste: Used Oil
Household Hazardous Waste: Oil Filters

**Draft RCSD SWIFR/REO Grantee Progress Report Template**

Household Hazardous Waste: Pharmaceuticals
Household Hazardous Waste: Solvents
Household Hazardous Waste: Corrosives
Household Hazardous Waste: Flammables
Household Hazardous Waste: Fluorescent tubes
Household Hazardous Waste: Pesticides
Household Hazardous Waste: One-Pound Propane Gas Cylinders
Household Hazardous Waste: Other
Household Hazardous Waste: Mixed
C&D: Concrete
C&D: Asphalt Paving
C&D: Rock & Soil
C&D: Asphalt Roofing
C&D: Gypsum Board
C&D: Carpet
C&D: Wood
C&D: Metals
C&D: Other
C&D: Mixed
Diapers and Sanitary Products
Household Items
Disaster Debris within MSW
Solar Panels
Other